



GREAT LAKES PROCESS TECHNOLOGY ALLIANCE

4520 E. Ashman – Suite H Midland, Michigan 48642 USA
989.923.1570 x 108

AGENDA and MINUTES

GLPTA October 2006 Regional Meeting – Mid-State Technical College

Theme: Overcoming Challenges Faced by the PTEC degree in the Great Lakes Region

- 7:45 – 8:00 am Continental Breakfast and sign-in
- 8:00 – 8:15 am Greeting from GLPTA President Don Carmody
Welcome to new members and introduction of attendees: Name and Association
Don welcomed all members to the 4th meeting of the GLPTA. All 26 members in attendance introduced themselves and the association they represented.
- 8:15 – 8:25 am Executive Committee Report
1. Approval of 02June2006 Minutes – **Motion by Tom Crandell to approve minutes as written and seconded by Ron Good. The minutes of the 02June2006 meeting were approved.**
 2. Treasurer report – **presented by outgoing Treasurer, Don**
 3. Alliance Business
 - a. Approval of Amended By-Laws - **President Don Carmody discussed the need for the By-Laws to be amended for pioneer colleges to reflect delay in endorsing colleges. The By-Laws stated that “Pioneer institutions (those institutions on the list of attendees as of June 24, 2005) will be granted a grace period of one year to become endorsed. New college may become pioneer through June 24, 2006 based on the recommendation of the Curriculum & Education Committee.” It was recommended by the Executive Committee that the dates in these By-Laws be changed to September 30, 2007. A motion was made by Dave Siravo and seconded by Al Javoroski to amend the By-laws to reflect this new date. The motion was passed by a unanimous vote.**
 - b. Officer elections – **Following Don Carmody’s appointment to President, the Executive Committee approved the appointment of Ken Renicker to the office of Treasurer. A request was made to industry partners to consider filling the office of Secretary.**
 - c. Sub-committee reporting and re-staffing as necessary – **Don provided a list of the subcommittee co-chairs. Jennifer Hayes was appointed industrial co-chair of the Public Relations Committee. Dave Siravo expressed an interest in co-chairing the Standards and Quality Subcommittee.**
 - d. CAPT request – **CAPT asked the members present to determine which textbook of the three future texts (Quality – covers basics of operational quality systems; Operations – overall plant operability strategy; and Systems – plant support systems) should be produced first. The majority vote was for the development of the text on Quality.**
- 8:25 – 8:30 am Welcome from Al Javoroski, Dean of Technical Programs
- 8:30 – 10:00 am Review of WIDS and Regional Competencies’ Development – Al Javoroski



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Outcome: agreement on PTECtm curriculum core competencies

Wisconsin Technical College system was described by Jim Gibson, Jim Makey, Bob Elwig (Milwaukee Technical College) and Jeanette Mowery (Madison Area Technical College). The Wisconsin Technical College system supports 400 programs with local colleges specializing in area technical needs.

Al Javoroski presented an overview and led a discussion on WIDS. The Worldwide Instructional Design System (WIDS) provides software, professional development and training to help create a competency based learner-centered curriculum. Al demonstrated how the software leads to identifying competencies through to assessment using terms that lead to the required level of learning from knowledge, comprehension, application, analysis, synthesis, and evaluation. Employability Skills will also be included, i.e., demonstration of effective critical and creative thinking skills, and ability to work cooperatively.

The Curriculum and Education Subcommittee which consists of 4 industry members and 8 educational members were charged to set up core curriculum for our GLPTA region, supporting industries such as chemical, food, paper and pulp, refinery, and pharmaceuticals. Steve Bryant and Ron Good, Curriculum and Education Subcommittee co-coordinators, along with team members, have completed core competencies and outcomes and objectives for Maintenance skills, Safety, Health and Environment, and Process Operations. The majority of the outcomes and objectives from the 8 core CAPT courses are included. Using the WIDS model, objectives don't change; they are just rearranged. Some of the objectives include soft skills. The WIDS model provides a level of exposure for each objective which makes them easy to develop and assess. The course descriptions remain the same as those from CAPT.

An interesting discussion revolved around the definition of Process Technology. Some expressed phrases included: operations that keep running 24/7; nondurable good manufacturing; process of taking raw materials and converting them into a final product.

The next step is to involve the Standards and Quality Subcommittee with the Curriculum and Education Subcommittee to determine the process of evaluation and assessment.

10:00 – 10:15 am

Break

10:15 – 10:30 am

Review GLPTA progress and proposed way forward – Don Carmody

For new members, Don provided a presentation on alliance background information, and an introduction to the GLPTA and its relationship to CAPT. He continued with a GLPTA Progress Review.

10:30 – 10:45 am

Status of Process Technology Programs
Review of Survey results presented by Education Provider Representatives

Don had developed an Educator Survey to better understand the 10 GLPTA Process Technology programs. The survey included questions regarding program



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enrollment vs. capacity, area industry supporters and non-supporters and local advisory boards and cooperatives. He shared information from the 4 returned surveys, requesting that the remaining six complete the survey.

10:45 – 11:15 am Group Discussion: **Brainstorming sessions discussed ways to sell the PTEC™ to industry. Topics discussed included: Identification of contacts, Ambassador program, Selling the PTEC™ degree to all learners, and Soliciting funding for GLPTA programming. (See following attachment “[SELLING PTEC DEGREE TO INDUSTRY](#)”) (Select the bookmarks tab to navigate in this PDF document)**

1. Ambassador Program: Identify ambassadors and share success stories
2. Mining existing education/industry relationships for PTEC opportunities

11:15 – 11:45 am Mid-State Technical College’s Response Regional Industry Needs – Al Javoroski **(completed in earlier session)**

11:45 – 12:45 pm Lunch and facility tour

12:45 – 1:15 pm Presentation by James Bond

Jim discussed NPT2, National Pulp and Paper Technical Training. His comments included looking at the workforce of the future. Presently Oil/ Gas and Chemical industries are in need of new hires. Paper and Pulp will need the same numbers of new employees in about 5 years. Global impact as well as faster and wider machines will influence the Paper and Pulp industry. Presently Wisconsin, Georgia, and the Pacific Northwest are major Paper and Pulp providers. Wisconsin has the largest paper making plant with 50,000 employees bringing in \$12.4 million. Through a NSF-ATE grant, the National Network for Paper and Pulp Technology Training was established to provide a technologically advanced workforce, an alliance of industry/college/university partnerships, scholarships and internships, a competency based AAS curriculum and assessment tools. Additional skills needed for a new hire include computer skills, technical writing, public speaking, teamwork, leadership, quality assurance and supervisory skills. More information is available at www.npt2.net

Discussion included producing surveys made easier using Zoomerang or www.monkeysurvey.com

Information in high tech careers can be found at www.goldcollarfcareers.com

1:15 – 1:30 pm Endorsement Process: How and Why

Joan Sabourin gave a presentation on the how and why of the Endorsement Process. The endorsement criteria including curriculum content, Approved Associate Degree in Process Technology, active industry advisory committee, and c components of an audit were discussed.

1:30 – 2:15 pm Group Discussion:
1. Survey of endorsement formats



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2. Make-up of endorsement team
3. Endorsement mechanics for remote reviews and on-site reviews

Topics discussed by groups included:

- **What information should be included in an audit?**
- **Who will perform the audit?**
- **How will the audit be performed?**
- **Are there audit materials presently available?**

(See attachment "[AUDIT PROCESS](#)") (Select the bookmarks tab to navigate in this PDF document)

2.0

2:15 – 2:45 pm	Special Topic: Unique Delivery methods for PTEC curriculum
2:45 – 2:55 pm	Critical Issues for February 2, 2007 meeting at Owens Community College in Toledo
2:55 - 3:00 pm	Meeting evaluation and adjournment
3:30 – 5:00 pm	StoraEnso Plant tour



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SELLING PTEC DEGREE TO INDUSTRY

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1. Identify Contacts (Gr A)

- Mining existing networks for new contacts
- Industries by region
 - 1. food processing
 - 2. power generation
 - 3. chemical
 - 4. glass
 - 5. petrochemical, asphalt
 - 6. too many to list
- Need list by areas with contact information (developed by industry partners)
- Develop contact list and send to.....for GLPTA marketing
- Talking to other alliances
- Human Resource Departments
- Educational Providers within each state
- Workforce development
- Vendors
- American Chemical Society
- Union/organization/ contractors

2. Ambassador program (volunteers).(Gr B)

- Get Academic/Business Services (Corp. Services) working more closely – quality, consistent marketing materials (ACS – has brochure to download and add own information); ChemTechLinks.org
- Counselors, advisors: business and industry contracts
- Through advisory boards (appropriate people?) – ask corporate development people to sit on advisory committee; industry member chair the advisory board
- Industry trade assoc and journals; trade shows; heavy in involvement in associations
- Financial (cost) savings from hiring grads
- Internships
- Forming professional operators association
- Faculty internships

3. Sell PTEC career to all learners (Gr.C)

- All learners: traditional and non-traditional
- Target Decision makers – parents and others; back into technical careers and branching over into PTEC



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- Get excited – step 1 (hands on; demo equipment; appropriate toys ~ Bill Nye; get together and have best practice sessions)
 - Job opportunities; job pay; overcome 4 yr bias; industry statement of need; manufacturing group has advertising, radio spots, what types of people they want; scholarships
 - Industry/Education partnership: want ads industry right next to CC ad (we need – we prepare)
 - Career Fair: Career Showcase
 - Get student or person who just got hired to give presentation
4. Solicit Funding (Gr. D) (for such things as program development, materials, facilities, professional development for faculty, etc.)
- Federal Sources: NSF, DOL, DOE, other EPA-USDA
 - State – incumbent worker retraining – Dept. of Commerce and Workforce development;
 - Emerging industries – renewables
 - Foundations: Kellogg, Dow, Local/State
 - Industry – use the \$23,000 angle (save per new hire if have core competencies)
 - Facilities
 - Associations: trade/industry groups and their member lists
 - Ask other alliances
 - Educational institutions, partners (2+2, etc.)
 - Local communities: educational/business partners, economic development
 - Find distributors (environmental, etc.); one company had an environmental fine, and attorney general is giving some of this money to college's Environmental Tech program)

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AUDIT PROCESS

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1. What information should be included in an audit? (curriculum, faculty, accredited program...)

- Continuous improvements
- Curriculum to employer alignment
- Qualified instructors
- Minimum program entrance requirements
- Student assessment
- Entry level salaries
- Post graduate surveys
- Placement %
- Baseline of student
- Active advisory committee; industry involvement
- Industry satisfaction survey
- Are educators meeting goal of industry?
- Distribution – grades
- Grades are aligned with industry expectations
- Attrition/retention
- Recruitment
- Changes in technology
- Waiting list?
- Advisory Committee – membership, Industrial chair, Institution
- ByLaws
- Committee membership
- Document on Committee structure (institution)
- Adv Committee meeting frequency
- Adv Committee Mtg minutes (recommendations/reaction)
- Graduation/placement
- Program retention
- Internships/hiring
- (ISA) Al Javoroski Document Draft
- Program/Curriculum/evaluation (Assessment)
- Accreditation
- Health of institution
- Hard and soft skills?

2. Who will perform the audit?



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- Standards and quality committee
- Peer review
- 3rd party
- Employers
- Graduates
- Team (GLPTA members, regional teams)
- Pre-audit info to team (prior to visit)
- How: connect with GLPTA meetings
- Not negative!! *Show best practices
- Renewal fee?
- Check sheet

3. How will the audit be performed?

- Survey
- Paper
- Site visit
- 2 stages – paper/sitevisit
- Website/webcast
- Telephone/interview

4. Are there presently available audit models?

- (yes no maybe)
- Existing NSF ATE evaluations
- Other audits available

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