**RIO HONDO COLLEGE**

**CAREER & TECHNICAL EDUCATION DIVISION**

**ACEDD/CAD Department**

**ADVISORY COMMITTEE MEETING**

**June 4, 2021**

**Meeting Minutes**

1. **Call to Order**

Tom Lazear called to order the meeting of the ACEDD/CAD Advisory Committee at 1:05 pm on June 4, 2021, via Zoom.

1. Introductions

The following persons were present:

Aaron Perez Sean Hughes

Jose Millan Farrah Nakatani

Paul Robich Mathew Hudson

Tom Lazear Frank Sevillano

Ruben Agus Tim Price

Caesar Hernandez Sean Gervais

Mike Slavich Claudia Romo

Omar Al-Nabulsi

1. Approval of Minutes

Tom Lazear asked the committee to review the minutes from May 15, 2020. A motion was made by Sean Hughes to approve the minutes as written; seconded by Farrah Nakatani. The minutes were approved as written by unanimous vote.

1. **Purpose and Goal of the Meeting**

Sean Hughes stated that the main goal of this meeting was to receive input and ideas from local industry representatives to ensure our content is up-to-date and relevant, new potential development of our programs, and approval for equipment, software purchases, etc. with the application for grant funds.

**Program Update and Proposed Needs**

1. Department Improvements

 Jose Millan informed the committee that the department as a whole has applied for certification. This will aid our students with the certification attached to the school they attended.

 Jose stated that remote teaching initially was a little bumpy but it was resolved early on. It is not known how long we will have to maintain the remote programs or who will be responsible for it.

 We have acquired a new table saw and Ruben has uploaded all new software for 2022. Tom suggested Microsoft Connect. Ruben believed it is not very user friendly.

 Sean Hughes told the committee that his surveying equipment is dated and would like to bring it up to status quo. Sean motioned to update the civil surveying equipment using Perkins and Strong Workforce grant monies. Farrah Nakatani 2nd the motion. The vote was unanimous.

 Jose told the group that the 3D modeling area wants to work on building the concept of design application. The vote was unanimous. Tim Price recommended the use of Blue Beam Revit for Architecture courses.

 b) Professional Development:

 1) Sean Hughes announced to the group that staff development has been something that has been

 Done in the past and having the fortune of the Perkins and Strong Workforce grant funds it has been attainable. We would like to know if you would like us to continue when and if the occasion arises. The following areas of professional development is what the programs are looking at:

 Solidworks

 AutoCAD

 Drone Piloting

 Building Code Updates

 Engineering Seminars

 Sketchup

 Sean wanted to know if the committee wanted this to continue when and if the occasion arises. Sean Hughes moved to continue with all necessary professional development when and if the occasion arises. Paul Robich 2nd the motion. The vote was unanimous.

 C) Curriculum

Degrees/Certificates/ Courses

Sean Hughes reported that Introduction to Engineering is going to get a major overhaul and as a result a duplicate course will be taught in Math and Science.

Jose Millan announced that he will be working on the ENGT changing the course order and adding courses to fit the new alignment. He also plans on creating mini certificates specialized in allowing the Engineering student to gain fabrication knowledge. Tom Lazear moved to update the curriculum and make mini certificates. Paul Robich 2nd the motion. The vote was unanimous.

**Enrollment Trends & Academic Endeavors**

Claudia Romo discussed the fact that she is in the process of looking at all the public 4 years institutions to see if she can find course to course articulation for GIS, CIV, and ENGT. She stated that counselors will not recommend students to our program because some of our classes will have to be taken again at the higher level because our courses are not recognized as equal to their own. Mike stated that if we are not in the Assist Program students have to take classes again. Tom asked about private 4 year institutions and Claudia told him not yet but next. Tom stated he has contacts at USC and Sean has contacts for private Architecture schools. Jose Millan stated that the Robotics club on campus wants to learn more design and 3D modeling.

 Mike advised the group that Caesar has been working diligently to put together a package for application to American Design Drafting Association (ADDA). One more review with faculty and off it will go.

 Mike also discussed the idea of creating a mechatronics lab and course work to integrate mechanical engineering into the program. It is an expensive endeavor but the mechanical electrical labor market support it. The outside accreditation with iTrain Workforce Development can send students for training or retraining. The certificate would be 24-30 units. Students can also be evaluated for prior learning/experience and not have to take all of the units as their experience would cover some of the units. Frank Sevillano moved to do further research into the possible extension to the program with a mechatronic engineering certificate. Tim Price 2nd the motion. A vote was taken and the motion passed.

 Mike stated that summer will be continuing with remote learning with some on ground lab. Fall will be 48% on ground, campus wide, and the rest remotely.

 Jose announced that they are expanding the high school articulation. This will allow students to test of the articulated courses they took in high school. Mike said this will make a seamless pathway. Jose also stated that we also offer dual enrollment where the high school student will take a college course after school hours and earn college credit for it.

**Job Placement & Internships**

Aaron Perez stated that because of covid 19 he and other colleges have had to get creative. In spring they held a virtual job fair that was very successful. He has done LinkedIn presentations for Farrah and Jose’s classes. He has put together an alumni group on LinkedIn and explains that it is a power house for hiring. You become searchable for employers. He also stated that if anyone is interested in having any interns to let him know. Omar Al-Nabulsi said he would be interested.

**Recruitment Activities**

 Sean stated that they have maintained their recruitment activities. He promised that whenever a job notification comes to them they put it out there and encourage them to apply. There is a hesitation. The creation of the mini certificates is to aid the employer in knowing what the student’s skill set is. Mike stated that they lack confidence and want to stay where it is comfortable and safe.

 Farrah announced that Claudia is working on recreating the logo to give it a more modern look. Sean stated that he would like to touch base with committee members. Mike said that could be done twice a year by having an advisory meeting in Fall and Spring.

**Adjournment:**

 **2:33 pm**