12:30 pm -Gather

12:30 pm -Call to Order

12:35 pm -Introductions

12:40 pm -Minutes From Spring 2019

1. Read
2. Approve-John Tidwell Motions, Kyle Willis Seconds

12:45 pm -State of the Program

Oxnard College (OC) Automotive Technology faculty have been trying to get the program to move forward and now have in place an MOU with Vista Ford. Faculty are applying the added curriculum and are eager to get the students the hands-on and online training that is being offered. With this added opportunity comes the need for more adjunct instructors so that the program can continue to expand.

1. Program Expansion and Course Alignment
	1. Faculty have begun to change the numbering system to align with the Rio Hondo College curriculum and C-ID and are expanding and redesigning OC’s program to fit its lines as well as the student’s needs; this includes renumbering current courses and combining the lecture and lab portions.

Faculty hope to create a minimum of three Certificates of Achievement this year, up to seven total by next year, in addition to the locally approved Proficiency Awards already offered. Offering smaller COAs that lead to specific entry-level opportunities and to preparing students to pass the various ASE certifications available. In the near future, faculty would like to have the existing A.S. Degree reduced to fit the new 60- unit outline.

Department Chair, Kevin Corse, is really involved in State committees, including the Faculty Discipline Review Group (FDRG) for Automotive Technology which creates the C-ID descriptors, and he is focused on finding a way to garner more interest from high school students for OC’s CTE Programs in Automotive Technology. OC Faculty need feedback from community advisors in this group to know what students need. Kevin is going to ask for more faculty to run more night classes and train current technicians because there are several underserved populations, including current technicians, who are unable to attend day classes due to work or child care schedules.

* 1. OC hosted an event where a troop of Girl Scouts came to the campus and faculty guided them through their Car Care Badge with hands on work along with technical information. OC has an immediate opening to the Business management class in the Fall semester. Fellow department member, Dan Waltman, will be leaving after this semester to spend more time with his family.
1. Course Offerings

Faculty are looking forward to running the Alternative Fuels Class for the second time in Spring 2020. The plan is to constantly improve this course little by little each time it is offered.

1:00 pm -Auto Club Activities

This semester, the Auto Club has decided to take a more focused approach to becoming future ASE Master Technicians by using the meeting every week to study for the Brake ASE exam. They purchased their own study guides and have been slowly getting closer to passing the mock exams.

1:05 pm -New Business and Updates

1. Since last Advisory board
	1. Ford Partnership A.C.E. Program

OC Auto Technology faculty cannot say enough good things about the Ford Partnership A.C.E. Program and how thankful they are for the help received from Vista Ford to make this happen. This will not only be a great chance for the students to receive dealership level training, but also give Oxnard College bigger and better opportunities.

* 1. Involvement in State Committees
	2. Outreach Updates

This program has a big outreach every year that has been cancelled. UCSB had staffing problems had made the decision to cancel it. They will bring it back in the spring. Faculty talked to Charter schools in the area and wanted to provide them with information on what happens next after High School and how Oxnard College is a great place to find your career. Overall outreach is going well and is reaching every school in the county to let them know that Oxnard College is there.

1. Working with Industry
	1. Employee Requests, Apprenticeships, Internships

OC Auto Technology faculty ask that Auto Tech advisory board members remain active throughout the year in giving feedback on what the industry needs from this program and OC Auto Technology students.

1. Staffing Needs
	1. Tool Room Technician

Faculty still would like to have a tool room technician in order to make the program a smoother running machine. No more hiccups on where items are stored or what items are out of commission. Faculty member, Richard Williams commented that it is like having a different stock boy every day at your favorite supermarket; you constantly walk in not knowing where things are.

* 1. Adjunct Instructor Pool Information

Ventura County Community College District has an on-going pool open for adjunct automotive instructors.

* 1. Full time Faculty

The program is requesting several part time instructors and one full time instructor to replace Richard Williams who is planning to retire after the upcoming Spring semester. Faculty are getting frequent calls from business in the community who need employees and need to be able to increase student enrollment and completion to fill these openings.

1. Budget
	1. Perkins V

This year’s Perkins Funding will go towards a new Alignment machine to go with the new alignment Rack. The alignment machine was one of the submitted and approved Resource Request from our last Advisory Meeting.

* 1. Funded Resource Requests-Replacement Scan Tools, Alignment Machine

Faculty will be putting in a few more Resource Requests in addition to the ones presented at this meeting. The Program Effectiveness and Planning Report (PEPR) is due on November 1st and faculty are trying to get everything prepared and in order. Motion to approve the provided Resource Request. Darrell Cleveland Motions, Cliff Ashlock Seconds.

1. New Classes and Certificates
	1. Additional Certificates Research, Updating C-ID, Courses for High Schools

**Additional Certificates (COAs) proposed include:**

1. Certificate of Achievement in Automotive Air Conditioning Service
2. Certificate of Achievement in Automotive Braking Systems
3. Certificate of Achievement in Automotive Emissions Systems
4. Certificate of Achievement in Automotive Steering and Suspension
5. Certificate of Achievement in Automotive Engine Performance
6. Certificate of Achievement in Automotive Transmission and Driveline Systems
7. Certificate of Achievement in Automotive Service Advising

Kevin will begin writing these COAs this winter/spring semester and working with the OC Curriculum Committee to get them ready for submission and approval.

All revisions to courses will align with C-ID descriptors where descriptors are available. All new courses created will align with C-ID descriptors where descriptors are available.

The program’s goal is to build a course strictly for Dual Enrollment and be able to package it to other schools, mainly High Schools, who do not have an Automotive Technology program. This will allow the students to pass through High school, have a shorter time in OC’s program and be able to quickly advance over to Rio Hondo to complete their Bachelor’s Degree. Kevin will be presenting at several conferences coming up and this will be one of the topics. Alternative Fuels will be one of the classes that will be expanded into EV, Programing new Modules, Self-parking, and other drive assist technologies that are on these new vehicles.

1. Advisory Board Visitors requested

No one has visited, and students need Advisory Board Member’s expertise as industry experts before they find themselves out there looking to join the workforce. OC faculty also want more partnerships with all of the dealerships in the area to give OC’s students the broad exposure that they deserve.

1. High School Articulation Agreements

OC’s Automotive Technology program has articulation agreements with 5 schools currently and 3 more in process. The program has strong support from the college’s management on this endeavor and getting these young minds to our school to jump-start their college career.

1. Internships
	1. Ventura County Fleet Maintenance, BAR Referee, Possible Additions

OC’s program had 5 interns at the county, now there are 3 more. 1000 hour paid internship and the vision is to create true apprenticeships with the local dealerships.

Advisory Board members were in agreement with the direction the Automotive Technology Program is taking and expressed support for the new COA program proposals as well as the partnerships, outreach, and articulation agreements being created to support the continued growth of Oxnard College’s Automotive program.

1:30 pm -For the Good of the Order

Andre Mora Motions, Cliff Ashlock Seconds.