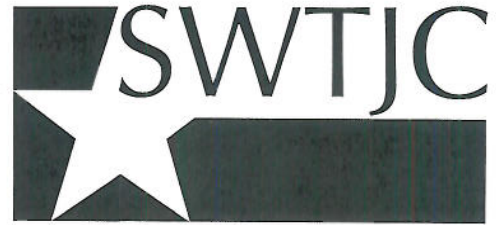


Southwest Texas Junior College • Uvalde

2401 Garner Field Road • Uvalde, Texas 78801-6221
Main phone: (830) 278-4401 • Fax: (830) 591-7354
www.swtjc.net

Uvalde • Del Rio • Eagle Pass • Crystal City



January 21, 2015

Belle S. Wheelan, Ph.D.
President
Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097

Dear Dr. Wheelan:

Enclosed is a prospectus for our Aviation Maintenance Level 1 Certificate at Southwest Texas Junior College.

If you or your staff should have any questions regarding this prospectus please feel free to contact me at 830-591-7281 or via email at hegonzales@swtjc.edu.

Sincerely,

A handwritten signature in black ink, appearing to read "Hector Gonzales".

Hector Gonzales, Ph.D.
President

SUBSTANTIVE CHANGE PROSPECTUS
.....
AVIATION MAINTENANCE LEVEL 1 CERTIFICATE

**Submitted to the Southern Association of Colleges and Schools
Commission on Colleges**

January 21, 2015



**Southwest Texas Junior College
2401 Garner Field Rd.
Uvalde, Texas 78801**

Cover Page

SACS-COC Liaison: Dr. Mark Underwood, Vice President of Academic Affairs
830-591-7286
meunderwood@swtjc.edu

Degrees Granted:

1. Associate of Arts (AA)
 - Field of Study – Business; Criminal Justice; Engineering

2. Associate of Applied Science (AAS)
 - Administrative Information Technology
 - Air Conditioning and Refrigeration
 - Automotive Body Technology
 - Automotive Technology
 - Child Development
 - Computer Information Systems
 - Diesel Technology
 - Criminal Justice
 - Management
 - Radiologic Technology
 - Associate Degree Nursing
 - Wildlife Management

3. Level 2 Certificate (CERT 2)
 - Air Conditioning and Refrigeration
 - Automotive Body Technology
 - Automotive Technology
 - Diesel Technology

4. Level 1 Certificate (CERT 1)
 - Administrative Information Technology
 - Air Conditioning and Refrigeration
 - Automotive Body Technology
 - Automotive Technology
 - Child Development
 - Cosmetology
 - Diesel Technology
 - Criminal Justice
 - Vocational Nursing
 - Welding Technology
 - Wildlife Management
 - Law Enforcement Academy

Certificate and Degree programs related to proposed program:

- Automotive Technology
- Diesel Technology

Institutional Strengths: As the mission statement at Southwest Texas Junior College (SWTJC) clearly states: “.....*The College provides accessible, affordable, high-quality education that prepares students to successfully transfer to senior colleges and universities; enter the job market; pursue their professional and personal goals; and contribute to the economic growth of the region.*

SWTJC continuously strives to improve and expand current certificate and degree offerings. Some of our most successful programs developed to address the workforce needs of our rural service area are our current allied health programs; Vocational Nursing (VN), Associate Degree Nursing, and Radiologic Technology. These programs have provided our rural service area with well qualified nurses and technicians needed in our hospitals, clinics and private practice offices. More recently, SWTJC has also responded to the workforce needs of the Eagle Ford Shale Oil & Gas industry by increasing capacity in our Welding Technology program. This program has grown from 20 students to over 120 students over the past four years, requiring the department staff to grow from one full-time to four full-time faculty. Our Automotive and Diesel Technology programs have also begun to answer the oil & gas industry workforce needs. A second full-time Diesel Technology faculty member was recently added this Fall 2014 semester due to an increase in enrollment.

SWTJC has developed a strong working relationship with aviation officials at Laughlin Air Force Base in Del Rio, Texas and with VT Systems in Hondo, Texas. These officials have offered to provide equipment and classroom space for the proposed program and to hire qualified program graduates.

Off-campus Sites:

- Del Rio Campus, 207 Wildcat Drive, Del Rio, Texas, 78840
- Eagle Pass Campus, 3101 Bob Rogers Drive, Eagle Pass, Texas, 78852
- Crystal City, 215 W. Zavala St., Crystal City, Texas, 78839
- Hondo, 402 Carter St., Hondo, Texas, 78861
- Pearsall, 523 E. Florida St., Pearsall, Texas, 78061

Abstract

SWTJC is proposing to implement a Level 1 Certificate Aviation Maintenance program. Initial plans are to begin the program in Summer 2015 with a projected enrollment of 30 student per site. The target audience is Del Rio San Felipe High School's Aircraft Technology program students, Laughlin Air Force Base employees, and Hondo, Texas community members. The program is intended to be an ongoing program that we anticipate developing into an Associate of Applied Science degree in the near future. The instructional delivery method will be standard face-to-face classroom and lab work. Initial offering of the training program will be located at the following off campus sites:

- Hondo Campus, 402 Carter St., Hondo, Texas, 78861
- Laughlin Air Force Base, Liberty Drive, Laughlin AFB, Texas, 78843-5230

Background Information

The proposed Aviation Maintenance program is directly in line with Southwest Texas Junior College's institutional mission. The mission statement states: "*Southwest Texas Junior College is a comprehensive, public college serving eleven counties in Southwest Texas. The College provides accessible, affordable, high-quality education that prepares students to successfully transfer to senior colleges and universities; enter the job market; pursue their professional and personal goals; and contribute to the economic growth of the region.*"

The SWTJC Board of Trustees authorized the development and submission of the program application to the Texas Higher Education Coordinating Board (THECB) on November 20, 2014. (**Appendix 1 – SWTJC Board of Trustees meeting minutes**).

Assessment of Need and Program Planning/Approval

Initial discussion and planning for the proposed Aviation Maintenance program began with officials in the communities of Hondo and Del Rio, Texas. The community of Hondo has started an expansion project at the Hondo Community Airport and as a result, VT Systems, an aviation company, has set up business at the airport and already has plans of expanding in the near future. As a result of the airport expansion, the community of Hondo anticipates attracting other aviation related businesses.

The rural, border-based community of Del Rio, Texas is looking to provide a skilled workforce pool for Laughlin Air Force Base to fill civilian aviation maintenance positions. Due to its rural location, a limited number of qualified applicants from the area are available to apply, therefore relying on civilian applicants from outside the community including from out-of-state. (**Appendix 2 – Letters of support**). A General Aviation Advisory Committee, composed of business, industry, and community members, was formed to discuss the proposed program and curriculum. Two Advisory Committee meetings were conducted on November 6 and 18, 2014 (**Appendix 3 – Advisory Committee meeting minutes**). The proposed Aviation Maintenance program was presented and approved at the SWTJC Curriculum Committee meeting on November 20, 2014. (**Appendix 4 – Curriculum Committee meeting minutes**).

Description of the Change

The Aviation Maintenance program is designed for students to gain knowledge and skills in the aviation maintenance field. Courses will include skill development in aviation shop practices, ground operations, aviation science, basic electricity, landing gear systems, and airframe inspection as well as in general areas such as shop safety, and servicing and operating procedures. The program will prepare students for entry level positions in aviation maintenance-related industries (**Appendix 5 – Course titles and descriptions**).

SWTJC offers credit for Degrees and Certificates only on a semester credit hour basis. The College utilizes the Federal definition of the Credit Hour, which states: “a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

In addition, all courses offered by SWTJC for Degree or Certificate credit are authorized by the State of Texas in the Lower Division Academic Course Guide Manual (academic courses) or the Workforce Education Course Manual (vocational/technical courses). Both Manuals list eligible courses, provide course descriptions or expected outcomes, and delimit the number of semester credit hours that may be awarded for each course or laboratory. SWTJC may only offer courses which are listed in those documents.

The program will be under the Division of Business, Industrial and Technical Studies. (**Appendix 6 – Organizational Chart**).

Faculty

Faculty are expected to be hired in Spring 2015. Individuals listed below on the Faculty Roster Form are individuals that have worked alongside SWTJC in developing the proposed program. They are proposed faculty applicants.

Faculty Roster Form Qualifications of Full-Time and Part-Time Faculty

Name of Institution: Southwest Texas Junior College

**Name of Academic Area, Discipline, Department/School: Aviation
Maintenance – Division of Business, Industrial and Technical Studies**

Academic Term(s) Included:

Date Form Completed: December 12, 2014

1	2	3	4
Name	Courses Taught	Relevant Academic Degrees and Course Credits Earned	Other Qualifications
John Jasper	Community College of the U.S. Air Force: Turboprop Propulsion Technician, J4AMF2A6X1B-000, 3 hrs. Propeller I level maintenance, J4AMFVASF2A6X1B-006, 3hrs Propeller O level maintenance, J4AMF2A6X1b-007, 3 hrs. Turboprop Engine I level, J4AMF2A6X1B-009, 3 hrs. Small gas turbine, J4AMF2A6X1B-010, 2 hrs. Turbo Engine O level maintenance, J4AMF454X0B-011, 3 hrs. Small gas turbine J4AMF454X0B-012 2 hrs.	Bachelor of Science Professional Aeronautics Embry-Riddle, 2010 Associates in Applied Science: Aircraft System Maintenance, 1994 Instructor of Technology, 1995 Community College of the Air Force	Served 27 years in the USAF performing and supervising aircraft maintenance. 1984-2011 Technical Training Instructor Course, 216 hrs. USAF, 1993 Technical Training Practicum, 180 hrs. USAF, 1994 Occupational Instructor Certificate, Community College of the Air Force, 1995 Instructional System Development, 40 hrs. USAF, 1995 Master Instructor Certificate USAF, 1996 Professional Military Education: Chief Master Sergeant Leadership course, 2008 Senior NCO Academy, 2003 NCO Academy, 1995 NCO Leadership School, 1990 NCO Preparatory course, 1988
Joseph D. Cortinas	N/A	Embry Riddle Aeronautical University: Bachelor of Science 2011	1984-1988: U.S. Navy – Jet Engine/Aircraft Mechanic 1989-Present: U.S. Air Force Laughlin Air Force Base – Jet Engine/Aircraft Mechanic

1	2	3	4
NAME	COURSES TAUGHT	Relevant Academic Degrees and Course Credits Earned	OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught
Ruben S. Resendez	Principles of Transportation, Distribution and Logistics	17 ½ Weeks Technical Air Force School for Multi-Jet Engine Mechanic	3 ½ Years Air Force Aircraft Mechanic
	Aircraft Technology	6 Week F-16 Familiarization 8 Week TOT Training T-38	10 Year Aircraft Electrician and Experimental Jet Assembly
	Advanced Aircraft Technology	8 Week TOT Training T-37 Yearly Training-Hazardous Waste	Aircraft Modification Specialist
	Practicum of Transportation, Distribution and Technology	Egress Familiarization All System Red X Orders	20 Year Aircraft Multi System Specialist (Federal)

The program will require two full-time faculty members and one adjunct faculty to sustain a class of 30 students per semester. As the program grows and develops, additional faculty will be hired.

Library and Learning Resources

The SWTJC Library supports the mission of the institution by providing facilities, services, and resources that meet the needs of students, faculty, staff, and the community. The Library serves patrons on-campus or off-campus in traditional classes or distance learning environments. During the latest SWTJC Strategic Plan review, the Library developed a Strategic Plan and revised its mission statement:

The Southwest Texas Junior College Libraries support and enrich the instructional, research, and public service missions of the College through the stewardship of scholarly information and the delivery of information services.

The Uvalde campus library consists of a 24,000 square foot building on two floors. It is open 68.5 hours per week (44 hours per week during the summer sessions). There is seating for 106, which includes 27 study tables and 2 study rooms. An instruction lab is also available on the second floor which contains 24 computers.

The Eagle Pass campus library consists of a 1,983 square foot room. It is open 66 hours per week (44 hours per week during the summer sessions). There is seating for 27, which includes 8 study tables.

The Del Rio campus library consists of a 2,800 square foot room. It is open 68.5 hours per week (44 hours per week during the summer sessions). There is seating for 32, which includes 5 study tables.

In addition, the Southwest Texas Junior College Library has an agreement with Sul Ross-Rio Grande College to provide access to resources and services to Rio Grande College students. The current agreement was signed on September 1, 2013 and continues through August 31, 2015.

The library provides patrons with access to 25 computers at the Uvalde campus, 30 computers at the Eagle Pass campus, and 27 computers at the Del Rio campus. These computers are used to access library resources, the internet, and software such as Microsoft Office. The library maintains its own website and proxy server which allows patrons online access, at all times, to the catalog, databases, and e-books.

In addition to availability of computers in the library for access to online instructional resources, the Aviation Maintenance classroom will be equipped with computers for each student.

The Aviation Department faculty and library staff will create LibGuides to organize library resources based by subject and class. These offer students better access to digital resources and provide guides to resources that are of most use for specific subjects.

The Collection Development Policy is followed to ensure that the collection meets the needs of programs and patrons to support the mission of the Institution. Faculty members make recommendations about resources that should be added to the library. The Library Advisory Committee is also charged with assisting librarians with evaluating resources to ensure that the needs of patrons are being met with the library collection.

When not on campus, students and faculty have access to the library resources through the library website. From there, they can access the databases and e-books. There are also reference services available through the "AskUs" feature which allows patrons to instant message, e-mail, or text message a staff member.

Student Support Services

SWTJC offers a full array of services, programs and activities that promote student success.

The following table depicts services available to students at each campus.

	Campuses (Uvalde, Eagle Pass, and Del Rio (about 3,500 students/semester)	Crystal City (about 250 students /semester)	Other Outreach facilities (about 200 students/semester)	Dist Ed/Off- Campus (about 2,000 students/ semester)
Student Life	Yes	Some	Online	Online
Financial Aid	Yes	Some	Some	Online*
Counseling/ Advising	Yes	Yes	Yes	Some
Library	Yes	Online	Online	Online
Transportation	Yes	Yes	No	No
Bookstore	Yes	Online	Online	Online
Testing	Yes	Yes	Yes	Yes**
All services except Transportation and Testing are available online. "Some" indicates a service provided at a location on a part-time basis. *Dual-Credit students are not eligible for financial aid. **Online students are required to visit a full-service campus for testing.				

SWTJC also provides programs that support the institutional goal of increasing student success. Support programs available to students are:

Student Success Centers - The Student Success Center mission is to provide support with the goal of increasing student success by assisting students in making a seamless transition from beginner courses to university degree completion. The Center continuously works to develop new initiatives and programs to reach our student population. In promoting and furthering students' intellectual skills and helping to facilitate the academic mission of the college, the Student Success Center works closely and collaboratively with the faculty, other departments, and the community.

Dual Credit - Dual Credit courses are college level academic and technical courses taken by high school students for which high school and college credit are earned at the same time. Southwest Texas Junior College serves over 1500 dual credit students each fall and spring semester collaboratively through dual credit partnership agreements with 21 districts in our 11- county service area. The Dual Credit Partnership Agreement defines, among other things, the purpose and scope of dual credit courses, student eligibility requirements, the supervisory responsibilities of both the High School and SWTJC, and the selection and training of faculty.

E-Advising - E-advising is an online advising tool. Through E-advising students are assigned an advisor who answers questions regarding degree plans, scheduling courses, and on-line registration.

Student Support Services - The Student Support Services program is designed to:

- Increase the retention and graduation rates of *eligible* students
- Increase the transfer rate of eligible students from two-year to four-year institutions
- Foster an institutional climate supportive of the success of low-income and first-generation college students and individuals with disabilities through services such as academic advising, tutorial services, transfer assistance, career counseling, personal counseling and exposure to cultural events.

Numerous services are available to students at Student Support Services. Services available include:

- Academic Advising - The Student Support Services program has four staff members available to assist students in making educational plans, selecting appropriate courses, meeting academic requirements, and planning for graduation and further education.
- Tutoring - The Student Support Services program along with the Student Success Center provides tutoring FREE of charge. Tutorial services are available in English, Chemistry, Algebra, Biology, Anatomy, Government, History, English as a second language, and other academic areas as needed. Tutors are qualified students recommended by faculty.
- Resource Lab - Student Support Services has a resource lab that consists of EIGHT personal computers that are connected to the internet and can be used to do research for class assignments, complete and submit the online FAFSA, and check e-mail.
- Career Counseling - Student Support Services helps students learn about career opportunities through computerized information, assessing their career interests and capabilities, and making occupational plans.
- Transfer Counseling - Student Support Services' Advisors can assist students interested in four-year programs in meeting the academic requirements of those programs, choosing four-year institutions, and applying for admission and financial aid at those institutions.
- Financial Aid Counseling - Students can receive assistance in completing financial aid applications.
- Financial Literacy and Budgeting Workshops - Students receive educational/counseling to improve financial and economic literacy.
- Campus Visits - Student Support Services provides campus tours to various universities giving students insight to university academic information as well as campus life.
- Cultural Activities - Student Support Services will address social needs by providing a variety of activities that will increase the social interactions of students and improve participant motivation and self-concept.

Writing Center - The Writing Center offers, in conjunction with other support services and the cooperation of faculty members:

- Feedback - Tutors are trained to provide feedback, regardless of the writing level. Whether you are working on a three sentence response or a six page research paper, we are able to give you feedback that will help you improve your writing.
- Computer Lab - Computers and printing are provided, free of charge, for student use. Students writing in any discipline are encouraged to use the Writing Center computer lab.
- Reference and Resource Literature - Dictionaries, thesauri, and style reference guides (Keys for Writers) are available in the computer lab. In addition, copies of some textbooks are available upon request, for use in the Writing Center.
- Tutoring - Computer lab tutors are on hand for multiple students at a time. If you want more in-depth feedback on your writing, or are looking for some help developing writing skills, you can schedule a tutoring session. For more information on tutoring sessions, contact the Writing Center Coordinator on your campus.

The Uvalde campus Writing Center offers feedback and tutoring services to off-campus and distance education students via the Campus Cruiser (Portal) or by email to writing.center@swtjc.edu.

Disability Support Services - The Disability Support Services (DSS) provides a broad range of services to ensure that every student receives equal access to both an education as well as all aspects of campus life. DSS strives to provide services that will enable students with disabilities to participate fully in university life and ensure that a person with a disability will not, on the basis of that disability, be denied full and equal access to academic and co-curricular programs.

Physical Resources

The Laughlin Air Force Base facilities in Del Rio, Texas will include a classroom and lab area. A standard classroom, with capacity of up to 25 students, in the Maintenance Directorate building, will be utilized for lecture. Lab will be conducted in a hanger behind the classroom building. The lab area is approximately 3,600 sq ft.

In Hondo, Texas, the program will be taught at the SWTJC South Texas Regional Training Center. The facilities include classroom and lab areas. Classroom #125 will be used for the lecture and lab will be conducted in a hanger area that covers approximately 4,800 sq ft.

Specialized training aids and equipment will be provided as in-kind donations from Laughlin Air Force Base and VT Systems as well as purchased with proceeds from a

\$205,000 grant recently awarded to SWTJC from the office of the Texas Military Preparedness Commission at the Governor's Office.

Financial Support

SWTJC is committed to providing adequate financial resources to initiate and sustain the Aviation Maintenance program. A detailed projected budget is provided ([Appendix 7](#)).

Evaluation and Assessment

SWTJC has institutionalized systematic program evaluation processes to ensure overall institutional effectiveness as well as quality degree programs.

In the planning process, SWTJC utilizes Unit Action Plans (UAP's) for each program and department. The UAP is an instrument that allows program and department faculty to plan and prioritize individualized goals and objectives each year. These goals and objectives are then assessed to identify accomplishments and needed improvements. UAP's are developed at the program level, reviewed by Division Chairs and the Deans and submitted to the Office of Institutional Effectiveness.

Instructional evaluation methods are also in place to ensure quality of instruction. Methods used to evaluate instruction are: student evaluation of faculty, faculty self-evaluation, and faculty evaluation by Division Chair or Dean. New full-time faculty are evaluated annually for their first 3 years. Adjunct faculty are evaluated annually.

The Program Review Process ([Appendix 8 – Program Review Process](#)) is also utilized at SWTJC for each program to ensure quality program instruction. The process is on a five-year cycle and is conducted by the Program Review Committee, composed of the Dean of Liberal Arts, Dean of Applied Sciences, Dean of Workforce Education, and two faculty. The program review process includes a Program Self Assessment and Program Review report. The Program Self Assessment report allows program faculty to do an overall program self review. The Program Review report allows the committee to do an in depth review of all aspects of the program, including: enrollment, curriculum, finances, facilities, equipment, outcomes assessment and planning. Program Review results are shared with the program faculty, presented to the SWTJC Curriculum Committee and finally to the President's Cabinet. Results of the Program Review are shared with program Advisory Committees.

Appendices

Appendix 1

A motion was made by Victor Lopez and seconded by Dr. Harry O. Watkins to accept the competitive sealed proposal from D. L. Bandy Constructors, Inc. for the Eagle Pass construction project as presented by Tom Ferrell of Ferrell - Brown & Associates, and recommended by SWTJC Administration. Motion carried unanimously. A copy is attached.

A motion was made by Tony T. Moreno and seconded by Victor Lopez to approve the resolution to cast votes for individuals to serve as directors of the Uvalde County Appraisal District Board. The Board allocated to split votes evenly between the two candidates.

A motion was made by Anita Shackelford and seconded by Dr. Harry O. Watkins to approve the change to DEE (LOCAL) – Compensation and Benefits, Expense Reimbursement. Motion carried unanimously. A copy is attached.

A motion was made by Victor Lopez and seconded by Dr. Harry O. Watkins to approve the proposed new level 1 certificate program – Aviation Maintenance. Motion passed unanimously. A copy is attached.

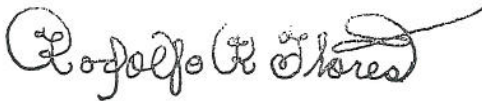
A motion was made by Dr. Harry O. Watkins and seconded by Victor Lopez to not hold a board meeting in December 2014. Motion carried unanimously. A copy is attached.

A D N Program update presented by Dr. Geraldine M. Goosen.

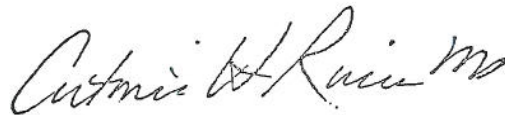
After convening in open session, Board President Flores called the board into executive session at 8:08 p.m. to consider:

A. Employees: Terminated/Resigned/Retired/New Hires/and Transfers

Upon returning to open session at 8:43 p.m. Board President Flores called the meeting back into open session and with no further business or action items to discuss, Anita Shackelford made the motion to adjourn. Dr. Harry O. Watkins seconded the motion. Motion carried at 8:44 p.m.



Rodolfo R. Flores, President of the Board



Dr. Antonio H. Rivera, Secretary of the Board



Dr. Hector Gonzales, Witness

MEETING OF THE BOARD OF TRUSTEES OF
SOUTHWEST TEXAS JUNIOR COLLEGE

November 20, 2014

The Board of Trustees of Southwest Texas Junior College met in regular session November 20, 2014 in the Matthews Student Center – Blue Bonnet Room. The Board President, Rodolfo R. Flores, called the meeting to order at 7:00 p.m.

Board members present were:

Rodolfo R. Flores, President
Dr. Harry O. Watkins, Vice-President
Dr. Antonio H. Rivera, Secretary
Victor Lopez
Tony T. Moreno, and
Anita Shackelford

Absent was Maria Elena Lara, member

Also present was Dr. Hector Gonzales, President of the College.

The minutes of the October 16, 2014 regular board meeting were read and approved as presented by Dr. Antonio H. Rivera, Secretary of the Board.

Board President Flores welcomed guests at the meeting which included college personnel Joe Barker, Anne Tarski, Ismael Martinez, Dr. Mark Underwood, Jesus J. Martinez, Derek Sandoval, Margot Mata, Barbara Compton, Jesus Suarez, Xaviera Haynes, Connie Buchanan, Juan Guzman, and Dr. Geraldine M. Goosen. Also in attendance were Tom Ferrell from Ferrell-Brown & Associates, Paul Sorrels from Sul Ross Rio Grande College, Eric Ede from Ede and Co., LLC., John Jasper and Joe Cortinas from Laughlin AFB, TX., and from the Uvalde Leader News Kim Eagle.

Audience to Patrons: None

A motion was made by Anita Shackelford and seconded by Victor Lopez to approve the financial statement as of October 31, 2014 as presented by Anne Tarski, Vice-President of Finance. Motion carried unanimously. A copy is attached.

President's Report presented by Dr. Hector Gonzales. A copy is attached.

A motion was made by Victor Lopez and seconded by Dr. Harry O. Watkins to accept the 2013-2014 Audited Financial Statement which was presented by Eric Ede of Ede and Co., CPA. Motion carried unanimously. A copy is attached.

The Board President, Rodolfo R. Flores, called for a recess at 7:28 p.m. to hold a Foundation meeting.

The Board President, Rodolfo R. Flores, called the regular meeting back into session at 7:32 p.m.

Appendix 2



City of Hondo

1600 Avenue M * Hondo, Texas 78861 * 800-476-2378 * FAX 830-476-5189

November 17, 2014

Dr. Hector Gonzales, President
Southwest Texas Junior College
2401 Garner Field Road
Uvalde, Texas 78801

Re: Level 1 Certificate Program: General Aviation Maintenance

Dear Dr. Gonzales,

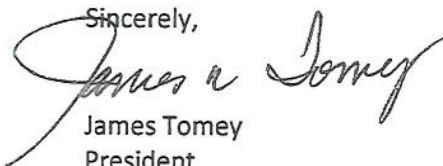
The City of Hondo Economic Development Corporation (CoHEDC) wishes to express its support for your initiative to bring the Level 1 Certificate Program for General Aviation Maintenance to Hondo. The CoHEDC is one of the leading groups working together with Southwest Texas Junior College (SWTJC) to improve the training opportunities available to for those in our area seeking to improve their workforce skills. The area needs more vocational and technical training like the aviation maintenance program. This training will allow those individuals that successfully complete the program to be able to compete for jobs in the aerospace industry.

Together with the City of Hondo we have worked to bring more companies that will offer better jobs to our community, Medina County and other adjacent counties. As you know we recently came to an agreement with Vision Technologies (VT). They have agreed to initiate a pilot training program, a green harvesting operation (recycling of airplane parts) and work with the city to bring aviation maintenance training to our training center. Having an international company such as VT as a partner together with SWTJC will enhance the type of workforce training we have available in Hondo.

Our main goal is to create job opportunities for our citizens. Recruiting companies to come to Hondo will be made more attractive if we can offer a workforce that has the skills required by technically oriented companies. The greater the skills of our workforce; the better the salaries they will receive.

The City of Hondo Economic Development Corporation fully supports your initiative for the Level 1 Certificate Program in General Aviation Maintenance. We need this and more type of training like this to make our workforce more competitive.

Sincerely,



James Tomey
President

City of Hondo Economic Development Corporation

TEXAS HOUSE OF REPRESENTATIVES



PONCHO NEVÁREZ

DISTRICT 74

September 17, 2014

Dr. Hector Gonzales, President
Southwest Texas Junior College
2401 Garner Field Rd.
Uvalde, TX 78801

Dear Dr. Gonzales,

I am writing to express my enthusiasm and support for the General Aviation Maintenance certification program at Southwest Texas Junior College. This builds on the success we have seen through the Grow Your Own program at Del Rio high school. Since 1991, hundreds of Del Rio High School students have been trained in aircraft maintenance through the program and gone on to work at Laughlin Air Force Base. We understand, however, that some positions require further certification beyond what high school level, and the SWTJC program will help bridge that gap.

This program will provide a tremendous benefit to Laughlin AFB, residents of the community, and the region's economy. It will improve and expand the pool of applicants for positions at the base, while at the same time opening doors for areas residents to those positions – providing access to quality jobs for people who want to live and work in Del Rio and Val Verde County.

I look forward to expanding education opportunities to residents and support Laughlin AFB. This mutually beneficial program will augment the pre-existing partnerships between the community and the base and could lead to further opportunities for SWTJC to partner with the base, industry, and area high schools for training and certification. If you need anything, please do not hesitate to contact my office.

With kindest regards, I remain,

Sincerely,

Poncho Nevarez

**Westex Capital, Ltd.
d/b/a Pico Petroleum
307 East 10th Street
Del Rio, Texas 78840
830-775-7761**

**Dr. Hector Gonzales, President
Southwest Texas Junior College
2401 Garner Field Rd.
Uvalde, Tx 78801**

Dear Dr. Gonzales,

I felt extreme excitement when I first learned of the "grow your own" program. This is exactly what this community needs to be supporting. I feel the Aircraft Maintenance Program would be a vital part of this program. So much of our economic well being is dependent on Laughlin Air Force base and one of the major problems the base is having at this point in time is a shortage of qualified aircraft mechanics. I am a member for the Military Affairs Association and know of this problem first hand. Unfortunately, Del Rio, to outsiders, is not a desirable place to relocate. Thus this creates a shortage of workforce in certain specialized areas. While many of our young people love this city and want to raise a family here, it is difficult for them to find good paying jobs to do so. This Aircraft Maintenance Program would be the solution for many young people today. Also, when the BRAC commission (Base Realignment and Closure) looks at keeping bases open and operating, a strong and dependable civilian workforce is something they look at very strongly in their decision making process.

Basically sir, there are so many advantages to the Aircraft Maintenance Program and no disadvantages that in my business and professional opinion this is a WIN-WIN program all the way around. Thank you for your time in this matter and would be willing to further discuss at anytime.



Anthony Kusenberger
Owner
Westex Capital, Ltd.
Pico Petroleum

Marathon Heater, Inc.
808 Hackberry Ln.
Del Rio, TX 78840
www.marathonheater.com
Ph (830) 775-1417
Fx (830) 775-4379



September 29, 2014

*Dr. Hector Gonzales
Southwest Texas Junior College
2401 Garner Field Road
Uvalde, TX 78801*

Re: *Grow your own program*

Dear Dr. Gonzales,

I am writing to encourage you to give your full support for a General Aviation Maintenance program for the Del Rio campus. This program would provide multiple benefits for the region.

As you are aware, Laughlin Air Force Base has a huge economic impact on our region. One of the challenges they are facing is the shortage of qualified people to maintain their planes. On the other side of the coin, there is a shortage of high paying jobs for area residents. This program would address both those needs and have a very positive economic impact on our region.

For these reasons I am asking you to support this program. Thank you for your consideration.

Sincerely,

Mike Wrob

*Mike Wrob
President
mwrob@marathonheater.com*

Appendix 3

Aviation Maintenance

Advisory Committee Meeting Minutes 2014-2015

CHAIRPERSON: John Jasper		
MEETING DATE: November 6, 2014	MEETING TIME: 6:00 PM	MEETING PLACE: Del Rio Airport
RECORDER: Johnny Guzman		PREVIOUS MEETING:

MEMBERS PRESENT:

Name and Business	Name and Business	Name and Business
Chapman, Anna A. TMPC Commissioner	Chapman, Gene Retiree	Cortinas, Joseph Laughlin, AFB TX
Garza, Jorge L. San Felipe Del Rio CISD	Gonzales, Roger San Felipe Del Rio CISD	Grafton, BillieJo CODR Airport
Jasper, John USAF	Killpatrick, Lawrence Aviation Maintenance	King, Perry TMPC
Mariner, Larry	Sandoval, Robert Laughlin, AFB TX	Vega, Abe
White, Bill Corporate Pilot		

OTHERS PRESENT:

Name and Title
Guzman, Johnny Dean of Applied Sciences

AGENDA/MINUTES:

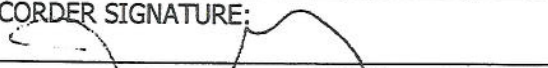
Agenda Item	Action/Discussion/ Information	Responsibility
Meeting to Order/Welcome Remarks & Introductions:	Meeting was called to order at 6:00 p.m. Administrator and guest (committee members) introduced themselves. Everyone was thanked for attending the meeting.	Johnny Guzman
Appointment/Continuation of New Chairperson	John Jasper was nominated to be chairperson for the committee. Bill White motion to approved and second by Jorge L. Garza. All in favor. Motion carried by acclamation.	Committee
SWTJC Technical Programs Advisory Committee Guidelines Review	Johnny Guzman explained the guidelines/functions of the Advisory Committee. The committee must meet at least once a year and have a quorum present. However, contact with members throughout the year via e-mail, fax or phone is strongly recommended. It is imperative that SWTJC Technical Programs are aware of what it is that employers are looking for in the graduates, as well as keeping up with new technology, program improvement suggestions, and representing the needs of students from special populations. **Guidelines were included in packet**	Johnny Guzman
Reading & Approval of Minutes	No prior meeting minutes as this was the first meeting for this future program.	
Old Business:	None.	
Continuing Business:	None.	

Aviation Maintenance

Advisory Committee Meeting Minutes 2014-2015

New Business:		
	None.	
Curriculum Decisions:	None.	
Discussion/Other:	<u>Discussion</u> 1. Potential air plane that can be used for training. 2. Grant opportunity with TMPC. 3. Broad discussion on the course description 4. Facilities request to AFB Kernel Hastings 5. Recommendation in renaming program as Aviation Maintenance 6. Del Rio airport could be utilize as training site possibility if needed.	Bill White Anna A. Chapman Joseph Cortinas BillieJo Grafton BillieJo Grafton
Adjournment	Meeting was adjourned at 8:00 pm.	

Lunch was provided

RECORDER SIGNATURE: 	DATE: 11/18/14	NEXT MEETING: November 18, 2014
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Appendix 4

Curriculum Committee Meeting Minutes November 20, 2014

CHAIRPERSON: Dr. Mark Underwood		
MEETING DATE: November 20, 2014	MEETING TIME: 11:00 AM	MEETING PLACE: ESPN 15(UV), RM 105(DR), C113
RECORDER: Aracely Ruiz		NEXT MEETING: December 4, 2014 (if needed)

* MEMBERS & OTHERS INVITED:

Name and Title	Name and Title	Name and Title	Name and Title
*Andrews, Rebecca Faculty Assoc. Representative	Clinebell, Bonnie Technical Faculty Representative	*Mata, Margot VP – Student Services	Garabedian, Charles Coord. Of Inst. Assessment
*Aranda, Romelia Dean -- Workforce Training	DeHoyos, Elsa Counselor	Ortiz, Abel Division Chair – Social & Behavioral Sciences	Gonzales, Hector President
*Ayala, Robert Division Chair -- Arts & Sciences	*Fernandez, Luis Registrar	*Sanchez, Cheryl Dean -- College of Liberal Arts	LaRue, Carol Coordinator – OIR
*Baen, Karen Director -- Libraries/Instructional Resources	*Garcia, Amada Prof. Development Officer	*Sandoval, Derek Associate VP – Del Rio Center	Ruiz, Aracely VP, Academic Affairs, Admin. Asst.
*Bermea, Gilbert Associate VP -- Eagle Pass Center	*Guzman, Johnny Dean -- College of Applied Sci.	*Schell, Randa Dir/Student Engagement & Success	Zimmerman, Renee Assessment Coordinator - OIR
*Buchanan, Connie Division Chair -- Business, Industrial & Technical Studies	*Hernandez, Yvette Director of Financial Aid	*Suarez, Jesus R. Division Chair – Allied Health & Human Services	
*Burchfield, Jan Academic Faculty Representative	*Kimble, Paul Faculty Representative – Eagle Pass	*Torres, Michelle Director -- Outreach	
Burchfield, Mitchell Division Chair -- Developmental Studies	*Masterson, Nancy Faculty Representative – Del Rio	*Underwood, Mark VP -- Academic Affairs	

* MEMBERS & OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
*Andrews, Rebecca Faculty Assoc. Representative	*Guzman, Johnny Dean -- College of Applied Sci.	*Underwood, Mark VP -- Academic Affairs
*Ayala, Robert Division Chair -- Arts & Sciences	*Kimble, Paul Faculty Representative – Eagle Pass	Gear, Dale Instructor, Criminal Justice
*Baen, Karen Director -- Libraries/Instructional Resources	*Masterson, Nancy Faculty Representative	Goosen, Geraldine Director – ADN
*Burchfield, Jan Faculty Representative	*Mata, Margot VP – Student Services	Hadley, Amanda Director – Vocational Nursing
Burchfield, Mitchell Division Chair -- Developmental Studies	*Sanchez, Cheryl Dean -- College of Liberal Arts	Larue, Carol Director – OIE
Clinebell, Bonnie Technical Faculty Representative	*Schell, Randa Dir/Student Engagement & Success	Ruiz, Aracely VP, Academic Affairs, Admin. Asst.
DeHoyos, Elsa Counselor	*Suarez, Jesus R. Faculty Representative	Zimmerman, Renee Assessment Coordinator - OIR
*Fernandez, Luis Registrar	*Torres, Michelle Director -- Outreach	Zimmerman, Barry Advisor, Financial Aid

AGENDA/MINUTES:

Agenda Item	Item/Discussion/Information	Action
	Meeting was called to order at 11:00 am. Dr. Mark Underwood welcomed everyone.	
Item #1 Action	Allied Health and Human Services Catalog Changes – Associate Degree Nursing Geraldine Goosen presented recommended catalog changes approved by the Associate Degree Nursing Advisory Committee. J.J. Suarez motioned to accept the changes; Seconded by Bonnie Clinebell; All in favor; motion approved.	APPROVED

Item # 2 ACTION	<p>Allied Health and Human Services Program Revision – Criminal Justice J.J. Suarez presented changes to bring the Criminal Justice FOS to mandatory 60 sch. along with revisions to simplify the Criminal Justice A.A.S. J.J. Suarez motioned to accept the changes; Seconded by Mitchel Burchfield; All in favor; motion approved.</p>	APPROVED
ITEM #3 ACTION	<p>Allied Health and Human Services Program Revision – Radiologic Technology Bonnie Clinebell Bonnie Clinebell presented changes to the Radiologic Technology program that include reducing the cumulative GPA to 2/0 for prerequisite courses and require Anatomy Y Physiology I and II to have been completed within the past 5 years of applying to the Radiologic Technology program. Bonnie Clinebell motioned to accept the changes; Seconded by Luis Fernandez; All in favor; motion approved.</p>	APPROVED
ITEM #4 ACTION	<p>Allied Health and Human Services Program Revision – Vocational Nursing Amanda Hadley Amanda Hadley presented catalog changes to the Vocational Nursing program that include the TEAS V pre-entrance exam for students applying to the program. Jan Burchfield motioned to accept the changes; Seconded by Bobby Ayala; All in favor; motion approved.</p>	APPROVED
ITEM #5 ACTION	<p>Business, Industrial and Technical Studies New Program – Aviation Maintenance Johnny Guzman Johnny Guzman presented a new Level1 Certificate in Aviation Maintenance to be offered at Laughlin Air Force Base in Del Rio beginning Spring 2015. Johnny Guzman motioned to accept the changes; Seconded by J.J. Suarez; All in favor; motion approved.</p>	APPROVED
ITEM #6 ACTION	<p>Developmental Studies Program Revision – Associate of Arts in Teaching Mitchel Burchfield Mitchel Burchfield presented changes to bring the AA in Teaching to mandatory 60 sch. Mitchel Burchfield motioned to accept the changes; Seconded by Johnny Guzman; All in favor; motion approved.</p>	APPROVED
ITEM #7 ACTION	<p>Developmental Studies New Course – NCEW 0100 Mitchel Burchfield Mitchel Burchfield requested NCEW 0100 – Writing for Non-Native Speakers (NCBO) be added to SWTJC inventory as required by the THECB. Mitchel Burchfield motioned to accept the changes; Seconded by Randa Schell; All in favor; motion approved.</p>	APPROVED
FINAL# 8 Wrap up	<p>NEXT MEETING: December 4, 2014 @ ESPN 15(UV); RM 105 (DR); C113 (EP) (if needed)</p>	

Appendix 5

Aviation Maintenance Course Descriptions

AERM 1210 - Ground Operations

An introductory course in fuels, servicing methods, safety procedures, aircraft movement, securing and operations of aircraft, external power equipment, aircraft cleaning and corrosion control.

AERM 1315 - Aviation Science

Fundamentals of mathematics, physics and drawings as they apply to aircraft principles and operations as required by the Federal Aviation Administration for airframe and powerplant mechanics.

AERM 1303 - Shop Practices

An introduction to shop safety, the correct use of hand tools, equipment, and precision measurement, identification of aircraft hardware, and the fabrication of fluid lines and tubing. Emphasis on procedures for testing, heat treating and inspection of aircraft structures.

AERM 1314 - Basic Electricity

A study of aircraft electrical systems and their requirements including the use of ammeter, voltmeter and ohmmeter; series and parallel circuits; inductance and capacitance; magnetism; converting alternating current (AC) to direct current (DC); controlling devices; maintenance and servicing of aircraft batteries; and reading and interpreting aircraft electrical diagrams to include solid state devices and logic functions. Fundamentals of safety also addressed.

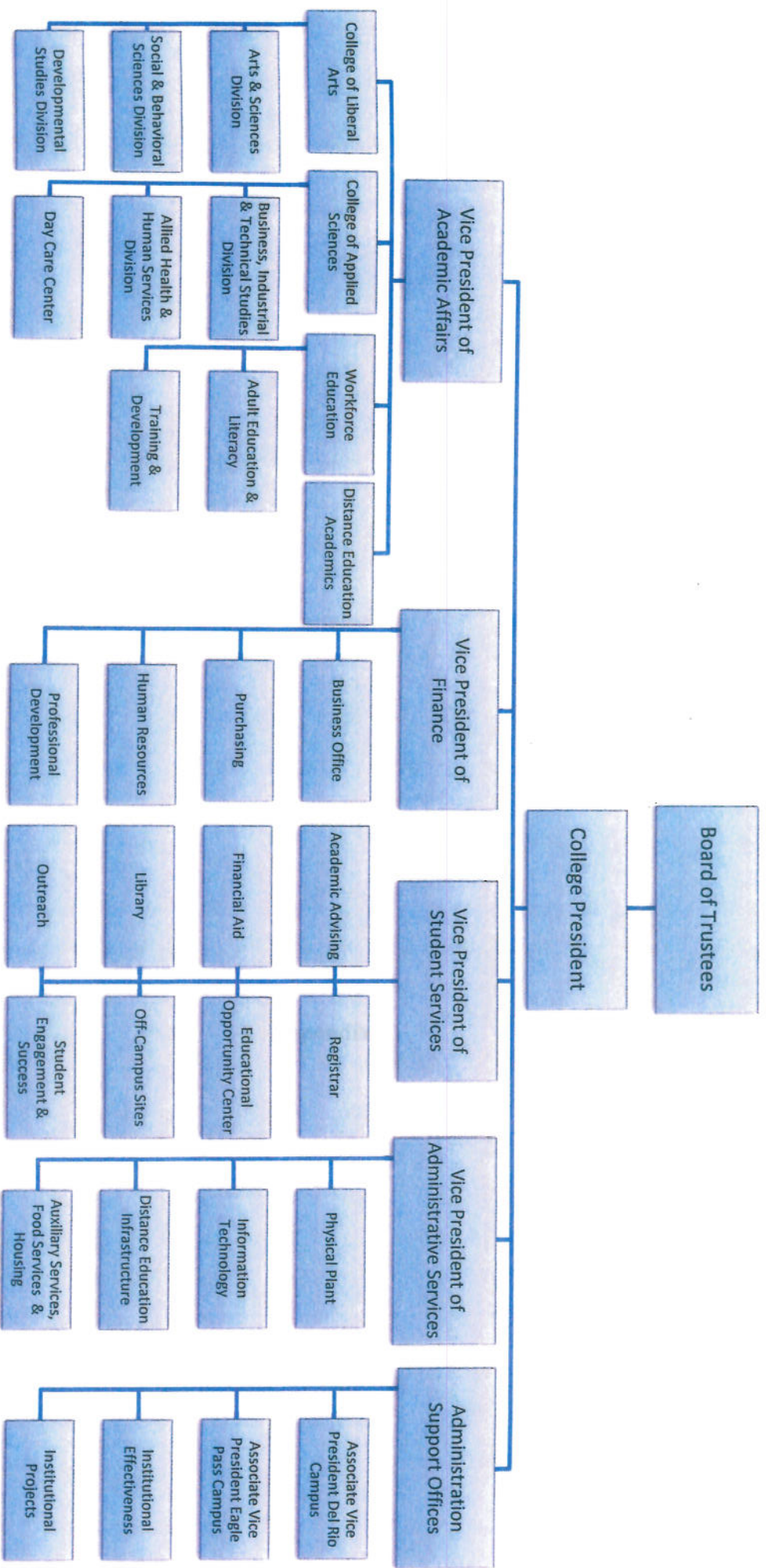
AERM 1350 - Landing Gear Systems

Inspection, servicing, overhaul and repair of fixed and retractable landing gear systems. In-depth coverage of systems, components and operation.

AERM 2231 - Airframe Inspection

In-depth coverage of methods and procedures to perform airframe conformity and air worthiness inspections (including One Hundred Hour Inspections) in accordance with Federal Aviation Regulations and manufacturer's service information. Safety procedures will also be addressed.

Appendix 6



Appendix 7

**Aviation Maintenance Level 1 Certificate
Projected Budget**

Fiscal Year	2015-2016	2016-2017	2017-2018
Projected Enrollment	60	60	60

Expenditures

Salary	\$60,000	\$62,000	\$64,000
Fringe Benefits	\$12,000	\$12,400	\$12,800
Equipment/Supplies	\$275,000	\$20,000	\$20,000
Total Expenses	\$347,000	\$94,400	\$96,800

FUNDING

STATE			
BaseYear	2015-2016	2015-2016	2016-2017
Contact Hours	0	0	16
Reimbursement Rate	\$6.74	\$6.74	\$6.74
Percentage Rate	0.8702	0.8702	0.8702
Total Students	0	60	60
Total State Funding	\$0	\$0	\$5,631

LOCAL (Tuition & Fees)			
Fiscal Year	2015-2016	2016-2017	2017-2018
Semester Credit Hours	16	16	16
Tuition & Fees (per sch)	\$113.00	\$113.00	\$113.00
Total Students	60	60	60
Total Local Funding	\$108,480	\$108,480	\$108,480

OTHER			
DEAAG grant	\$205,000.00	\$0.00	\$0.00
Total Other Funding	\$205,000.00	\$0.00	\$0.00

Total Funding	\$313,480	\$108,480	\$114,111
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Total Projected Revenue	-\$33,520	\$14,080	\$17,311
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Appendix 8

SWTJC Program Review Process – 5 Year Cycle

