

ENVIRONMENTAL SYSTEMS TECHNOLOGY ADVISORY COMMITTEE

FOLLOW-UP MEETINGS

July 17 and August 6, 1997

Present: Matt Daly, Maintenance Systems Supervisor  
 Sally Kalson, Coordinator of Cooperative Education  
 Shelley Kaye, Workforce Preparation Services  
 Verna Love, Counselor  
 Dr. Carlos Olivarez, Dean, Academic and Student Services  
 Larry Pennefather, Faculty  
 Dr. Debra Rowe, Faculty  
 Ruth Springer, Secretary

Date Recommended	Advisory Committee Recommendations	Follow-Up Actions
10/17/96	1. That a co-op class be developed for inclusion in the Environmental Systems Program. Another possible way of providing students with on-the-job experience could be through an affiliation agreement with a large company, such as OCC's medical programs have with hospitals. <b>In Process</b>	1a. Mr. Larry Pennefather has met with Ms. Sally Kalson regarding the inclusion of a co-op class in the Environmental Systems Program. 1b. Mr. Pennefather will take the necessary steps to add IND 140.1-4, Cooperative Internship, to the HVACR Technician (HVT) and Advanced HVACR Technician (HVA) Options as a recommended elective. In the Special Interest (TER) and Facilities Management (HVF) Options, IND 140.1-4 will be added to the list of Required Supportive courses from which students are required to choose 25 credit hours.

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10/17/96	<p>2. That OCC obtain the necessary equipment to teach AET 251, Direct Digital Controls. <b>In Process</b></p>	<p>2a. A letter has been sent to all HVA students who have taken classes in the last three years inviting them to meet with Mr. Pennefather or Dr. Debra Rowe to arrange a course substitution if they have been prevented from graduating by the fact that AET 251 and TER 141 have not been offered.</p> <p>2b. The Budget Council has approved the purchase of a laptop to be used as part of a DDC Building Automation System.</p> <p>2c. A vendor has been selected for current and future DDC projects at OCC. Mr. Matt Daly has suggested that requests be written to include a station in the Environmental Systems Lab at Auburn Hills and one in the Alternate Energies Lab at Royal Oak to be used by students to observe the system.</p> <p>2d. A subcommittee composed of Mr. John Geist, Mr. Fred Gerow, Mr. David Tetreau, as well as Mr. Darrell DuBay of Landis &amp; Staefa and a representative from Ferris State University, will meet with Mr. Daly, Mr. Pennefather, and Dr. Rowe to establish a list of what equipment is needed in the lab and provide ideas regarding curriculum.</p> <p>2e. See nos. 4a, 4b, and 4c.</p>
10/17/96	<p>3. That OCC take the necessary steps to offer TER 141, Air Conditioning Systems Testing, Adjustment and Balancing. <b>In Process</b></p>	<p>3. Mr. Pennefather will investigate the possibility of adding an air balancing module to TER 139, Heating, Ventilation, Air Conditioning and Refrigeration Design II, rather than offering a separate course, TER 141.</p>
10/17/96	<p>4. That OCC seek to obtain the high tech lab equipment needed by the program through partnerships with companies. <b>In Process</b></p>	<p>4a. Mr. Pennefather will contact Ferris State University to get a list of the equipment they have in their lab.</p> <p>4b. Mr. Pennefather will contact Ferris State University about the possibility of their Environmental Systems courses being offered at OCC, with Ferris assisting in the supply of needed lab equipment, including software.</p> <p>4c. Mr. Pennefather will contact Ms. Cheryl Kozell, Executive Director of Workforce Development, in regard to working with her to obtain donations of equipment, including software.</p> <p>4d. See no. 2d.</p>

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10/17/96	<p>5. That Mr. Pennefather be given release time to develop curriculum, contact companies about obtaining equipment, and take training in the advanced systems which need to be taught.</p> <p><b>In Process</b></p>	<p>5a. Mr. Pennefather was too busy during Spring/Summer 1997 to be able to do release time work in addition to teaching.</p> <p>5b. Mr. Pennefather and Dr. Rowe will request release time for 1997-1998 to:</p> <ul style="list-style-type: none"> <li>Explore the idea of splitting the present certificate into two or three certificates, one for heating and one for refrigeration and/or air conditioning; create a proposal for the certificates, if the idea is viable.</li> <li>Follow up on obtaining additional lab space for the program, both at Auburn Hills and possibly at another campus as well.</li> <li>Develop a module on air balancing for possible inclusion in the HVAC Design II course.</li> <li>Establish and meet with an advanced lab subcommittee to define the necessary equipment for a DDC lab, a sheet metal lab, and an air testing and balancing lab, and explore the possibilities for donated equipment.</li> <li>Create a staff development plan to assure that faculty will be up-to-date on new technologies and equipment in the field, and recruit adjuncts for the program to assure coverage in the advanced courses while training present faculty.</li> <li>Develop a viable marketing plan for the program, including a task list and time line and a system that can be easily used each year.</li> <li>Improve communication with the Job Placement Office.</li> <li>Complete the following Follow-Up Actions: 1b, 2c, 2d, 3, 4a, 4b, 4c, 6, 9a, 9b, 10c, 10d, 10e, 12, 13, 14, 15c, 15e, 16, 22b, 22c, 22d, 25, 26, 27.</li> </ul>

<b>Date Recommended</b>	<b>Advisory Committee Recommendations</b>	<b>Follow-Up Actions</b>
10/17/96	6. That Mr. Pennefather attempt to find possible instructors from industry to teach the most advanced classes, such as AET 251 and TER 141. <b>In Process</b>	6. Mr. Pennefather will identify possible instructors from industry to teach AET 251.
10/17/96	7. That OCC attempt to arrange for clinicals, such as are used in the nursing field, in which an entire class could go into the field and use the equipment. <b>In Process</b>	7. Field trips and clinicals have been integrated into the program as appropriate.
10/17/96	8. That OCC continue to train students on oil-based equipment. <b>Completed</b>	8. Ongoing.
10/17/96	9. That a sheet metal/ductwork course be included in the curriculum. <b>In Process</b>	9a. Mr. Pennefather and Dr. Rowe will identify a space to be used for a sheet metal/ductwork lab. Mr. Pennefather will speak with Mr. Steve Atma about the possibility of using room A101 for this purpose. 9b. Development of a sheet metal/ductwork course will be included in the curriculum development to be facilitated by Mr. Pennefather and Dr. Rowe (see no. 5b)

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10/17/96	<p>10. That OCC take steps to expand the Environmental Systems Lab to have more space for needed equipment. That this expansion be made a part of the master plan currently being created for the Auburn Hills Campus. That a new building be requested for the Environmental Systems Program. If it is not possible to have a new building, that additional balcony space be added to the lab.</p> <p><b>In Process</b></p>	<p>10a. At the February 6 meeting of the Auburn Hills Facilities Committee, Dr. Carlos Olivarez and Mr. Pennefather presented a request for additional space for the Environmental Systems Lab, once space is vacated by the move into the newly renovated F Building. A decision has not yet been made as to who will be moving to F Building, so it is not yet known what spaces will be available following the move.</p> <p>10b. In preliminary explorations with the architect, he stated that the strength of the foundation could not support a mezzanine addition to room A216.</p> <p>10c. Mr. Pennefather and Dr. Rowe will write a memo requesting that room A350 be added to the Environmental Systems Lab area, including details as to how the space would be used.</p> <p>10d. Dr. Olivarez will make a formal request to the Facilities Committee regarding the possibility of adding a second floor to room A216.</p> <p>10e. Dr. Olivarez has spoken with Dr. Diann Schindler, Auburn Hills Campus President, and she has given her support to the proposed offering of Environmental Systems classes at the Royal Oak and/or Southfield Campuses. Dr. Olivarez will contact Dr. Martha Smydra, Royal Oak/Southfield Campus President, about the possibility of putting equipment needed to teach the introductory Environmental Systems classes in the Alternate Energies Lab or in another space at Royal Oak or Southfield.</p>

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10/17/96	11. That OCC attempt to become involved in revenue producing programs and other activities which might also make employers more aware of the College, such as: offering professional development seminars; becoming a certification test site through ACCA; becoming a site for meetings of ASHRAE. <b>In Process</b>	11. To be addressed after the Environmental Systems Lab has been updated.
10/17/96	12. That any needed curriculum adjustments be made to ensure that students have the basic skills in math, English, and technical support which they need to be successful in the Environmental Systems Program. This could include requiring students to pass a proficiency test or take the needed classes outside the program requirements. <b>In Process</b>	12. To be addressed as part of the curriculum development to be done by Mr. Pennefather and Dr. Rowe (see no. 5b).
10/17/96	13. That OCC update staff and curriculum to address the need for instruction in air quality, building automation, and energy management control strategies. <b>In Process</b>	13. To be addressed as part of the release time activities to be done by Mr. Pennefather and Dr. Rowe (see no. 5b).
10/17/96	14. That steps be taken to include in the curriculum instruction in Business Communication. <b>In Process</b>	14. This will be included in the course being proposed in response to recommendation 15.

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10/17/96	<p>15. That steps be taken to include in the curriculum instruction in interpersonal skills, problem solving, and customer relations.</p> <p><b>In Process</b></p>	<p>15a. Ms. Kalson and Ms. Shelley Kaye have put together a proposal for a new course which would provide instruction in such things as interpersonal relations with co-workers and customers, oral communication, problem-solving in unfamiliar situations, personal management, and personal presentation skills, including interview skills.</p> <p>15b. Ms. Kalson and Ms. Kaye were going to develop competencies for the proposed course. However, they have learned that Ms. Suba Subbarao has developed a course which meets these needs.</p> <p>15c. Ms. Kaye will find out from Ms. Subbarao where this course is in the curriculum process and how Dr. Rowe and others in the group may be able to help.</p> <p>15d. Ms. Kalson and Ms. Kaye will offer their support and assistance in having this course approved through the curriculum process.</p> <p>15e. The integration of this course into the Environmental Systems curriculum in place of IND 100 will be done as a part of the curriculum development to be done by Mr. Pennefather and Dr. Rowe (see no. 5b).</p>
10/17/96	<p>16. That a bulletin board be placed in the Environmental Systems Lab to be used for posting job openings.</p> <p><b>In Process</b></p>	<p>16. Mr. Pennefather will request that a bulletin board be placed in the Environmental Systems Lab to be used for this purpose.</p>
10/17/96	<p>17. That, when the Placement Office receives a job posting in the area of Environmental Systems, a copy be sent to Mr. Pennefather to be posted in the Environmental Systems Lab and to Dr. Rowe to be posted in the Alternate Energies Lab at the Royal Oak Campus. That Mr. Pennefather work with Ms. Mamros on what job titles should be included among those sent to him.</p> <p><b>In Process</b></p>	<p>17. Dr. Olivarez will work on this with Mr. Willie Lloyd, Director of Placement and Cooperative Education.</p>

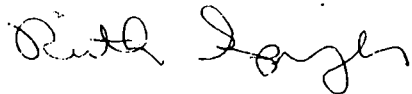
<b>Date Recommended</b>	<b>Advisory Committee Recommendations</b>	<b>Follow-Up Actions</b>
10/17/96	18. That the jobs currently included under MOIS code 10 in the Placement Office job postings be divided into sub-categories to make it easier for students to find jobs in their specific field. <b>In Process</b>	18. Dr. Olivarez will work on this with Mr. Lloyd.
10/17/96	19. That the Placement Office put job postings on e-mail so students would be able to access them using designated computers. <b>In Process</b>	19. Dr. Olivarez will work on this with Mr. Lloyd.
10/17/96	20. That employers be invited into the classroom to present Environmental Systems job openings to the students. <b>In Process</b>	20. Mr. Pennefather will be open to potential presentations from employers.
10/17/96	21. That the Auburn Hills Campus consider hosting a career fair. <b>In Process</b>	21. Dr. Olivarez will work on this with Mr. Lloyd.
10/17/96	22. That a mailing be sent to companies once a semester including information about the Environmental Systems Program and the possibility of sending employees to OCC for retraining. Information should also be included about how to post job openings, with a form the company could return with job information. <b>In Process</b>	22a. A marketing brochure has been created and printed. 22b. Mr. Pennefather and Dr. Rowe will create a database for future mailings. 22c. Mr. Pennefather and Dr. Rowe will create cover letters to be used in mailings. 22d. Mr. Pennefather and Dr. Rowe will create a task list and time lines for ongoing mailings.
10/17/96	23. That a Rolodex with the names of companies and how to contact them be made available to students in the Environmental Systems Lab. <b>Completed</b>	23. A Rolodex with company information is available on Mr. Rob Featherstone's desk. When students need employment information, Mr. Featherstone or Mr. Pennefather supply them with it.



<b>Date Recommended</b>	<b>Advisory Committee Recommendations</b>	<b>Follow-Up Actions</b>
10/17/96	24. That Environmental Systems Program graduates who have become successful in the field be brought in to speak to students, so students are aware that there are good jobs available in the field. <b>In Process</b>	24. Mr. Pennefather will follow up on this recommendation.
4/11/97	25. That the advisory committee be provided with copies of any proposed curriculum changes so that members may review them and provide input before any internal balloting takes place. <b>In Process</b>	25. Mr. Pennefather and Dr. Rowe will follow up on this recommendation as part of their release time activities (see no. 5b).
4/11/97	26. That instructors inject into every course the concept of being nice to the customer. That OCC consider doing a staff development initiative for all Technology Department instructors to teach them how to introduce this concept into their classes. <b>In Process</b>	26. Mr. Pennefather and Dr. Rowe will send a memo to all Environmental Systems adjuncts asking them to model and emphasize in all their classes the importance of customer relations. At the end of the term, they will be asked to fill out a form stating how this was done.
4/11/97	27. That a cross-referenced file of mailing lists which could be used in mailings to companies be maintained by Ms. Ruth Springer in the Technology Department office. <b>In Process</b>	27. Ms. Springer will work with Mr. Pennefather and Dr. Rowe to obtain mailing lists for ASHRAE, the Metro Detroit ACCA, and the Metro Detroit Building Superintendents Association. She will create a cross-referenced file which could be used in mailings to companies (see no. 22b).

The next meeting of the Environmental Systems Technology Advisory Committee will take place on Friday, November 7, 1997, from 1:00 to 3:00 p.m. in room T-6. The meeting will begin with lunch at 1:00.

Respectfully submitted,



Ruth Springer

(advw97:terfollo.min)