ATTENDEES:

- Tammy Burke, Chair
- Cody Smith (Dustin with HR)
- Matt Barker
- Jim Weber
- Graham Francis
- Sandy Bauman
- Bruce Howard
- Bridget Guerin
- Glen Harrison
- Ryan Loomis
- Ken Johnson
- John McLaughlin
- Tom Lund
- Dustin Nelson
- Pual Nicholson
- Dale Poling
- Jasmine Rusnell
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1. Curriculum and Instruction

- Identify and expand the use of new technologies.
  - DDSN135 Solidworks has replaced MCH120 Blueprint Reading
  - Blueprint reading is being integrated into other classes throughout the year.
  - MCH 240 Metallurgy has been moved to first semester and DDSN Solidworks is second semester.
  - Solidworks and Mastercam are being integrated.

- Compare content with occupational competencies and tasks.
  - First Year students are required to obtain 6 NC3 certifications in precision measurement.
  - Second Year students are required to obtain both FANUC and HAAS operations certification.
  - Class projects are updated for relevancy. Students will make some of their own tooling, which they will be using to complete additional class projects. The learning outcomes have remained the same.

2. Program Review

- Assess, recommend, and/or provide equipment and facilities.
3 new manual lathes are in the first year program.
A new HAAS ST-20Y turning center with live tooling will replace the old HAAS SL-20 turning center this year.
Committee suggested more practice with the 5\textsuperscript{th} Axis and ST-35

- Assist in short and long-term planning for program improvement.
  - 2019 to 2020 Enrollment decreased:
    \begin{itemize}
    \item Fall 2019: 10 first year students, 16 second year students
    \item Fall 2020: 6 first year students, 8 second year students
    \end{itemize}
- Covid-19?
- 2020-2021 Students – Face-to-Face Instruction with Covid-19 safety precautions (face masks, 6’ distancing, and sanitization)
  \begin{itemize}
  \item John’s 14\textsuperscript{th} year teaching and this is his best class ever; they learn fast and are ahead of schedule.
  \item Paul’s class is doing really well; they are accomplishing more and are working at a faster pace.
  \end{itemize}
Night machine program is no longer offered
Participate in long-term planning.
  \begin{itemize}
  \item Is there a way to advertise our program statewide?
    \begin{itemize}
    \item Contact Paddy Fleming – MMEC - Montana Manufacturing Center
      \begin{itemize}
      \item \texttt{pfleming@montana.edu}
      \item 406-249-9178
      \end{itemize}
    \end{itemize}
  \item HC is partnering with Job Service
    \begin{itemize}
    \item There are currently 1100 people without any college experience who are in need of jobs.
    \end{itemize}
  \end{itemize}
Curriculum review is in process for second year
Curriculum changes are implemented for the first year.

3. Recruitment and Job Placement

- Notify instructors of entry-level job openings for students.
  \begin{itemize}
  \item Employers are encouraged to contact the Helena College instructors to schedule meetings with students and or student groups regarding job opportunities. Department instructors will organize these events. Virtual Presentations were discussed; a good option during Covid-19 times.
  \item Employers are encouraged to provide or obtain cooperative work experiences, internships/externships, work/study or work-based learning opportunities for students.
  \end{itemize}

4. Student Organizations

- FMOA?
- Suggestions on how to get student involvement.
Have the HC students meet with the high school students.

HC should consider taking place in the college level HAAS sponsored Skills USA Competition.
- The competition has a post secondary component with two competitions: state and national.
  - 3 areas of CNC to compete in: metal, lathe, and tech combo
  - HC could host against Flathead in the spring.

5. **Staff Development**

- Review professional development plans.
  - First year instructor, John McLaughlin, has obtained Snap-on precision measuring certification
  - Second year instructor, Paul Nicholson, has obtained FANUC instructor certification.

6. **Resources**

- Provide tours and field trips, job shadowing experiences and speakers.
  - 2020-2021 school year there will not be any field trips due to Covid-19.
    - Boeing field trip for all students
    - Kalispell area for all students
  - HC usually hosts two Manufacturing Nights, but due to Covid-19 they have been cancelled.
  - The Virtual Presentations and Guest Speakers are still welcome on campus; plans will be made around Covid-19 restrictions and safety guidelines.