

**West Los Angeles Community College  
Digital Design Advisory Committee**

**AGENDA**

Sunday June 2, 2018

**AGENDA:**

Introductions  
Orientation  
Desired Skillsets

**MINUTES**

Sunday June 2, 2018

**ATTENDANCE:**

Brian Olson  
Noami Duckworth  
Michael Arata

**Via Phone:**

Denise Stilwell,  
Aileen Wang  
Brian Ramirez

**Meeting:**

Michael began meeting with an overview of WLAC Art Department and Brian discussed the purpose of committee, including and asking participants to provide industry insights and guidance for creating a certificate program. Topics discussed were soft skills, hard skills and technological skill sets.

Noami introduced herself and courses she taught at WLAC. Denise talked about her position at FOX, followed by Aileen's role at Yamibuy and Brian R. position and Olson Visual (No relation to Brian Olson, just coincidence.)

Noami asked Brian to provide advisory members with links to our current classes and share google drive folder, containing collateral application materials and suggested to adjourn meeting and pick up next week after committee had opportunity to review notes.

Michael adjourned the meeting.

**West Los Angeles Community College  
Digital Design Advisory Committee**

**AGENDA**

June 9, 2018

**AGENDA:**

General Program Discussion  
Skillset Requirements for Hiring

**MINUTES**

June 9, 2018

**ATTENDANCE:**

Brian Olson

Noami Duckworth

Via Phone: Michael Arata, Denise Stilwell, Aileen Wang and Brian Ramirez

**Meeting:**

Brian O opened the meeting asking if committee if they had opportunity to review materials. Brian R. emphasized that technical proficiencies with Adobe products are “expected” in the industry, and all students should come out of the program with a strong command/knowledge of the software. Students that lack a strong digital portfolio would be at a disadvantage.

Denise asked if other “non-art” classes could be included in the program, world history, math and etc. as FOX looked for candidates whose resumes emphasize analytical skills and/or multi-cultural experience. Aileen, felt that was important as well. Michael indicated that there might not enough unit hours to include math, but we had discussed including art history and that is often taught within a global perspectives. All agreed that an art history class should be included.

Aileen asked how each class offered at WLAC would compare to the other institutions, and how they structured their programs and would like a more information on these. Denise asked if we were looking for any specific tasks from them. Michael suggested that he would follow up on this.

Michael adjourned the meeting, suggesting an interim meeting with Brian and Noami and set another advisory committee meeting for next month.

**West Los Angeles Community College  
Digital Design Advisory Committee**

**AGENDA**

August 11, 2018

AGENDA:

- General Program Discussion
- Report on other programs
- Task lists

**MINUTES**

August 11, 2018

ATTENDANCE:

Brian Olson

Noami Duckworth

Via Phone: Michael Arata, Denise Stilwell, Aileen Wang and Brian Ramirez

Meeting:

Michael opened meeting.

Michael discussed USC's design program going over catalog; Brian and Noami discussed CSULA program.

Michael discussed with the committee what classes they felt should be emphasized in creating a program. Brian R. liked the digital design classes at CSULA and suggested that these would be essential, Denise and Aileen agreed and liked the Concept Development class taught at CSULA. Aileen put emphasis on user experience design classes that covered Adobe XD. Michael indicated that we did not have a similar class and committee asked if new courses could be introduced. Course creation was tabled for next meeting.

Denise, Brian R. and Aileen unanimously agreed on the following fundamental skills necessary for success in their current companies (as applicable to digital designers):

1. Communications (Verbal and written)
2. Teamwork
3. Software proficiencies
  - a. Adobe Photoshop
  - b. Adobe Illustrator
  - c. Adobe InDesign
  - d. Adobe Premier & Aftereffect (or) Dreamweaver & Xd
4. Visual literacy

Michael adjourned meeting.

**West Los Angeles Community College  
Digital Design Advisory Committee**

**AGENDA**

November 10, 2018

**AGENDA:**

Discuss Meeting with Dean & Division Chair

Discuss Meeting w/ Bixel Exchange

**MINUTES**

November 10, 2018

**ATTENDANCE:**

Brian Olson

Noami Duckworth

Via Phone: Michael Arata, Denise Stilwell and Aileen Wang

Michael opened meeting.

Noami discussed the Bixel exchange program and creating pathways.

Brian and Michael discussed meeting with Dean and Chair and suggested that based on our current course already offered that we should first organize these classes into a meaningful program that would allow for transfers and/ or direct employment and asked the committee to re-review these classes and see what they thought.

Denise suggested that instead we provide them with a template on the specific courses and how we would structure it. Brian O, Michael and Noami agreed to provide an outline in share google drive.

Michael adjourned meeting.

**West Los Angeles Community College  
Digital Design Advisory Committee**

**AGENDA**

February, 2019

AGENDA:

Discuss Meeting with Dean & Division Chair

Discuss Meeting w/ Bixel Exchange

**MINUTES**

February, 2019

ATTENDANCE:

Brian Olson

Noami Duckworth

Via Phone: Michael Arata, Denise Stilwell and Aileen Wang

NOTES:

- Wrote and revised our “Letter of Intent” for the five certificates of Achievement.
- Created a Google Drive folder so everyone has access to read & review
- Michael indicated on March 27th 2019 he had an Otis rep come to West LA for “Otis College of Art & Design Class Visit” presentation and opportunities for students who are interested in transferring into Otis college.
- Michael shared that on Wed Sept 25 2019 Art Center College of Design will come and do a design presentation for students who are interested in transferring to Art center.
- Creating a meeting with Cal Art representative, early October, to create a transfer pathway for West LA Art Students.

Brian added additional professionals to Advisory Committee:

**Aandrea Stang**

Gallery Director and Assistant Professor at California State University-Dominguez Hills and Former Senior Education Program Manager of MOCA

Meeting set with Dean & Chair. After meeting, Brian will send out poll to all Advisory Committee Members – sends out final proposal via google forms.

**West Los Angeles Community College  
Digital Design Advisory Committee**

**AGENDA**

July 20, 2019

**AGENDA:**

Initial program meeting with Kevin Jackson to join committee

**MINUTES**

July 20, 2019

**ATTENDANCE:**

Brian Olson, Naomi Duckworth & Kevin Jackson

**Notes:**

Brian O. and Naomi met with Kevin Jackson to discuss joining the advisory committee. Topics discussed were needed at Colaborator. Kevin Jackson want to see people who are able to communicate & work well with others. He indicated need for visual effects professionals, who could use Adobe After Effects, Premier and Photoshop.

**West Los Angeles Community College  
Digital Design Advisory Committee**

**AGENDA**

October 4, 2019

**AGENDA:**

Review program with Brian Ramirez

**MINUTES**

October 4, 2019

**ATTENDANCE:**

Brian Olson, Naomi Duckworth & Brian Ramirez

**Notes:**

Brian and Naomi met with Brian Ramirez for a one-on-one for detailed review of programs and answered any questions.

Brian R. discussed specific jobs and skill sets expected and made some suggestions on tools that should be covered in classes related to the adobe software, primarily Adobe InDesign, Illustrator and Photoshop.

**West Los Angeles Community College  
Digital Design Advisory Committee**

**AGENDA**

September 13, 2019

**AGENDA:**

Prepare submission / Advisory Committee

**MINUTES**

September 13, 2019

**ATTENDANCE:**

Michael Arata

Brian Olson

Noami Duckworth

Via Phone: Denise Stilwell, Aileen Wang and Brian Ramirez

**Meeting:**

Restructured & Updated all 5 certificates and email Kim & Laura.

Still need to write the "Letter of Intent" to Maria Madrigal at [madrigal\\_maria@rsccd.edu](mailto:madrigal_maria@rsccd.edu) &

Carmen Dones at West LA

Setup a meeting with Carmen Dones

Brian tasked with external committee members to provide program updates and final update.

Adjourn meeting to finish on 17<sup>th</sup>.



**West Los Angeles Community College  
Digital Design Advisory Committee**

**AGENDA**

February 23, 2020

**AGENDA:**

Notice of dropping one certificate.

Vote on final certificate / votes.

**MINUTES**

February 23, 2020

**ATTENDANCE:**

Michael Arata

Brian Olson

Noami Duckworth

Via Phone: Melissa Bishop, Aileen Wang and Brian Ramirez

**NOTES:**

All committee members notified the final pathway outline.

Important noted change: first certificate eliminated and just made as a core requirement, so we are proposing 4 rather than 5. All committee members to be emailed a google doc for yes/no approval.

**Final Pathways:**

Graphic Arts 1

Graphic Arts 2

Interactive Design 1

Interactive Design 2

**West Los Angeles Community College  
Digital Design Advisory Committee**

**AGENDA**

June 12, 2020

AGENDA:

Progress

Covid

Question of delay

**MINUTES**

June 12, 2020

ATTENDANCE:

Brian Olson

Michael Arata

Via Zoom:

Denise Stilwell,

Aileen Wang

Brian Ramirez

Meeting:

In light of Covid and the shut down there was a discussion about the wisdom of introducing a new program at West.

Advantages: the CTE is valuable to students and provides job paths.

Disadvantages: we are not sure if we can recruit students, or even start the program online without software. How to get equipment to students? How to insure they have powerful computers? Is the lending program the District has instituted adequate?

Committee decided to wait until Fall to see if campus reopens.

Michael adjourned the meeting.

**West Los Angeles Community College  
Digital Design Advisory Committee**

**AGENDA**

October 25, 2020

AGENDA:

Revisit Covid  
Question of delay

**MINUTES**

October 25, 2020

ATTENDANCE:

Brian Olson  
Michael Arata

Via Zoom:

Denise Stilwell,  
Aileen Wang  
Brian Ramirez

Meeting:

Enrollment is still low. Very few students on campus. Things are manageable on Zoom, but the availability of computers for students to start and continue this program are still limited.

Urgency of getting the program through curriculum offset by the challenges of implementing program.

Delays in the building and opening of the campus Tech Center.

Reality of almost no on-campus classes.

Decision to delay implementation of program until Spring. Very discouraging.

Michael adjourned the meeting.

**West Los Angeles Community College  
Digital Design Advisory Committee**

**AGENDA**

June 11, 2021

AGENDA:

Progress

Covid

Question of delay

**MINUTES**

June 11, 2021

ATTENDANCE:

Brian Olson

Michael Arata

Via Zoom:

Denise Stilwell,

Aileen Wang

Brian Ramirez

Meeting:

To press forward with the creation of CTE programs

Having recovered (somewhat) from the Covid disruption, the committee resolved to press forward.

Review of requirements and program path—still relevant

Resolve to speak to Chair of Arts and Performance about progress and delays.

Move forward with LOI to curriculum committee

Check with Carmen Dones about next steps

Check with Laura Peterson about equipment in Program Review

Discussion of software needs

Michael adjourned the meeting.

**West Los Angeles Community College  
Digital Design Advisory Committee**

**AGENDA**

October 2, 2021

AGENDA:

Progress

Covid

Question of delay

**MINUTES**

October 2, 2021

ATTENDANCE:

Brian Olson

Michael Arata

Elise Forier Edie

Via Zoom:

Denise Stilwell,

Aileen Wang

Brian Ramirez

Meeting:

Progress on degree reviewed.

LOIs are on file with the Curriculum Committee

Elise Forier Edie appointed by Chair to help with requirements.

Elise will submit request for Labor Market Report

Elise will submit paperwork to Regional CTE

Elise will shepherd documents through curriculum

Michael and Brian will assist.

Much jubilation that this is getting done.

Much discussion about the wonder of Zoom

Michael adjourned the meeting.

**West Los Angeles Community College  
Digital Design Advisory Committee**

**AGENDA**

February 26, 2022

AGENDA:

Progress

Covid

Question of delay

**MINUTES**

February 26, 2022

ATTENDANCE:

Brian Olson

Michael Arata

Elise Forier Edie

Via Zoom:

Denise Stilwell,

Aileen Wang

Brian Ramirez

Meeting:

Elise has filed the request for a Labor Market Report

As soon as it is returned, she will do the Regional CTE for

Graphic Arts 1

Graphic Arts 2

Interactive Design 1

Interactive Design 2

Curriculum Committee has LOIs. As soon as approval from Regional CTE will send through Curriculum

Program Review has requests for computers and software

Discussions underway to partner with Culver High School in creating a pathway that begins in high school

Plans to discuss similar pathway with Hamilton High School.

Everyone is very excited about this program.

Michael adjourned the meeting.

**West Los Angeles Community College  
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