

Date:	11-13-2024	Time:	4:30	Location:	Via Zoom
Minutes recorded by:		Niall Kader			

Advisory committees are an integral part of Western Technical College. An advisory committee, with members from the field that the program prepares students to enter, guides each program.

Advisory committee input is an important component in *Continuous Quality Improvement*. Each instructional program offered by the College will have an advisory committee consisting of equal representation of employers and employees of a particular occupation or type of service.

Advisory committees provide assistance, make recommendations, support high-quality occupational education in the program area they represent, and sometimes serve in subcommittee work to accomplish goals.

Local occupational program advisory committees tend to focus on these areas:

- Labor market trends
- Job competencies expectations
- Facilities
- Instructional equipment
- Relevant curriculum feedback
- Recruitment of faculty
- Student recruitment and retention
- Assessment methodology
- Local trends
- Industry trends

Committee Members							
Western Technical College				Advisory Members			
VP: Rebecca Hopkins				John Bushman		Jeff Senn	X
Dean: Josh Gamer				Alex Couch		Ron Shaw	
Associate Dean: Mike Poellinger				Mark Erickson	X	Scot Shumway	
Associate Dean: Mark Moulton	X			Chris Flock	X	Ray Stevens	
Advisor: Darcy McCallson				Chris Haas	X	Joe Zimmerman	
Instructor: Niall Kader	X			Adam Harpur			
Instructor: Tage Bushman	X			Tom Harron			
Instructor: Jacob McAllister	X			Nathan Hoff			
				Tara Kelly	X		
				Bob Lindner			
				Paul Potter			
				Devin Rowan			

AGENDA					
Topic	Discussion/Action				
Call to Order	Time meeting started: 4:45				
Introductions	Update contact information as appropriate				
Approval of Minutes	Motion by: Chris Flock	Seconded by: Jeff Senn	Approval	Y	N
Western Update • Message • College Initiatives • Upcoming Events Update provided by Dean / Associate Dean	College Updates- Mark Moulton new Associate Dean (IT, Ag, landscape, Mech Design, ECET) Center of Innovation construction to begin October, open for Fall 2025. 2.3 million in capital equipment, FIRST robotics connection, contract training, high school academies Strategic plan refresh is now and launching next academic year. Workforce focus. Intending to have an exchange program in France for HVACR, Constuction, Electricians, and Bldg Science April 2025				
Program Review • Enrollments • Expected Graduates • Recruitment • Grad Employment Review provided by Program Chair/Faculty. Focus on past/current students and program	Niall reviewed enrollment and expected graduation (about 35 enrolled and expecting about 15 to graduate in Spring of 25) Incoming Fall 2024 numbers. There are roughly 15 in currently in the 2nd year of the program. Niall mentioned that two classes from our program will be offered to high school students via the Western High School academy. And that he and Tage plan to visit some local schools to promote the opportunity.				

Program Vision • Future Direction Vision provided by Program Chair/Faculty Dean/Assoc Dean	Niall mentioned that the Web Developer tech diploma is ready to be approved by the WTCS (the paperwork has been submitted). For example, it could potentially be full embedded pathway to an AI Engineering degree, or a degree in Cloud Computing. Niall also mentioned that a grant proposal is in the works which could help fund changes that could modernize the curriculum, potentially emphasizing AI and/or cloud computing. The general consensus was that it would be a good idea to pursue the grant.
Curriculum Discussion • Modifications • TSA • Additions • Assessments Topic and background provided by Program Chair for discussion and approval if required	Per TSA Phase II requirements, the instructors presented plans for assessing that students have achieved the program outcomes under the new 7 week curriculum. Jeff Senn made a motion to approve the assessment strategy, Chris Flock seconded, and the board voted unanimously to approve.
Program Requests • Internships? • Partnerships? Open-ended questions provided by Program Chair/Faculty Dean/Assoc Dean	

Topic Discussion • Industry Trends? • Job Skills Evolution? Open-ended questions provided by Program Chair/Faculty Dean/Assoc Dean	<i>Artificial Intelligence guiding questions:</i> <i>How do your employees currently incorporate artificial intelligence (AI) into their work?</i> Jeff: for error checking and debugging. Chris F: generating content for client communications. Chris H: For stubbing out code and creating technical documentation. <i>What specific AI programs are being leveraged?</i> Mark: Using a private LLM hosted on Azure. Chris F: We will 'absolutely not' give any proprietary code to an LLM. <i>In what ways do you see that use expanding in the future?</i> Jeff: AI is not replacing programmers Mark: AI will not replace humans, and we are not looking to let any programmers go, but also not planning to hire new programmers. <i>What knowledge, skills, and abilities in using AI and other emerging technologies do you expect in your new employees?</i> Chris H: AI is not much different than traditional sources of problem solving, such as Stack Overflow Mark: Programmers will still need to know how to write code Chris F: It's important to know that AI is often wrong.
Next Meeting Date	
Adjournment	6:00