

**Career Education Advisory Board Minutes
College of the Canyons – Automotive Technology
11/7/2018
William S. Hart Union High School District**

NAMES/ TITLES OF ADVISORY COMMITTEE MEMBERS	Name of Company, Business, College, High School and Title	Email Address	Telephone Number	ATTENDANCE Present or Absent
Chair				
Business Partners including Industry, Non-Profit and Community Based Organizations				
Preyas Patel	Galpin Ford	ppatel@galpin.com		
Stephen Lemnah	Master Trainer	Tenneco		
Program Chair Gary Sornborger	Department Chair of Automotive Technology / COC	sornborger@earthlink.net		
Dean				
4-year college discipline instructor(s)				
Student Representative(s)				
K12 discipline instructor(s)				
Pete Ciccone	Industrial Tech Faculty / Canyon High School Auto	pciccon@hartdistrict.org		
Charles Angeles				
Discipline faculty				
Charles Angelis		ctangelis@my.canyons.edu		
Hal Ginsburg	Instructor / COC	halgone@gmail.com		
Anthony Michaelides	Educational Administrator, Dean, Campus Services & Operations (CCC)	Anthony.michaelides@canyons.edu		
Steve Storey	COC / Auto Tech Faculty / Owner Car Inspectors	sstorey@sbcglobal.net		

Bob Vannix	Adjunct Faculty / COC	bvannix@iname.com		
Micah Young	Interim Dean, MSHP / COC	Micah.young@canyons.edu		
Parent(s)				
Counselor(s)				
Staff				
Other guest(s)				
Harriet Happel	Dean of Career Education / COC	Harriet.happel@canyons.edu		

AGENDA

	Notes	ACTION
1. Welcome and Introductions (Director, Career and Technical Education) <ul style="list-style-type: none"> 1.1 Statement of Purpose 1.2 Review/Approval of Minutes <i>Motion to Approve the minutes of the last meeting by:</i> <i>Motion Seconded by:</i>	All	
2. Review of Course Sequence <ul style="list-style-type: none"> 2.1 Hart District 2.2 College of the Canyons 2.3 CSU and UC Articulation 	<ul style="list-style-type: none"> - Gary wants to have dual enrollment classes. - Harriet discussed how intensive work has been done with the Hart District in terms of Automotive Pathways in the three different high schools. - If students complete the four courses in the MLR offered through Hart, they can graduate with a certificate to do entry level work. - How are we sequencing our curriculum and courses in terms of building upon the MLR? - Some courses are already articulated. We can articulate all four courses or do some type of dual enrollment. - How do we want to begin to prepare students to go toward the Master Technician? - How do we give the students the best experience both at the high school and then matriculating them the college? - Kimberly discussed how seven new classes have been added; going for next level of accreditation which is AST. 	

	<ul style="list-style-type: none"> - The classes will be for those already in the industry or those who have their MLR from the High Schools. - It is the Advanced Performance Certificate with more advanced classes such as Computer Control and ADA's. - Hybrid Classes are being added. - Classes are in the curriculum to hopefully be approved next fall. - More space is needed to offer the Diesel program. 	
<p>3. Current Status of Program (Advisory Board Chair):</p> <p>3.1 Numbers of students</p> <ul style="list-style-type: none"> ▪ Special Population/Non Traditional Core Indicators (Perkins) ▪ Reading proficiencies (Hart District) <p>3.2 Student success – completers</p> <p>3.3 Student success - employment</p> <p>3.4 Labor Market Analysis</p> <ul style="list-style-type: none"> ▪ Job Titles ▪ Median Living Wage ▪ Validated Need for Training <p>3.5 Industry Certification (if applicable)</p> <p>3.6 Program Accomplishments</p>	<ul style="list-style-type: none"> - There are currently seven classes. - There are currently 145 students but some are in multiple classes. - Only 24 students are allowed in the class; had to turn away 22 students. - Student count is going up. 	
<p>4. Industry</p> <p>4.1 Review Required Skills for Competency:</p> <ul style="list-style-type: none"> ▪ Do the program completers meet the current industry standard or industry need? ▪ What curriculum modifications would you suggest to meet skill gaps? ▪ Review of Assessment Procedures ▪ What equipment/ facility needs can you identify that would better prepare students to enter your field? <p>4.2 What employability skills do workers need in your field?</p> <ul style="list-style-type: none"> ▪ Able to think critically, problem-solve ▪ Able to find resources ▪ Effective interpersonal skills ▪ Communication skills - oral, written ▪ Adequate time management and organization - prioritization skills 	<ul style="list-style-type: none"> - Internships are doing really well. - Only internship in the United States where our program is partnered with the LAPD. - Internships are with Universal Studios, Magic Mountain, independent shops and dealerships. - Some students go out to get their own internships - It would be good to get something going with Galpin where students can shadow Service Advisors - Trying to arrange a field trip with the BMW representative in Port Hueneme - Hoping to do a Learn and Earn model of apprenticeships with Career Education programs at COC. Students would take classes while completing their apprenticeships. - Partnerships with Industry would give students the opportunity for apprenticeships. 	

<ul style="list-style-type: none"> ▪ Personal qualities - professionalism ▪ Able to project manage ▪ Other? <p>4.3 What changes/ trends are occurring in the industry that will affect employer needs?</p> <p>4.4 Work-Based Learning Opportunities</p> <ul style="list-style-type: none"> ▪ Classroom visits by industry ▪ Informational Interviews ▪ Site visits/Field Trips ▪ Ride Alongs ▪ Project Based Learning ▪ Internships <p>4.5 Postsecondary Scholarship Creation</p>	<ul style="list-style-type: none"> - Data shows that students succeed when apprenticeships are provided to them. - Students are contracted with the employer for about 24 months of employment. - There is a lot of leeway as far as what we can design. The key is finding industry partners. - Caltrans Sylmar Shop 7 has a comprehensive internship program and provide students tools and training. - Mercedes hired three lube guys, tested them out for six months and sent them to Mercedes training. BMW does a similar thing. Students have to make a year commitment to the program. - Mercedes experiences students dropping out because of the long commute. - With Mercedes not requiring students to complete the certificate at COC, it presents a problem with funding. - Apprenticeship is better because it requires students to complete. - Funding from the state is received when students complete a cert with as little as six units. - There are three smaller certificates available as students work towards their main certificate. - Stackable certificates are important because if students need to stop school for a period of time, they can pick up where they left off. 	
<p>5. Program plan for improvement</p> <p>5.1 Strengths of program</p> <p>5.2 Weaknesses of program</p> <p>5.3 Labor market information needed to justify new content/ courses</p> <p>5.4 Resources needed and the role of industry: (equipment/ mentoring / scholarships/ awards/ hosting field trips/ serve as a speaker at career events/ other)</p> <p>5.4 What other suggestions do you have for program improvement?</p>	<ul style="list-style-type: none"> - Parts washer is down, received a loaner from Safety Clean. - Waiting on quote to do a P.O. for a parts washer. - The state pulled the plug on updated training for smog. - Still interested in having a Smog Program; how important is it? - Smog training is important to make someone a valuable mechanic in the industry. - Thinking about 1 to 2 courses of noncredit smog classes. There would be a textbook cost only. - More knowledge and hands on training makes a student more valuable. 	

	<ul style="list-style-type: none">- A lot of the online training will involve cutting edge technology; bringing in training on more advanced and modern day cars.- Snap On training is coming up in January and will be in Phoenix; in March also in Tennessee- Grant money will pay for the four day training.- If we have the opportunity to offer an Industry Recognized credential, we want to do that.- To apply for a job with the city, credentials are not needed. Someone who is applying only needs to pass a test.- Student recommended more classes on diagnostics, especially on Hybrid and electrical cars.- It was recommended to focus future efforts on making sure students have a basic understanding of how the system works for Hybrid and electrical cars.- Training in electronics and diagnostics are huge- A lot of techs are behind the times with training and are struggling. They don't know how to use the diagnostic tools.- Students still have to know the basics.- Industry wants people who are teachable, well versed and know the basics.- There is a gap to manage between the technology today and the technology tomorrow.- There are always going to be resource constraints; what can be offered with what we have.- Need to be able to walk away from the things that are not relevant and focus on how best to prepare students for the future.- Intro courses will always be needed.- Consider online, noncredit sequence of courses.- The committee should collectively make an effort to visit the shop to see what's going on- The number one constraint will always be capacity; cannot displace one program to make room for another	
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	<ul style="list-style-type: none"> - What opportunities do we have in terms of scheduling and hybrid course since space is limited? - Expanding is not an option so how can we maximize what we have? 	
<p>Motion to Approve Course Curriculum and Continue Operation of the Program was made by:</p> <p>Motion Seconded By:</p> <p>All in favor: Yes</p> <p>All opposed:</p>		
<p>6. Other business</p> <p>6.1 Additional Items</p> <ul style="list-style-type: none"> ▪ Hiring <p>6.2 Next meeting time, place, date.</p>	<p>Meeting adjourned at 8:07PM</p>	