1. Curriculum and Instruction

- Identify and expand the use of new technologies.
  - DDSN135 Solidworks vs. Mastercam Solids? We are trying to determine the best solution for the students.
    - Mastercam can do any solidworks and is more user friendly.

- Compare content with occupational competencies and tasks.
  - First Year students are required to obtain 6 certifications in precision measurement which will be a permanent addition to the first year.
    - Students do the labs and then have 3 tries to pass the tests.
    - Will be offering a Soft Skills certificate soon through NC3.
  - Second Year students are required to obtain both FANUC certified CNC training and HAAS operation certification.
    - Paul is hoping to have a certification center at HC in the near future.
  - Class projects were updated for relevancy in first and second year.
    - The students made tools that they could use in future courses to match the required outcomes. Both first year and second year students did this.

2. Program Review
• Assess, recommend, and/or provide equipment and facilities.
  o 3 new manual lathes are in the first-year program are up and running.
  o 3 new manual vertical milling machines.
  o A new HAAS ST-20Y turning center with live tooling did replace the old HAAS SL-20 turning center last year.
  o Installed a new Haas Mini Mill to replace an old Haas Mini Mill over the summer. Students will be using this machine this semester.
    ▪ High speed 4th axis
  o Wi-Fi system with cameras were purchased for both the Haas ST-20Y and the Haas Mini Mill. This will help students from theory, online theory, helping local high schools, etc.
    ▪ This will also benefit any remote learning needed (due to sickness, etc.) and classroom assignments so all students can easily see what is being taught.

• Assist in short and long-term planning for program improvement.
  o 2019-2020 Enrollment decreased:
    ▪ Fall 2020: 6 first year students, 7 second year students
    ▪ Fall 2021: 9 first year students, 3 second year students
    • HC changed the name of the Machining Program to Manual Machining (1st year) and CNC Machining (2nd year) in hopes of acquiring new students – wondering if the old name was too generic for people to understand what was being offered.
    • HC will be doing more marketing of the program.
    • Machining work-study student is going to promote the program in social media with the hopes of getting the attention of younger people.
  o Curriculum review is in process for second year
  o DD5N135 Solidworks vs. Mastercam Solids? We are trying to determine the best solution for the students.

3. Recruitment and Job Placement

• Notify instructors of entry-level job openings for students.
  o 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.
    o Business partners are welcome to contact Shelby Zander – Career Connections Coordinator or Bridget Guerin – Administrative Associate to help reach out to students for employment and/or to advertise on the HC web page.
  o Employers are encouraged to provide or obtain cooperative work experiences, internships/externships, work/study or work-based learning opportunities for students.
First and second year instructors are trying to visit shops to further understand what these shops do. This will help students and employers find a better fit.

- Pioneer and Diversified are welcoming field trips.

4. **Student Organizations**
   - FMOA?
     - Suggested that the club be opened to junior and seniors in high school.
     - Business partners said they would work around the club schedule to allow their student employees flexible work times to participate.
   - Suggestions on how to get student involvement.

5. **Staff Development**
   - Review professional development plans.
     - First year instructor will be going through MasterCam Solids – John McLaughlin.
     - Second year instructor is taking the HAAS operator certification – Paul Nicholson.
     - First and second year instructors will be learning GrabCAD and the 3D printer.

6. **Resources**
   - Provide tours and field trips, job shadowing experiences and speakers.
     - Boeing field trip for all students.
     - 2021-2022 school year may not have field trips due to Covid 19.
       - Dean Bauman said HC doesn’t have restrictions at this time for travel and field trips are an option this semester.
       - Business partners also mentioned that individual tours for students is available.