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Industrial Advisory Committee
Technology Department
Meeting Minutes: April 30, 2004
Iroquois Room, Student Center, SIUC
Carbondale, IL
Revised

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Date: Friday, April 30, 2004
Time: 10:00 a.m. – 4:30 p.m.
Location: Student Center, Iroquois Room

10:00 - 12:00 Introduction of Faculty/Industrial Members, Approval of May 2003 Minutes, Discussion of Agenda Items (below)
12:00 – 1:00   Lunch, Old Main
1:00 – 4:30   Return to Iroquois, Continue Discussion

Agenda
1. Approval of April 2003 Minutes of IAC meeting
2. Review Undergraduate Curriculum (2.0 hours)
    a. Project management (C. Kuhn)
    b. Discuss plan for implementing changes suggested in April 2003 meeting
    c. Course Additions/Modifications
    d. Laboratory Development
    e. Industrial Projects for Classroom Use
    f. Program Name
    g. IT Specializations
3. Review Graduate Curriculum (0.5 hours)
    a. Night Class Schedule
    b. Distance Learning
    c. Off-Campus Master's Degree
4. IT Program Assessment (1.5 hours)
    a. IAC Approval of Assessment Plan
    b. Discussion and Approval of Revised Program Objectives
    c. Discussion and Approval of Revised Syllabi
5. Ideas for Increasing Enrollment (0.5 hours)
    a. Internships/Co-ops
    b. Job Placement Upon Graduation

Present:
1. Jim Akers (Chair)
2. Tom Bennett
3. Roger Chang
4. Bruce DeRuntz
5. Sam Hoskins
6. Chuck Kuhn
7. Ron Marusarz
8. Julie McBride

9. Ron Milligan
10. Mandara Savage
11. Tomás Velasco

Welcoming Remarks:

The meeting convened at approximately 10:10 a.m. Brief introductions were made by industrial members and faculty.

Minutes of the Previous Meeting:

Minutes of the Industrial Advisory Committee meeting held on April 25, 2003, were reviewed. *Motion to approve the minutes was made by M. Savage, seconded by C. Kuhn. Motion was approved unanimously.*

New Business:

1. **Curriculum Recommendations:**

   - C. Kuhn recommended adding a project management course to the curriculum. He mentioned the utilization of Honda's Kepner Tregoe method. R. Milligan suggested adding topics to the course that would assist students in attaining PMP certification. There was general agreement on adding the course, with a discussion of incorporating project management topics into the existing Manufacturing Policy course.

   - S. Hoskins stated the importance of offering PLCs in the curriculum. It was pointed out that an introduction to PLCs is incorporated into the Robotics course, and that one of the goals is to add a 3 hour PLC course.

   - The faculty discussed the changes in the curriculum since the April 2003 IAC meeting. Two new courses have been approved and will be offered in the near future: Lean Manufacturing and Six Sigma. In addition, the faculty presented ideas on adding a new specialization to the IT program, with suggestion from the faculty to name the specialization "Lean quality systems". The course content of the proposed specialization was discussed, with the resulting 13 courses proposed:

     1. Quality Control I (IT 475)
     2. Quality Control II (IT 485)
     3. Six Sigma
     4. Lean Manufacturing I
     5. Lean Manufacturing II
     6. Project Management (modify IT 440 course)
     7. Cost Estimating (IT 390)

8. Combine CAD/CAM courses into one
9. Manufacturing Processes (IT 208)
10. Combine Motion & Time, Facilities Planning courses into one
11. Production & Inventory Control (IT 375) – possibly change name to Lean Production Systems
12. Metrology (IT 351)
13. Safety (IT 305)

A motion was made by T. Velasco to approve the 13 courses above as the content in the proposed specialization, lean quality systems. Seconded by C. Kuhn. Approval was unanimous.

- Assessment plans were presented to the industrial members followed by a discussion. *Motion was made by T. Velasco to approve the assessment plan, seconded by R. Milligan. Passed unanimously.*

- The revised program objectives were reviewed and discussed. C. Kuhn suggested adding an item that included focusing on the customer, serving customers at all levels. R. Milligan mentioned "multiple viewpoints", a method for peer evaluation. C. Kuhn and T. Bennett discussed the importance of lessons learned. Comments were made on how to incorporate customer focus in an academic setting, but no concrete method was determined. Team project were viewed as the best avenue for evaluating professionalism, listening skills, innovation, initiative, ethical behavior, oral/written communication skills, etc. *R. Chang made a motion to approve the revised program objectives, seconded by T. Velasco. Approval was unanimous.*

- Course syllabi were reviewed in light of changes made to them as a result of comments provided by NAIT at the end of the accreditation visit. Recommendations were made to standardize the format of the course syllabi and make them available on-line. *Motion to approve syllabi was made by R. Chang, seconded by T. Bennett. Passed unanimously.*

- Discussion of possible changes to program name followed. No final conclusions were made; NAIT guidelines prevent the use of "engineering" in the name but it was agreed upon that the program name should be familiar and reflect program content. It was recommended that the faculty investigate the job title of our graduates to identify appropriate program names that reflect such titles.

- Increasing co-op and internship opportunities were discussed. A possible addition to the exit survey would be "Did you pursue a co-op/internship?" to clarify results and "What company (ies) would you like to work for as a co-op/intern?" to identify target companies. It was recommended by C. Kuhn that students be encouraged to apply at temporary job services, as an alternative, since this could open the door to permanent employment.

- Enrollment was discussed, with several suggestions provided by the industrial members. It was agreed that the Industrial Technology website be updated and

enhanced. Another suggestion was to develop a 10-minute videotape of the IT program for recruitment purposes, with the assistance of cinematography students that are required to complete such projects.

Adjournment:

The meeting was adjourned at approximately 4:35 p.m.