

ENVIRONMENTAL SYSTEMS TECHNOLOGY ADVISORY COMMITTEE

FOLLOW-UP MEETINGS

March 17 and April 21, 1998

Present: Matt Daly, Maintenance Systems Supervisor
Sally Kalson, Coordinator of Cooperative Education
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. In Process	1. IND 140.4, Cooperative Internship, has been added to all four options as a recommended elective under the proposed curriculum revisions currently being developed by Mr. Larry Pennefather and Dr. Debra Rowe.

Date Recommended	Advisory Committee Recommendations	Follow-Up Actions
10/17/96	<p>2. That OCC obtain the necessary equipment to teach AET 251, Direct Digital Controls. In Process</p>	<p>2a. A subcommittee composed of Mr. John Geist, Mr. Fred Gerow, Mr. David Tetreau, as well as Mr. Darrell DuBay of Landis & Staefa and a representative from Ferris State University, has met with Mr. Pennefather and Dr. Rowe to establish a list of what equipment is needed in the lab and provide ideas regarding curriculum.</p> <p>2b. Capital equipment funds have been allocated for the purchase of equipment needed to teach AET 251. Equipment has been ordered from Landis & Staefa.</p>
10/17/96	<p>3. That OCC take the necessary steps to offer TER 141, Air Conditioning Systems Testing, Adjustment and Balancing. In Process</p>	<p>3a. Mr. Tony DeAlbuquerque is developing an air balancing module which can be included as part of another course, rather than offering a separate course, TER 141.</p> <p>3b. Mr. Pennefather will follow up on this with Mr. DeAlbuquerque and ask him to also develop a plan for a simple lab to be installed in room A101 along with the equipment needed for the ductwork class (see no. 9b).</p>
10/17/96	<p>4. That OCC seek to obtain the high tech lab equipment needed by the program through partnerships with companies. In Process</p>	<p>4a. The program has received through capital equipment funds two laptop computers, an Elmo projector, and a large number of Carrier training videos and software modules.</p> <p>4b. Landis & Staefa is working with OCC to help obtain needed equipment (see no. 2b). Once this equipment is in place, Dr. Rowe and Mr. Pennefather will be able to approach other companies to see if they would also be interested in donating equipment and software.</p> <p>4c. Mr. Pennefather has visited Ferris State University and obtained a list of the equipment they have in their lab.</p> <p>4d. 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>4e. After more lab space is made available, 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>

Date Recommended	Advisory Committee Recommendations	Follow-Up Actions
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>In Process</p>	<p>5. Mr. Pennefather and Dr. Rowe have received release time for 1997-1998. The following tasks have been completed:</p> <p>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. (Three certificates are included in the proposed curriculum revision.)</p> <p>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. (See no. 2a.)</p> <p>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.</p> <p>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. (See no. 22b.)</p> <p>Complete the following Follow-Up Actions from minutes of July 17 and August 6, 1997: 1b, 2d, 4a, 6, 9a, 12, 14, 15c, 15e, 22b, 22d, 25.</p> <p>The following tasks are still in process:</p> <p>Follow up on obtaining additional lab space for the program, both at Auburn Hills and possibly at another campus as well.</p> <p>Develop a module on air balancing for possible inclusion in the HVAC Design II course.</p> <p>Improve communication with the Job Placement Office.</p> <p>Complete the following Follow-Up Actions: 2c, 3, 4b, 4c, 9b, 10c, 10d, 10e, 13, 16, 22c, 26, 27.</p>

Date Recommended	Advisory Committee Recommendations	Follow-Up Actions
10/17/96	<p>6. That Mr. Pennefather attempt to find possible instructors from industry to teach the most advanced classes, such as AET 251 and TER 141. Completed</p>	<p>6. Mr. Pennefather has identified possible instructors from industry to teach AET 251.</p>
10/17/96	<p>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. In Process</p>	<p>7. This type of experience has been integrated into the proposed curriculum revision through the inclusion of IND 140.4, Cooperative Internship, in each program option as a recommended elective.</p>
10/17/96	<p>9. That a sheet metal/ductwork course be included in the curriculum. In Process</p>	<p>9a. Dr. Carlos Olivarez has stated that funds are available to offer a supplemental contract to someone to develop a sheet metal/ductwork course to be included in the proposed revised curriculum.</p> <p>9b. Dr. Olivarez has agreed that room A101 can be used for the ductwork class, with the assumption that the room would continue to be available for multipurpose usage.</p> <p>9c. Mr. Pennefather will prepare a floor plan to show how the necessary lab equipment will be placed in the room.</p>

Date Recommended	Advisory Committee Recommendations	Follow-Up Actions
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>In Process</p>	<p>10a. At the February 6, 1997, meeting of the Auburn Hills Facilities Committee, Dr. 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 have written 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 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. The new Dean of Technology 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> <p>10e. Mr. Pennefather will discuss with Educational Technology Consultant Mike Clancy, and if necessary with Dr. Schindler, the embarrassing lack of space in the Environmental Systems Lab and the need to address this issue before the next advisory committee meeting.</p>

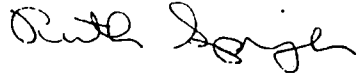
Date Recommended	Advisory Committee Recommendations	Follow-Up Actions
10/17/96	<p>11. That OCC attempt to become involved in revenue producing programs and other activities which might also make employers more aware of the College, such as: offering professional development seminars; becoming a certification test site through ACCA; becoming a site for meetings of ASHRAE.</p> <p>In Process</p>	11. To be addressed after the Environmental Systems Lab has been updated.
10/17/96	<p>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.</p> <p>In Process</p>	12. This is being addressed as part of the curriculum development being done by Mr. Pennefather and Dr. Rowe (see no. 5).
10/17/96	<p>13. That OCC update staff and curriculum to address the need for instruction in air quality, building automation, and energy management control strategies.</p> <p>In Process</p>	13. This is being addressed as part of the release time activities being done by Mr. Pennefather and Dr. Rowe (see no. 5).
10/17/96	<p>14. That steps be taken to include in the curriculum instruction in Business Communication.</p> <p>In Process</p>	14. The proposed revised curriculum includes ENG 145, Writing and Reading for Problem Solving, a new course developed by Ms. Suba Subbarao which has just been approved through OCC's curriculum approval process. This course includes instruction in Business Communication.
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>In Process</p>	15. The new course developed by Ms. Subbarao (see no. 14) includes instruction in interpersonal skills, problem solving, and customer relations.

Date Recommended	Advisory Committee Recommendations	Follow-Up Actions
10/17/96	16. That a bulletin board be placed in the Environmental Systems Lab to be used for posting job openings. Completed	16. A bulletin board has been installed in the Environmental Systems Lab to be used for this purpose.
10/17/96	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. In Process	17. Mr. Pennefather will contact Mr. Clancy regarding following up on this recommendation with Mr. Willie Lloyd, Director of Placement and Cooperative Education.
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. In Process	18. Mr. Pennefather will contact Mr. Clancy regarding following up on this recommendation 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. In Process	19. Mr. Pennefather will contact Mr. Clancy regarding follow-up on this recommendation with Mr. Lloyd.
10/17/96	20. That employers be invited into the classroom to present Environmental Systems job openings to the students. In Process	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. In Process	21. The new Dean of Technology will work on this with Mr. Lloyd.

Date Recommended	Advisory Committee Recommendations	Follow-Up Actions
10/17/96	<p>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.</p> <p>In Process</p>	<p>22a. Dr. Rowe has created a marketing plan to include, among other activities, two major mailings per year to a database of approximately 1000 companies and contractors.</p> <p>22b. Dr. Olivarez has agreed to fund on an ongoing basis two bulk mailings per year of approximately 1000 pieces each.</p> <p>22c. Ms. Ruth Springer is creating a database to be used for future mailings. It will include the members of a number of area professional organizations.</p> <p>22d. Dr. Rowe and Ms. Springer will work with OCC's Graphic Services to create a brochure to be mailed.</p>
10/17/96	<p>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.</p> <p>In Process</p>	<p>24. Mr. Pennefather will follow up on this recommendation.</p>
4/11/97	<p>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.</p> <p>Completed</p>	<p>25. At its meeting on November 7, 1997, the advisory committee was provided with copies of the proposed curriculum changes. They reviewed and expressed their support for the proposed changes.</p>
4/11/97	<p>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.</p> <p>In Process</p>	<p>26a. Mr. Pennefather has sent a memo to all Environmental Systems adjunct faculty requesting that they emphasize customer relations in their instruction.</p> <p>26b. Ms. Sally Kalson and Dr. Rowe are following up on possible grant opportunities to develop course work modules to address this issue.</p>
4/11/97	<p>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.</p> <p>In Process</p>	<p>27. see no. 22c.</p>

The next meeting of the Environmental Systems Technology Advisory Committee will take place during Fall 1998.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Ruth Springer".

Ruth Springer

(advf97:terfollo.min)