

# KVCC ELT Advisory Board Minutes

June 26, 2019

Present: Tom Keena, Mike Pruis, Chantell Shane, Kelly Scott, Gary Yerden, Kim Kohlhoff, Rob Houtman, Diane Long, Kaj Carlson, Kevin Pockrandt

Meeting Time: 3pm-4:10pm

## Points of Discussion

1. Diane made a motion to accept the March 2019 minutes. Gary made a motion to support.
2. Tom spoke about the ELT budget items:
  - a. New Instructor: Full-time tenure track ELT Faculty Position for 2019 Fall semester.
  - b. Licensing agreements for training software: LabVolt & Rockwell (each year).
  - c. Upgraded computers for ELT Lab.
3. Course & Curriculum changes:
  - a. ELT 215:
    - i. Fire Alarm Lab questions & Fire Alarm code questions added
    - ii. NFPA 70E awareness
    - iii. More National Electrical Code Homework
  - b. ELT 120:
    - i. Same book used in ELT 102. ELT 102 uses the first half of the book and ELT 120 uses the second half.
4. Journeyman Prep test: There was a discussion about creating a practice test for the Apprentices to take. ELT 115 is strictly a code class, and NEC code questions are in most classes, but the discussion revolved around having the apprentices take an actual Code test before the end of their training. Tom said he would look into the KVCC Testing Center to administer it. This computer lab environment would mimic the environment and method in which the State test is administered. Hopefully, this practice test helps prepare the apprentices better with time management, test anxiety, general NEC knowledge and feedback.
5. Rob Houtman brought up the need for Instrumentation courses. Rob and a Pfizer can help direct this process of Curriculum and equipment needs. Target date for the first Instrumentation course is Fall of 2020.
6. Diane Long's business is helping companies meet their Apprenticeship needs.
7. Motion to adjourn was made and supported.
8. Next meeting tentative date of Thursday Oct. 10<sup>th</sup>, 3pm room 5725

Minutes submitted by Tom Keena