

**Franklin County Career and Technology Center
FALL OCCUPATIONAL ADVISORY COMMITTEE REPORTING FORM**

PROGRAM AREA:	ENGINEERING TECHNOLOGY				
MEETING DATE:	10/3/2023	START:	5:00pm	ADJOURN:	6:30
COMMITTEE CHAIRPERSON:	Loren Myers				
COMMITTEE MEMBERS/GUESTS ATTENDING:					
Loren Myers-Loudon Industries Drew McLaughlin -American Micro Industries Julie Fitchett-American Micro Industries Megan Gricar Baker- Program Instructor					
BRIEF MEETING SUMMARY:					
<ul style="list-style-type: none"> • Committee was pleased with funding provided for requested replacement equipment. • Loren Myers- Loudon Industries may be able to provide Co-Op or shadowing opportunity next semester. • Committee supports the plan on the 5 year equipment list. Also recommended to replace/add new storage cabinetry/systems, replace student lockers, replace student work benches, replace classroom tables. • Committee cited there is a need locally for employees in engineering related jobs 					
ADMINISTRATIVE RESPONSE:					
<ul style="list-style-type: none"> • Admin is excited to hear that Loudon Industries may be able to provide co-op opportunities. We would like to grow co-op options for students in this program. • We appreciate the continued support and recommendations for equipment and upgrades. Admin agrees that equipment recommendations can be added to the 5-year equipment list for consideration through Perkins funding and/or other equipment grants. • Furniture and locker replacements in the program can be considered for program budget and in coordination with Maintenance. 					

X

Secretary/Chairperson's Signature

SECTION 1: APPROVAL OF MINUTES OF LAST MEETING

PLEASE CHECK ONE OF THE ITEMS LISTED BELOW:

- The minutes of the last meeting are approved as presented.
- The minutes of the last meeting are approved with the following changes.

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SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING

- Committee was pleased with funding provided for replacement equipment requested.

SECTION 3: FACILITIES

FACILITIES REPORTING FORM:

	<u>Satisfactory</u>	<u>Unsatisfactory</u>
1. The room provides the most advantageous use of space available	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Room lighting is adequate for the the health and safety of the students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. The room/lab areas are clean	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Tools and equipment are arranged in an orderly and task-appropriate manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. The area has adequate storage facilities for permanent and consumable supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Emergency Cutoff (Panic) Stops/Buttons are in operating condition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Strategic floor areas are properly lined	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Strategic floor areas are free of obstructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. There are adequate storage facilities for flammable and toxic materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. There is adequate ventilation for flammable and toxic materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Fire extinguishers are visible, accessible, properly maintained and adequate in number	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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|--|-------------------------------------|--------------------------|
| 12. Classroom space for instruction in related theory is adequate. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 13. The classroom/shop/laboratory temperature is comfortable | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. The classroom/shop/laboratory is large enough for the number of students served | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 15. Persons with disabilities are accommodated in the classroom/shops/laboratory | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 16. Students have appropriate access to to equipment and supplies | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 17. As much as possible, the laboratory area mirrors the accommodations found in the workplace | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

1. Prepare a plan/timeline for new storage systems and request for purchase

SECTION 4: EQUIPMENT AND SUPPLIES

A. EQUIPMENT AND SUPPLIES REPORTING FORM:

- | | <u>Satisfactory</u> | <u>Unsatisfactory</u> |
|--|-------------------------------------|--------------------------|
| 1. The supply of tools and equipment is adequate to implement the curriculum | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Equipment and tools meet current industry standards and are appropriate for teaching the occupational skills for that business/industry | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. The condition of the equipment indicates proper care and maintenance | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Equipment should meet OSHA safety standards with respect to guards, shields, grounding, etc | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Safety protection (safety glasses, shields, etc.) is provided and instruction in the proper use of them is provided | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. Supplies are adequate to implement program objectives | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. An inventory of equipment is maintained by the teacher or other staff member | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. A schedule for repair and replacement of equipment, tools and supplies is maintained | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. A security system for the use of tools, equipment and supplies is maintained | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

10. Safety Data Sheets (SDA/MSDS) are provided for each flammable, toxic or explosive material as recommended by OSHA



COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

1. none

B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES

1.) What additional equipment is recommended to meet current industrial/occupational skill standards?

- 3D Scanner

2.) What equipment is recommended for replacement within the next two years?

- 3D Printer
- Work Benches
- Student Lockers
- Storage Cabinets/Carts
- Fluid Power Station

3.) What equipment is recommended for replacement within the next five years?

- Fluid Power Station
- Robotic Arms (table top size)
- Vex Kits
- Classroom Tables
- Wide Format Printer
- Laser Cutter/Engraver

4.) Other recommendations:

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Committee supports the plan on the 5 year equipment list

C. UPDATE FIVE YEAR EQUIPMENT LIST FROM DISCUSSION AND ATTACH TO THIS DOCUMENT:

SECTION 5: GENERAL DISCUSSION

LIST ITEMS FOR DISCUSSION NOT COVERED IN OTHER AREAS:

- **Need for Co-Op, Shadowing and Field Trip Opportunities**
- **Need for Program Sponsorship**
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COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Loren Myers- Loudon Industries may be able to provide Co-Op or shadowing opportunity next semester.

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