

Automotive Technology Program Advisory Committee Meeting

Meeting Minutes May 15, 2014

Members present: Oliver Taylor, John Miller, Dan Williams, Will Mobley, Jeremy Rasmussen, Jose Castillo, Michael Richards, Jeff Cummings. Absent: Ryan Thomson, Ken Rocha, Joe Funk.

Call to order 11:30 am.

Approval of Minutes; motion to approve by, John Miller seconded by Jose Castillo, approved unanimously.

Dean Cummings gave a brief explanation of how important advisory committee input is to College Administration in the decision making process and thanked members for their continued support of C/R Automotive Technology Program.

Discussion Items:

1. NATEF Site Visit

Mike provided a copy of the NATEF Supplementary Report from the recent on site evaluation and clarified the referenced standards and remarks for committee members. The following is a summary of program strengths and recommendations for improvement:

Program Strengths

- Strengths- 8.2B- Very adequate quantity of specialty tools (DVOMs, scan tools, etc.)
- 8.2C- Very nice selection of up-to-date diagnostic tools (Scan tools) and alignment machine.
- 9.1 A-D- Shop is clearly marked for traffic lanes, and the fire extinguisher locations are clearly identified and are regularly inspected and maintained.
- 9.4- Shop is very clean and orderly. Well lit.
- 9.7- Storage areas are very well organized and adequate for program support.

Recommendations for Improvement

- Recommendations: 6.2- Additional funding is recommended to support an additional instructor.
- 6.3A- Recommend including the results (or lack thereof) from the Annual Graduate Follow-up survey in the minutes.
- 6.5A-D- Need to clearly document in Advisory Committee minutes the recommendations and/or suggestions from an annual facility review as well as recommendations for tool and equipment needs.
- 7.1A- The logical sequence provided to the students is not currently attainable due to the lack of a second instructor.

7.2A- Students have a difficult time completing all of the courses since they are unable to complete the degree program in two years as listed in the college catalog. Recommend an additional instructor to allow the students to complete and follow the training plan.

7.15- Program needs to acquire some newer training vehicles.

Committee members offered congratulations on CR Automotive Program's successful Re-Accreditation effort and asked numerous questions about the recommendations for improvement. After some discussion committee members crafted a formal motion in support of the NATEF Report and needed program improvements. John Miller made a motion that "The Automotive Advisory Committee fully supports the NATEF visiting team's findings and recommendations and further strongly recommends the College of the Redwoods Administration in collaboration with AT Program personnel immediately develop plans to address the program shortcomings outlined in the recommendations for improvement", the motion was seconded by Dan Williams and carried unanimously.

2. MLR Program Development

Mike provided the committee with a copy of the NATEF MLR, AST, and MAST Standards and hours of training requirements. He explained that in pulling many of the basic tasks out of the current ASE specialization coursework to develop the MLR courses would mandate that the MLR coursework then become a pre-requisite to taking any of the advanced ASE specialization courses. Mike informed the committee that AT courses currently are among the first to fill and generally have full wait lists, a trend that could be negatively impacted by pre-requisite coursework. Mike gave a summary of efforts to date to develop and implement the NATEF MLR curriculum at CR. He explained that the Chancellors Office was severely under staffed and overwhelmed with the demand for ADP's and consequently, curriculum changes to CTE Programs have been on hold for over a year in many cases. Curriculum changes submitted in 2013 designed to greatly increase the completion rates of the AT Program, a mandate of the Chancellor's Office have also been on hold for the better part of a year. Mike felt the current backlog of documentation awaiting Chancellor's Office approval, coupled with the his increased workload failed to provide adequate incentive to move forward on further program changes at this time. He also indicated he would continue to work on this important program development and would meet with the two high school instructors currently NATEF MLR Certified to coordinate further efforts.

Committee members understood the concerns and incentive issues relative to this important program curriculum change and encouraged Mike to pursue the development of MLR coursework at the earliest convenience.

3. Measure Q Update

Mike informed the committee that due to the college being removed completely from sanctions by ACCJC the \$350K Measure Q Bond allocation to the AT Program will be available soon. He reviewed past plans to expand Automotive Technology into the neighboring Printing Services area and acquire a drive on dynamometer for OBD II drive cycle purposes. Mike also explained that those funds could be used to help accomplish some of the NATEF recommendations for

improvement. Committee members expressed unanimous support for moving this long awaited program improvement and expansion effort forward.

4. Shop tool and equipment review.

Committee members reviewed equipment currently being used for instruction. Comments were made regarding the need to update vehicle fleet inventory due to the age of many of the current vehicles. Committee members indicated that they concurred with the NATEF Team in that the current quantity and quality of specialized tools, DMM's, scantools, etc... , was very adequate to support instruction at this time.

Adjournment (approximately 12:30pm)

DRAFT