

National Engineer Week Plan of Action

Prepared by Dr. Garrett
February 18, 2015

Below are the meeting minutes, activities, and responsible parties for National Engineer Week.

Reminder: It is advised that all faculty involved do not schedule a midterm on Tuesday and Wednesday, February 24-25, 2015.

NOTE: Updates from the meeting on February 18th are highlighted in Yellow.

Meeting Date: February 18, 2015 Time: 4:00 p.m. – 4:20 p.m. Location: 2219	
Main Points/Activity	Outcome Captured
Meeting Attendees:	Mr. Thomas Peoples and Dr. Kristi Garrett
Monday, February 23, 2015 Activity: Campus Road Tours	<p>A table will be setup at the New Connections (Adult Education) building and at the ATC library.</p> <p>New Connections Time slots for Mr. Peoples: 8:30 – 9:00 a.m. and 10:30-11:00 a.m. Per phone call, Ms. Michelle Jackson suggested that Mr. Peoples visit the New Connections building and she can show him where he can set up the Engineering table. Her extension is 5050.</p> <p>ATC Library Time slots for Dr. Afuwape and Mr. Peoples: 1:00-2:00 p.m.</p> <p>Mr. Peoples will set up a table at the entrance of these locations. Brochures will be distributed to attendees.</p> <p>Mr. Peoples will follow up with Mrs. Rodgers to find out about table covers and banners.</p> <p>An attendance sheet will be provided to keep track of the traffic received.</p>

<p>Tuesday, February 24, 2015 Activity: ATC Student Tour</p>	<p>Time: 10:00- noon</p> <p>Demonstration duration: 15-20 minutes</p> <p>Current ATC students in the electrical systems, commercial wiring, and drafting will have an opportunity tour the engineering labs.</p> <p>Mr. Peoples will schedule tour times for the 4 lattice and stackable programs that feed into the engineering programs.</p> <p>An attendance sheet will be provided to keep track of the traffic received.</p>
<p>Wednesday, February 25, 2015 Activity: Hapeville Academy High School tour at ATC</p>	<p>Approximately 40-50 students will participate in lab demonstrations.</p> <p>On February 11, 2015, Dr. Garrett called Dr. Gary Martin, President of the Hapeville Academy Board to inquire about the possible number of students to attend. Awaiting response.</p> <p>Per email, Ms. Dessie Hall was asked for 5 SGA volunteers to serve as tour guides. She is working to see how many can assist. Alternate option: Please prepare to be available from 10 am- 1 pm if there aren't enough volunteers.</p> <p>Dr. Garrett has created the rotation schedule with 2 options. Option 2 will probably be more feasible to allow the vendors setup time. See attachment.</p>
<p>Thursday, February 26, 2015 Activity: Engineering Information at the ATC Health Fair</p>	<p>Mr. Peoples will set up a table at the Health Fair. Brochures will be distributed to attendees.</p> <p>An attendance sheet will be provided to keep track of the traffic received.</p> <p>Mrs. T. Rodgers is working on the requisition process live radio broadcast for Magic 107.5 FM.</p> <p>Per conversation with Dr. Deborah Johnson-Blake, Mr. Peoples can set up the Engineering table in the Atrium of the Allied Health building at 9:30 a.m.</p>

<p><i>Friday, February 27, 2015</i> Activity: Social Media Broadcast</p>	<p>Mrs. Rodgers will do a social media blast about National Engineer Week at Atlanta Technical College.</p> <p>Committee should send any Engineering fun facts to Mrs. T. Rodgers by C.o.B. Tuesday, February 17, 2015. Dr. Garrett has sent 5 Engineering relate fun facts to be used for the social media blast.</p>
<p>Lunch for Students</p>	<p>Option 1: Dean Coquerle has asked her chefs to discuss their schedule capacity and available budget to provide a light lunch.</p> <p>Option 2: Per, Elizabeth King, Director of ATC Foundation suggested that we talk to store managers at Publix and Jason’s Deli on Camp Creek, and Papa John’s pizza to see if they can provide food donations. If food donations are received, ATC can provide the proper 501C3 documentation.</p> <p>Option 3: Dr. Afuwape suggested that students may be able to bring their lunch.</p> <p>The Dining Hall has been reserved for Wednesday, February 25th from 10:00 – noon to provide a central location for refreshments and snacks. This will provide an opportunity for the high school students to experience the social atmosphere with ATC students.</p> <p>Option 3 has been executed via email sent to Dr. Gary Martin and Principal Jannard Rainey. The Culinary Arts department will provide desserts for the student attendees.</p>
<p>Letter Invitation for Hapeville Academy</p>	<p>Dr. Williams is in the process of signing. Dr. Garrett will forward an electronic copy to Dr. Gary Martin, Chair of the Hapeville Academy board.</p> <p>On February 12, 2015, Principal Rainey from Hapeville Academy confirmed that 50 students will be attending on Wednesday, February 25, 2015.</p>
<p>3D Printing Vendor</p>	<p>Ms. Penn reported the following:</p>

	<p>The vendor who is supplying my 3D Printer is bring a similar setup to the one we purchased. He also included the following information. All he needs is the number to cater to and the time slots. Read below.</p> <p>VENDOR: Technical Training Aids</p> <p>REPS: John Holt and Chris SolidWorks paraphernalia for giveaways</p> <p>Other Comments: We will bring our Suitecase Siemens PLC Trainer for Industrial Systems. We also have some Process Control Trainers in Aufwape's classroom. We also sell the Fanuc Robot that's on his mechatronics trainer. I will bring my partner Chris along, so one of us can be in each classroom. We'll be able to discuss Engineering, Manufacturing, Mechatronics and the manufacturers who are looking for people with the skills you teach. I think we can do a pretty good job covering all those bases for you.</p> <p>Ms. Penn reported that the vendor is awaiting a student head count in order to prepare for prizes. Four vendors will be doing demos on Wednesday, February 25th in Ms. Penn's lab.</p>
<p>National Engineer Week Communications</p>	<p>The flyer was reviewed and updates were given to Mrs. Rodgers. She will distribute flyer once it is completed.</p> <p>Mrs. T. Rodgers distributed the final flyer to the group.</p> <p>Mrs. T. Rodgers is in the process of acquiring approval for brochures, radio broadcast, and trinkets.</p>
<p>To Do Items</p>	<ol style="list-style-type: none"> Attendee sheet for all events. (Assigned to Dr. Garrett)- Done. See attachment to view layout. Mr. Peoples has been supplied a color copy. Get finalized headcount of Hapeville Academy High School and provide to Ms. Penn. (Assigned to Dr. Garrett)- Done.

	<ol style="list-style-type: none">3. Plan schedule rotation for Wednesday, February 25th activities. (Assigned to Dr. Garrett)- Done.4. Seek SGA student volunteers to serve as tour guides from Ms. Dessie Hall. (Assigned to Dr. Garrett)- In progress5. Finalize the stackable programs diagram and email to the committee. (Assigned to Mr. Thomas Peoples)- Done and emailed to the group by Mr. Peoples.6. Finalize the ATC student tour schedule for Tuesday, February 24, 2015 and email to the committee. (Assigned to Mr. Thomas Peoples)- Done and emailed to the group by Mr. Peoples.
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