Welcome and Introductions

Board Chair - Lee Canning and All

Review and approve minutes

Len Canning and all - Approved

Role of Advisory Board

Kristin Houser – NATEF has good guidelines for developing and running advisory boards, and it would be good for us to follow them more closely. Functions of the board include: curriculum content advisement; career guidance and placement; community/public relations; equipment, facilities, resources review; and program review (goals and budgets). Other important functions: recruiting qualified instructors; soliciting donations for the program; assisting the program in assessing the job market; assisting in development of internship opportunities. Rotating chair function and having defined
terms (3 years) proposed, as outlined in NATEF guidelines. Group decided to make no changes. See attached handouts.

NATEF Update - Recertification Plans and Timelines

- Update from Gary Sornborger and Pete Ciccone.
  
  **Gary Sornborger** – Spoke about the ten standards to meet NATEF recertification. Certification expires in May and self-evaluation should be finished by fall. He also spoke about broken equipment which needs to be fixed before self-evaluation can take place. The lab also needs access to 220 power for the wheel balancer. **Kristin Houser** – A requisition has been placed and we are waiting on Business Services to process requisition.

- **Pete Ciccone** – Spoke about the self-evaluation procedure. Program must meet all ten NATEF standards for recertification. Members of the advisory committee need to meet to review evidence showing the program meets the standards. A checklist of items (equipment, tools, curriculum, etc.) will be scored; each needs a score of 4 or 5 to pass. Self-evaluation to be submitted to NATEF, who will then assign an Evaluation Team Leader to lead a team for a site visit.

- Update on ten standards: Updated up to standard 6 and currently updating reference manuals. Paperwork updated needed, need to show certification for ASE, overhead transparencies (standard 5), and all instructors have to have G1 certification. Compiling documentation in the book.

- **Ryan Theule** – Suggested that Gary, Pete, Kristin, Dr. Jerry Buckley, and he meet again to discuss NATEF updates.

Curriculum Currency

- **Kristin Houser**: Requested a subcommittee to review all formal curriculum outlines to see if they are current and relevant.

  **Subcommittee Volunteers:**
  
  Gary Sornborger
  Tom Johnson
  Owen Powell

Review of Program Budget

- **Kristin Houser** – NATEF wants advisory board to be reviewing the program budget. She stated that the issues for the auto program are the same as all the other programs – not enough money to support instructional aides in class. **See attached budget sheet.**

- **Ryan Theule and Gina Bogna** – Recommendation to Gary Sornborger to propose an augmentation for budget through annual program review process. Getting 220 in lab should be a forced cost.

Review of Program Equipment and Tools

- **Mark Veltre**: Says that training for the TCMax computerized inventory program is needed. Inventory in Excel, uploaded to TCMax, tools in all rolling tool boxes and pegboard in tool room barcode labeled. Problem getting into program to start using it. Working with Snap-On and Soaring Solutions to get additional help/training.
• **Dr. Jerry Buckley** – Volunteered to contact vendor to see if someone could come out and do additional training. He will also see if he could get additional funding for missing tools and broken equipment.

• Recommendation for a subcommittee to handle review of program’s tools.

  **Subcommittee Volunteers**
  Collin Duffy
  Len Canning
  Pete Ciccone
  Gary Sornborger

**Internships Review and Update**

• **Gina Bogna** – Issue: numerous auto internships available, but students not registering for them. Gina has reached out to auto students to see if they wanted internships, but most students have been unresponsive. Last semester 8 students completed all classes with exception of internship. Internship required for degree and certificate completion. Group discussed whether or not to keep it as required, and consensus was yes, it should be required. Issue with students leaving program for work after just taking a couple of classes, so not becoming completers. The questions is “How do we get students to complete the entire program?”

**Update on New Things: Dyno, Smog station**

• **Dr. Jerry Buckley** – Purchase requisition in process for a dyno. Working on developing a smog station, partnering with local business.

Next Meeting Date – First week of May

Adjourned – 7:45pm

**Actions Items**

**Ryan Theule** – Ryan suggests that Gary, Kristen, Dr. Jerry Buckley, and he meet again to discuss NATEF updates.

**Pete Ciccone** – Talk to Jim Schrage about the drain that needs to be placed in the emergency shower. **Note:** This is something that should be done via work order by Mark.

**Gary Sornborger, Tom Johnson, Owen Powell** – Decide on a date where the subcommittee for curriculum can meet after today’s meeting.

**Gary Sornborger** – Email list of broken equipment or missing tools to Dr. Jerry Buckley.

**Gary Sornborger** – Email Equipment Subcommittee about meeting date to review adequacy of tools in program.