

Regional Advisory Committee Minutes

School Year:	17-18	Meeting Date/Time:	Thursday, March 1, 2018, 2:00 p.m.
District/Region:	High Desert	Meeting Location:	Victorville Motors
Course Title(s)/Pathway:		Facilitators:	Victor Valley College
Automotive			

INDUSTRY REPRESENTATIVES & WORKFORCE DEVELOPMENT DEPARTMENT PARTNERS

Name, Position	Business	Mailing Address	E-Mail Address
Joshua Stachowiak	UPS		JStachowiak@ups.com
Raj Panjabi	Inland Training Solutions		inlandtrainingsolutions@gmail.com
Veronica Parks	Victorville Motors		vparks@vvtmtrs.com
Sean Enderle	Raytheon		sean.t.enderle@raytheon.com
Jim Ferguson	Tire Guys		jimf@tireguys.com
Jeff Meyer	Victorville Motors		jmeyer@vvtmtrs.com

* Minimum 3 industry professionals

EDUCATIONAL REPRESENTATIVES

Name	Representing	Mailing Address	E-Mail Address
Lee Bennett	VVC		harry.bennettjr@vvc.edu
Brad Williams	Apple Valley USD		brad_williams@avusd.org
Matt Wells	MDCP JPA		matt.wells@mdcareerpathways.com
Kendle Crowell	MDCP JPA		kendle.crowell@mdcareerpathways.com
Kenneth Martinez	San Bernardino City USD		kenneth.martinez@sbcusd.com
David Mendoza	Adelanto HS		dimendoza@vvhhsd.org
Nancy Spillman	Lucerne Valley USD		nancy.spillman@lucernevalleyusd.org
Jay Winters	Sultana HS		jay.winters@hesperiausd.org
Dan Rowland	VVC		dan.rowland@vvc.edu
Alejandra Campos	SB Valley College		acampos@valleycollege.edu
Peggy Weber	SB Valley College		pweber@valleycollege.edu
Jerid Scarborough	VVC		jarid.scarborough@vvc.edu
Catherine Abbott	VVC Foundation		catherine.abbott@vvc.edu
Frank Castanos	VVC Foundation		frank.castanos@vvc.edu

Steven Coullas	VVC	steven.coullas@vvc.edu
Larry McLaughlin	IE/Desert Region	lmclaughlin@collegeofthedesert.edu
Mark Weller	VVC	mark.weller@vvc.edu
Mike Stayton	Oak Hills HS	mike.stayton@hesperiausd.org
Randy Lockie	Hesperia HS	randy.lockie@hesperiausd.org
Robert Carlos	Victor Valley HS	rcarlos@vvhhsd.org
Julia Wendt	VVC	julia.wendt@vvc.edu
McKenzie Tarango	Victor Valley UHSD	mtarango@vvhhsd.org
Shaun Kittrell	Silver Valley HS	skittrell@svusdk12.net

GENERAL – Introductions, call to order, etc.

The meeting was called to order at 2:00 p.m.

Self-introductions were conducted.

The meeting was adjourned at 3:13 p.m.

LABOR MARKET CONDITIONS - Verify local labor market need for career education and training for the industry.

Lee Bennett asked for input on current industry trends, their needs, and areas that need improvement at the high school and college level:

- Josh Stachowiak from UPS stated he currently has five employees who came from the VVC Auto program; he has been pleased with their level of professionalism and ability to take direction, but would prefer them to have more diagnostic experience. He has also found that straight out of college, students don't seem to have enough hands-on experience, so he is happy to hear the new direction of hands-on final exams. He continued that other qualities he would like to see in new employees are the ability and willingness to learn from co-workers and the willingness to start at entry level pay and move their way up.
- Josh would like to see more emphasis placed on teaching technology because being tech savvy is what is going to help a student/employee be successful today.
- Matt Wells asked what the application process is for the Auto industry. Do they require applicants to demonstrate hands-on tasks at their interviews?
 - o Josh responded that UPS always requires hands-on demonstration of skills at their interviews.
 - o Jeff Meyer from Victorville Motors stated that they have a 3-step process for interviews, and he would like to incorporate a hands-on portion, but wasn't sure how. Lee commented that in the service industry, it is very difficult to ask interviewees to perform hands on tasks because of the work environment. He suggested their best bet would be to form a capstone course at the College, which would include hands-on work and grant students certificates, which would back up their knowledge.
- Jim Ferguson from Tire Guys asked if Lee offers interview skills as part of the curriculum. Lee replied that they do as part of the Professional Development course. They also hold mock interviews to prepare students.

- Sean Enderle from Raytheon explained that their entire application process is done online. Having certain keywords on resumes and the applications are critical to getting through their system, so no matter how qualified an individual may be, they will be screened out if they are missing the keywords. Once candidates get through to the interview process, it is much more personal, and applicants are evaluated by their performance working on the floor. They offer in-house training, so it is a great opportunity. Students just need to be aware that for some companies, there are other things to know about the application process.
- Larry McLaughlin asked industry present who had fleets of vehicles and how many diesels they still had in use.
- Lee reminded everyone that if they had any more comments or suggestions, as well as agenda items for the next meeting, to please contact him. He would like to see more industry present at the next advisory, including those from dealerships.

CURRICULUM Validation - - *Validate that curriculum content and equipment meets industry standards and identify any industry certification offered.* If validating more than once course, the curriculum for each course must be reviewed and approved and recommendations noted. Review student performance data, course sequencing, program needs, and goals.

Lee Bennett asked the high school representatives present to give an update on their programs and to indicate ways that industry can better support them and help shape their curriculum:

- Adelanto High School
 - Dave Mendoza stated that they are starting an Auto Collision program next year and have new equipment that they will start using.
 - He asked for some guidance from industry about what students need to learn in Auto Collision to be successful in the field.
 - He is always looking for internship opportunities for his students. Lee offered some of the College's contacts for possible internship prospects.
- Hesperia High School
 - Randy Lockie informed the group that their Engineering and Auto students are teaming up to build a self-driving vehicle, which has been an exciting project.
- Oak Hills High School
 - Mike Stayton stated that their course offerings are the same as Hesperia HS.
 - They use CDX for their curriculum, which is also in alignment with VVC's curriculum.
- Silver Valley High School
 - Shaun Kittrell stated that they are in their first year of offering Auto I & II at their site.
 - Next year, he plans to offer Auto III, since he has seen the growth and continued interest from his students.
 - He also uses CDX for his curriculum.
- Sultana High School
 - Jay Winters mentioned that he is retiring, so they are working on filling his position soon. Lee thanked him for his years of service as a teacher and for impacting so many students' lives.
 - They have started a program called Auto Engineering, in which students can build and repair R/C trucks - they simulate regular trucks and can be applied to real world applications because they have the same parts as full-size vehicles, just on a smaller scale. The students form teams and race their trucks every week. They are enjoying this new, fun way to learn and use their hands-on skills.
 - As part of their Perkins requirements, they need approval to upgrade their software. They currently use CDX, but are also doing a pilot for Goodheart Wilcox, which consists of condensed, short reading assignments for the students, followed by video instructions. Jay has been happy with the new program so far, so it needs to be determined whether to continue with it after the pilot ends in a month.

- Victor Valley High School

- Robert Carlos indicated he struggles with getting cars for his students to work on. They received three donations this year, which have been helpful for students to learn disassembly and reassembly. However, he still needs newer vehicles that are relevant to the kinds of cars they would be working on in an actual shop. Lee responded that he may be able to assist Roberto with some more donations.

Lee mentioned that he is happy to see so many successful Auto programs being implemented in high schools. Seeing Auto thriving, and new classes being added, is encouraging and will help get students engaged and excited about moving forward into Auto careers or continuing their education at a college level.

Jerid Scarborough from VVC commented that, from an adjunct point of view, he has learned to reevaluate his curriculum and test scores because the areas where students are struggling are the areas where he needs to improve his teaching approach. Building a talented worker involves teaching them organically and including soft skills, language, math, etc. into everyday lessons.

SKILLS ASSESSMENT VALIDATION - *Share the method and criteria used to evaluate whether your students actually acquired the identified skills and knowledge (i.e., competencies). Share copies of tests, project scoring guide, grade policy, etc.*

Lee Bennett gave an update on the Victor Valley College Auto program:

- Three years ago, his department began looking at what function they served in the community, who they were serving, and what their students were accomplishing. Completion numbers weren't good compared to student enrollment, so they realized there were gaps and problems that needed to be addressed. Thus, began the process of reinventing the Auto program.
- Industry feedback plays a vital role in the success of a school's program because if schools listen to their needs, they can produce students that are legitimately prepared to enter the workforce. One of the College's goals was to work more closely with industry and produce better advisories with greater industry presence. These advisories have addressed issues brought forward by industry and helped influence some of the changes already taking place at VVC:
 - Students are lacking soft skills. There is now a Workplace Professionalism course infused in the certification process and required to obtain a degree, which covers basic skills needed to be a successful employee.
 - There is now a pre-requisite Introductory class, which precedes the Workplace Professionalism class.
 - There is also a capstone for internships and workplace learning.
 - Classes have become increasingly rigorous. Course content has stayed mostly the same, but the entrance assessment is much more difficult. This has caused a dip in enrollment, but they would rather have lower enrollment numbers with a high percentage of completion and job placement, rather than high enrollment numbers of students who don't take the classes seriously and won't finish with a certificate. The goal is to produce a higher quality student who is truly interested in Auto and will succeed in the workforce. Some of the most successful programs at the College, such as Nursing, have very high success rates because they are application-based programs that weed out those who can't cut it or aren't interested. Lee would like to see the Auto program become the same way.
- They also implemented a hands-on diagnostic final exam. Many want students to possess industry recognized ASE certificates upon completion, but those certificates don't necessarily mean a student can fix a car. That is where the hands-on diagnostic final comes in. The College continues to evaluate student's test scores to ensure curriculum is being taught correctly and students are absorbing the information throughout the year.

- They have created new program learning outcomes to match the state's requirements for continued funding (see agenda packet for full verbiage):
 1. Pass appropriate industry recognized certification examinations.
 2. Perform automotive repairs to a level that ensures compliance with industry standards for vehicle safety and function while maintaining a workplace that meets local, state, and federal safety and environmental regulations.
 3. Demonstrate workplace professionalism behaviors to a standard that achieves and maintains employment in the automotive industry while complying with local, state and federal regulatory agencies that govern automotive repair.
- All grants from California will now be competency-based. The state wants students from CTE programs to be able to show success in programs and achieve a high rate of employment upon completion. They will no longer just be handing out money – they need to see results first. The Strong Workforce initiative is also an outcome-based revenue stream, so they want to see not only more students, but better-quality students before they will provide additional funding.
- Sonya Smith asked what they can do at the high school level to prepare students for the rigorous courses at the College level.
 - Lee replied that preparing them in English and Math is just as important as the training of the trade itself. Using proper English and having good written and communication skills are all important aspects of the auto industry, which are often overlooked. He would argue that a high level of English and writing are more important than a high level of math in the industry.
- Jay Winters added that at Sultana High School, they give the ASE certification test at the beginning and end of the year to see what students have learned. This is a good tool to test their competency if they plan to go on to a program like VVC's or out into the workforce.
- Jay continued that student internships at businesses are important, as well as infusing soft skills into the daily curriculum, so students are at least prepared for entry-level employment after graduation.
- Jerid Scarborough, instructor from VVC, invited the high school teachers to come and see the hands-on final in his class, so they can know what to prepare for at the high school level and how to incorporate some of those things into their tests.
- Lee noted that the student demographic at the College is mixed with those in their 20's, 30's, 40's, etc., all with diverse backgrounds. Since many of them are not fresh out of high school, the certification program allows them to showcase their knowledge in basic and more advanced skillsets.
- Lee concluded that the Auto industry is tough, so students shouldn't be shocked when they go into work. Their college experience needs to truly prepare them for real world careers.

ACTION PLANS - Review Local and Regional Plans, Articulation Agreements, Affiliation Agreements, WASC.

- Lee Bennett shared that the following seven new Automotive certificates of achievement needed state chancellor approval and indicated that part of that process was review and approval of a voting regional automotive advisory body. He also explained that once approved as "certificates of achievement" that they would appear on student's official college transcripts and would be viewable for employers. After a thorough content review and assessment, the seven presented certificates that are included below were approved by the Regional Automotive Advisory Board.
 - a) Light Duty Diesel Technology
 - b) Automotive Detail & Porter
 - c) Automotive Alternative Propulsion
 - d) Automotive Service Advisor & Manager
 - e) Automotive Transmission Specialist

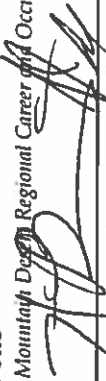
- f) Smog Inspection Technician
- g) Automotive Brake & Suspension Specialist

- The Guided Pathways project is something else in the pipeline that would require students be in a pathway that includes a certificate. They would also be required to take courses like college level English, communications, etc. to ensure well-rounded students are being produced.

OTHER BUSINESS - (i.e., donations, fieldtrips, community classroom opportunities, marketing ideas, additional advisory committee members, work-based learning opportunities, employment opportunities for students).

- Julia Wendt mentioned five internship opportunities currently available at Valley Hi and Victorville Motors. She encouraged anyone interested to contact her.
- Cathy Abbott asked if UPS had an internship program. Josh Stachowiak replied that they don't currently, but he would like to see Corporate create one and he has heard rumors that one is in the works.
- Jay Winters would like to see VVC at their career fairs. Lee Bennett replied that they now have materials and an entire display booth, so he hopes to be able to bring things to more places to advertise their program and improve intake of students. They are limited on staff/time, so are not always able to travel.

Minutes Reviewed By:


Matt Wells
 Director, Mountain West Regional Career and Occupational Pathways IPA

 CTE Coordinator, Academic Senate Vice President

3/29/18
 Date
 4-9-18
 Date

Administration Only

Distribution of Advisory Minutes:

- One copy to Lee Bennett, VVC
- One copy to Department Chair, VVC
- One copy to District Coordinators
- One copy to Regional Director
- Public dissemination of Minutes
- File original in course folder
- Minutes posted on website


 Julie Bennett
 VVC Automotive Department Chair