

ENVIRONMENTAL SYSTEMS TECHNOLOGY ADVISORY COMMITTEE  
 FOLLOW-UP MEETING  
 May 18, 1999

Present: Sharon L. Blackman, Ed.D., Dean of Technology  
 Matt Daly, Maintenance Systems Supervisor  
 Rob Featherstone, Paraprofessional  
 Shelley Kaye, Workforce Development Services  
 Verna Love, Counselor  
 Larry Pennefather, Faculty  
 Dr. Debra Rowe, Faculty  
 Ruth Springer, Secretary

Recommendations from previous advisory committee meetings have been prioritized and renumbered accordingly.

Date Recommended	Advisory Committee Recommendations	Follow-Up Actions
10/17/96	1. That OCC take the necessary steps to offer TER 141, Air Conditioning Systems Testing, Adjustment and Balancing. <b>In Process</b>	1a. The Michigan Environmental Balancing Bureau would like to provide OCC with air balancing equipment, which would be located in room A105. Arrangements are currently being made for this donation. 1b. Rather than offer a separate air balancing course, air balancing modules will be included in several courses. 1c. Mr. Larry Pennefather will follow up with Mr. Tony DeAlbuquerque regarding the development of air balancing modules for the following courses: AET 251, Direct Digital Controls; TER 139, Heating, Ventilation, Air Conditioning and Refrigeration Design II; TER 163, Steam and Hot Water Heating Systems; and TER 180, Advanced Controls. Mr. Rob Featherstone will assist Mr. DeAlbuquerque with lab exercises that may be a part of the modules used in the aforementioned courses. Air balancing competencies and lab exercises for these courses will be provided to Dr. Sharon Blackman by August 15, 1999, and to the advisory committee at its next meeting.

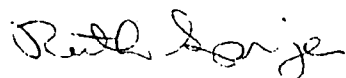
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10/17/96	2. That OCC obtain the necessary equipment to teach AET 251, Direct Digital Controls. <b>In Process</b>	2. Once the donated air balancing equipment has been installed in room A105 (see no. 1a), Mr. Featherstone will be able to attach equipment to it that can be used to teach AET 251.
10/17/96	3. That OCC take steps to expand the Environmental Systems Lab to have more space for needed equipment. <b>In Process</b>	3a. Additional space has been made available to locate the proposed donation of air balancing equipment in room A105. 3b. Dr. Debra Rowe and Dr. Blackman will continue to communicate with Dr. Martha Smydra, Royal Oak/Southfield Campus President, about the possibility of offering some Environmental Systems classes at the Royal Oak Campus as a pilot project for a year. Mr. Pennefather and Mr. Featherstone will work with them on the details of how this could be done.
10/17/96	4. 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. <b>In Process</b>	4a. A brochure was created and sent in Fall, 1998, to a targeted mailing list of about 800 companies and contractors. 4b. Mr. Pennefather and Mr. Featherstone will survey students to determine how many came to OCC as a result of this mailing. Ms. Ruth Springer will compile information regarding the number of brochures mailed and the cost. This information will be given to Dr. Blackman by June 15, 1999. 4c. Dr. Blackman will use this information as part of the marketing plan for the Technology Department.
4/11/97	5. 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. <b>In Process</b>	5. Customer service is covered in TER 161, Forced Air Heating Systems, and ENG 145, Writing and Reading for Problem Solving. Course competencies in customer service will be provided to the advisory committee at its next meeting.

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10/17/96	<p>10. 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. <b>Completed</b></p>	<p>10. Mr. Pennefather and Dr. Rowe received release time to accomplish these goals. Staff development is ongoing.</p>
10/17/96	<p>11. 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. <b>Completed</b></p>	<p>11. This type of experience has been integrated into the recently approved curriculum revision through the inclusion of IND 140.4, Cooperative Internship, in each program option as a recommended elective.</p>
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. <b>Completed</b></p>	<p>12. This was addressed as part of the recently approved curriculum revision.</p>
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. <b>Completed</b></p>	<p>13. Ongoing, dependent upon availability of funds.</p>
10/17/96	<p>14. That steps be taken to include in the curriculum instruction in Business Communication. <b>Completed</b></p>	<p>14. The revised curriculum includes ENG 145, Writing and Reading for Problem Solving, which provides instruction in Business Communication.</p>
10/17/96	<p>15. That steps be taken to include in the curriculum instruction in interpersonal skills, problem solving, and customer relations. <b>Completed</b></p>	<p>15a. ENG 145, Writing and Reading for Problem Solving, which has been included in the new curriculum, provides instruction in interpersonal skills, problem solving, and customer relations. 15b. See no. 6.</p>

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10/17/96	<p>6. 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. Susan Mamros on what job titles should be included among those sent to him.</p> <p><b>In Process</b></p>	<p>6a. Mr. Pennefather will provide Ms. Mamros with a list of job titles for which job postings should be sent to him.</p> <p>6b. Mr. Featherstone will fax to Dr. Rowe a copy of any job postings received.</p>
10/17/96	<p>7. That a sheet metal/ductwork course be included in the curriculum.</p> <p><b>Completed</b></p>	<p>7a. TER 112, Sheet Metal Layout and Fabrication, is a new course that has been approved by the OCC Curriculum Committee as a part of the curriculum revisions for this program. Mr. James Dundas has provided the curriculum for this course.</p> <p>7b. Mr. Pennefather and Mr. Featherstone have provided Dr. Blackman with a list of the minimum equipment requirements to offer this class, including what is currently available in the Environmental Systems Lab, what is available in other OCC labs, what other equipment they would like to obtain, and whether existing lab fees will cover the cost of what is needed.</p>
10/17/96	<p>8. 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.</p> <p><b>Completed</b></p>	<p>8. IND 140.4, Cooperative Internship, has been added to all four options as a recommended elective under the curriculum revisions which were recently approved.</p>
10/17/96	<p>9. That OCC seek to obtain the high tech lab equipment needed by the program through partnerships with companies.</p> <p><b>Completed</b></p>	<p>9. The equipment currently available in or promised to the Environmental Systems Lab is adequate for the present stage of program development. We need to get the new equipment in use in classes before seeking more.</p>

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10/17/96	22. That the Placement Office put job postings on e-mail so students would be able to access them using designated computers. <b>Future</b>	
10/17/96	23. That the Auburn Hills Campus consider hosting a career fair. <b>Future</b>	

Respectfully submitted,



Ruth Springer  
(advw99:terfollo.min)

<b>Date Recommended</b>	<b>Advisory Committee Recommendations</b>	<b>Follow-Up Actions</b>
10/17/96	16. That employers be invited into the classroom to present Environmental Systems job openings to the students. <b>Completed</b>	16. Ongoing.
10/17/96	17. 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. <b>Completed</b>	17. This takes place as a part of ongoing class interaction.
4/11/97	18. 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. <b>Completed</b>	18. This has been done.
2/5/99	19. That OCC continue to pursue the possibility of an articulation agreement with Ferris State University. <b>Future</b>	
10/17/96	20. 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. <b>Future</b>	
10/17/96	21. 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. <b>Future</b>	