Attendees: Sean Blechschmidt, Proto-Design, Inc – T2K
John Cain, Boeing/IAM Joint Programs
John Goes, Ellison Technologies
Susan Hoyne, Academic Dean of Science, Mathematics, Automotive, Cosmetology, Manufacturing, Engineering, and Energy
Berta Lloyd, Dean of Workforce Education
Rob Low, Royell Manufacturing
Mike Oleson, Crane Aerospace
Greg Powell, Boeing/IAM Joint Programs
Tom Stephenson, Royell Manufacturing
Tom Springsteen, Provail
Keith Smith, CNC Machinist Instructor

1. Greetings and Introductions

2. NIMS Certification Progress Report & Committee Input (Keith Smith). Keith’s report discussed the positive impact that NIMS was already having on the program. He also reviewed the progress made on the accreditation process as well as the issues still to be taken care of:
   Progress made so far:
   a) The NIMS skills were becoming incorporated into the curriculum for the CNC Machinist program. Including adopting one of the bench work projects into the MFGT113 curriculum and using the CNC Mill and Lathe credentials as additional challenges for the MFGT120 students.
   b) Announced that two students have earned the Benchwork and Layout Credential
   c) The instructor has earned two of the four credentials that the program is becoming accredited in.
   d) The MET-TEC committee has been formed, comprising of Sean Blechschmidt, Tom Stephenson, and John Cain.
   e) A survey of local metalworking manufactures has begun. The purpose of the study was to see if the kind of skills being taught at SCC were pertinent to their needs.

Issues that still need to be addressed:
   a) A second chairperson for the Advisory Committee was needed to co-chair the committee along with John Goes.
   b) The instructor still needs to submit the self study. Copies of the study had been issued at the last meeting; members of the committee were invited to make comments during the discussion.
c) Keith still needed to complete the remaining two credentials that the program was to become accredited for.

Discussion:
   a) Tom Stephenson from Royell Manufacturing agreed to co-chair the committee along with John Goes.
   b) Berta Lloyd gave a brief report about the partnership being developed between the National Association of Manufactures and Shoreline Community College.

3. MFGT 113 Curriculum (Keith Smith). A copy of the summary of the curriculum for MFGT113 had been sent out to all members prior to the meeting. Keith gave a summary of the curriculum and asked for suggestions from the committee for improvements.
   Discussion:
   a) One of the suggestions was that some sort of team building situations should be incorporated into the Teamwork section of the Keytrain exercised.
   b) Develop teams that work in the lab in which individual participation has an impact on that team.
   c) Stress the importance of time management as it pertains to production costs.
   d) Modulate the instruction on the use of measuring tools.

4. New Acquisitions (Keith Smith). It was discussed at the last meeting that there was a glaring need for the purchase of two conventional milling machines. Keith informed the committee that money had been identified and the process of purchasing them had begun. Keith also suggested that one other thing the program could use was a time clock. A time clock could be used not only to keep track of attendance but to also keep track of time students spent on projects. This could be done by having students ‘punch in’ on each operation they were working on, and then ‘punch out’ when they had completed it. In this way we would be getting students to be conscious about time so that they are better prepared for the work place.
   Discussion:
   a. It was unanimously agreed upon that this would be a good tool for the shop.
   b. It was also unanimously agreed upon that the program should acquire an electronic clock system so that it replicated the way it is done in industry.

5. Next Meeting Date. No date was set, but it was agreed upon that we would meet in the fall and that afternoon rather than morning meetings were preferable.

6. Adjourn