Allied Health Joint Advisory Committee Meeting Minutes

Date: October 22, 2013
Time: 8:00-9:30 am
Recorder: Gay McMichael
Attendees: COC: Cindy Dorroh, Diane Morey, Patti Haley, John Milburn; HART DISTRICT: Jodie Hoffman; HENRY MAYO: Jonathan Miller, Danita Daley, Cindy Martin, Jackie Crosslin, Ruby Pantoja; NATIONAL: Philip Payne, Michael Myers, Almast Shogunts; CAL ARTS: Audrey Hampton

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<td>Introductions</td>
<td>Jonathan Miller, Henry Mayo, called the meeting to order. Bob Hudson and John Schleif were unable to attend the meeting.</td>
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<td>College of the Canyons</td>
<td>Cindy Dorroh, Dean Allied Health and Public Safety, reported on initiatives COC is involved in, i.e. the new DSN (Deputy Sector Navigator) program for workforce and economic development. COC is the recipient of 3 of those grants for a total of $900,000. The region extends from Antelope Valley to San Luis Obispo and includes 9 community colleges with 3 individuals as DSNs (Health, ICT, and Digital Media). The DSNs will be working with workforce sector needs and connecting the dots between K-12; their role is very mobile and focused on community needs. This month our DSN, John Cordova, is meeting with community clinics and planning for a first clinic consortium. With ACA roll out, will need to have MA certified for funding. Most clinics are using MAs that are not certified. Cindy distributed a flyer for the Community Clinics Consortium scheduled for Wednesday, October 30, in the UCEN. The new MLT Program Director will be hired by December and will be able to announce new director and re-work projects and initiatives needed. Second set of MLT students graduated in August; 12 grads for a total of 20; additional 7 will graduate next June. The program has been for the start of one cohort each fall as learning community. Lectures first followed by all internships. She has heard from the labs that summer is one of the worst times to send students (vacation, etc.). Cindy will dialogue with labs to determine best timing for internships.</td>
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<td>Patti Haley, Department Chair Health Science/EMT Program Director, reported their participation in one drill in November and asked to “play” with the Army (chemical weapons drill). In spring, they participated in a drill with Saint Joseph, Glendale Adventist, Universal and the Army as well. During the summer, they participated in a 3-day chemical weapons drill at Universal; the drill was within a few weeks of the attacks in Syria. Students who had participated in these drills commented on the relevance of the drills. Students are doing well with a 90% pass rate first time out this summer; spring classes are also up in the 90% rate. Students are thinking outside the box when considering job options; for example, on student is working for private consulting firm that writes disaster plans for all community colleges and schools in the area; another student working as on-site as an EMT for major construction company working in downtown L.A. while continuing his education at COC. A major CE provider who provided skills testing and CE for EMTs throughout the county is currently unable to provide that service. The COC EMT Program worked with the LA County EMS Agency and our own Community Education program and will be providing skills testing for EMTs on limited basis starting November 2. Cindy will re-open dialogue with National to bridge programs.</td>
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<td>Diane Morey, Asst. Dean and Nursing Program Director, reported that a Home Health Aide (HHA) course was offered for first time this summer for students who are already CNAs. Important to know that HHA includes 20 hours lecture and clinical each; will be offering next summer as well; Part of the RUPE foundation grant which is also allowing two sections CNA in fall and spring. In summer, another new course being offered as an elective is a clinical practice course, which provides extra experiences</td>
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beyond program (this is part of Song Brown grant). Next summer, through the Song Brown grant, we will offer a Transition into Practice course for licensed grads and looking for precepted experience to be more marketable for job market. Song Brown grant also allowed 10 additional students into the program this fall. Speaking with Terry Stone regarding coordination of an emergency drill with nursing students (also grant funded). We also have a collaboration with CSUN with concurrent model; 25 students are currently in cohort; after graduating in the fall, they will continue at CSUN for BSN (one year after ADN). The flu clinic with Public Health and City of Santa Clarita is scheduled on November 15; there is one Henry Mayo RN volunteer so far in addition to student nurses who have participated. The Board of Registered Nursing (BRN) approval visit in Spring on May 19 and 20; working on self-study now.

Diane brought up the need to brainstorm ideas for a better response rate for the alumni survey, which includes employer response as well (only 1 response received). We currently use Survey Monkey and students forward to employer. The timeframe of the survey is within one year; the purpose is to obtain feedback in order to drive what we are doing in preparing our students for the workforce. Cindy asked about distributing the survey through HR; Jackie suggested targeting each department and submit to clinical coordinator; feedback as new grad during orientation period as well as a follow up after two weeks on their own; Danita suggested looking at the grads at six months and one year (director would evaluate them at this point).

Cindy added that a lot of Henry Mayo employees apply to our nursing program. We accept applications twice a year; new online application process eliminates many disqualifications for missing information, etc. Cindy gave kudos for Gay and her awesome team for their hard work.

John Milburn, Director, Employee Training Institute, reported we are in the 4th quarter of the grant that supports nursing. He is looking for other opportunities to find a good match for need in community and available money in the state. Excited about DSN, but also looking for other opportunities to help out.

Jackie Crosslin agreed to distribute surveys through the Nursing Director Outlook distribution list.

The Master’s College
Not in attendance as they reported at the previous meeting that they have delayed their nursing program

William S. Hart High School District - ROP

Jodie Hoffman reported that she met with John Cordova, DSN, and talked about how we can revamp their program to be more in line with COC. Currently offering Health Care Occupations, but the program is very heavy in medical terminology and not as much careers exploration. Will no longer offer medical office class because so many components are covered in Health Care Occupations course. The demand for the class is high; 60 students for intro to nursing class with only 20 spots. Most students say they want to be doctors or nurses, but are not aware of other opportunities. Intro to Nurses moved over to COC campus and Jodie expressed appreciation for the use of the facilities. Medical Science and Sports Medicine are two year courses that started this semester; working with sports teams over the two year. In fall 2014, will be looking for another teacher; starting to mentor possible candidates now. Also

Jodie will send recruitment information
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<th>National University</th>
<th>Almast Shogunts reported that their RN to BSN completion program is currently being offered at COC and Henry Mayo; just launched a program September 1; great reviews from students. The program completion takes up to 19 month program and as little as 14 months. Transfer to Triumph Scholarship is $4500 total; students pays a little less than 18K for entire program. The Henry Mayo cohort was started a few months ago. The current COC cohort already has 3 grads and they are finishing up general education courses. Doing recruitment from 1:30-3:30 for Henry Mayo students. Another COC cohort will start in April.</th>
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<td>Michael Myers</td>
<td>reported the new dean, Gloria McNeil, is now on board in San Diego. They are rolling out new programs (FNP in January; will get more info to us). MSN programs are not taking off; planning to move to hybrid; will come up for training; Saddleback College got 2.5 million grant; working with them.; the other college they are working with is Orange Coast College for low income population; they are looking at BSN in Allied Health. Cindy said there is a study group in the legislature regarding offering 4 year degrees at community colleges; Patti H has actually been looking into an Associate degree in Allied Health. The dean has done a lot of dual enrollment (Saddleback is looking at that model). Allied Health with concentration in informatics and Masters in Health Informatics. May create a new BS in Informatics; but trying to fit this picture with ACA, etc. Also, has Radiation Therapy, which will be certified in next 3 months. May open one here or in Woodland Hills. Also thinking about stenography program; only hurdle we need to partner with hospital. Henry Mayo response was they only one area.</td>
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<td>Philip Payne, San Diego CLS Program</td>
<td>reported the CLS program is aimed primarily to community colleges (Southwest College and Miramar College); they wanted to execute articulation agreement with SWC for MLTs to transfer directly to National University to core online courses. Opened program up to accept students who had academic background; they can get into core program also. Generally, interested students will get GErs and prereqs out of the way before core courses; will have met all state academic requirements; a lot of enrollment now after 3 years. Started with one cohort a year; now initiated a second cohort. The San Diego program is applying for NACCLS certification (not required, but a good cert to have). When the students pass test, they will get license and ASCP cert. Expanded program to Fresno campus. There are 13 generalist training programs in CA; more grads than they can handle. Cindy commented that DSN for LA County is to call a meeting of MLT and CLS programs and agencies and come up with master plan to facilitate clinical issues. Also, COC is in the process of hiring a new MLT Program Director and rewriting job description to include NACCLS standards. Jonathan Miller asked for clarification regarding the MLT to CLS program; earn BS and then do clinical rotation (52 weeks with most grad training). There are only 130 CLS training spots per year in CA. Cindy added that Miramar grads go into bio med rather than meeting health occupations needs. What is helpful to...</td>
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<th>Grads/Students, remember that UC and Cal State – fees are comparable with National and we can move forward with COC in spring. The first group started this year with Fresno expansion; first cohort will start core courses in February (18-19 currently enrolled). It is a hybrid program 50/50; there is a nice newly remodeled lab. They are working with area hospitals to find out who wants to participate with National as licensed training site; would be an opportunity for students to observe hospital setting and vice versa. New lab is being built in San Diego.</th>
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<td><strong>CAL ARTS</strong></td>
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<td><strong>Henry Mayo Newhall Memorial Hospital</strong></td>
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<td><strong>Denita Daley, Assistant Chief Nursing Officer,</strong> reported CPOE has been successfully implemented; currently on Day 8 and going well. All RN hospital for all acute care areas; still employ LVNs in behavioral health and acute health unit. Implemented role-based practice; starting second year with RNs going through the program. Teaches them to practice at the top of their license. Pilot program started on Med/Surg 5 using a care partnership model; every RN is paired with CNA (2 caregivers for 5 patients). Increased HCAHPS score indicators significantly. Will be rolled out to the other areas within 2 months; roll out each unit for success before rolling out next unit.</td>
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<td><strong>Donna Ferguson, Director, Outpatient Surgery Center, and Adjunct OR Nursing at COC,</strong> reported wearing Newer hats – infusion center opened in February, booming. And wound care center specializes in chronic wounds including podiatry and vascular (since October 1). Looks like we can open hyperbaric centers soon. Patti Haley asked about dual chamber; no per Donna. Start with two individual chambers. Maybe realistically open next summer. Patti will put Donna in touch with “dive” doctor at USC. Patient satisfaction scores are amazing; patients LOVE it.</td>
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<td><strong>Jackie Crosslin</strong> reported on behalf of Glenda Schneider. They will be opening up the new education center in new building and eliminating all meeting rooms/trailers; will have a marque with digital read out with classroom info; there will be seven smart rooms; four connected by folding partitions (100 person capacity). There will be a simulation center with a debrief room; the actual room will mimic one of the patient room. There will be a need to expand the work force; two instructor positions open (BSN required MSN preferred); will have a separate person to cover simulation center. Wanting to go for accreditation in the future. Department expansion with acute care area having education oversight; plus non-nursing educator overseeing needs of ancillary departments. Education group will be the first to go into new building; purpose is to create an environment conducive to learning with minimum anxiety.</td>
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<td><strong>Rudy Pantoja, Radiology</strong>, reported they have purchased nuclear medicine camera; and potential for MRI scanner in 3 years.</td>
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<td><strong>Cindy Martin, Lab Director</strong>, shared the need for MLT and CLS in the lab. Nice to have access to MLT grads; Henry Mayo hired one from each COC cohort. All that come through the lab have asked about CLS bridge program. Will be doing construction projects as well (new analyzers). Usually take 6-10 students from Phlebotomy and hire some. Phlebotomy is a common career path for EMTs, nursing, etc.</td>
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<td><strong>Other</strong></td>
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<td><strong>Adjournment</strong></td>
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MLT Advisory Committee Meeting

Date: June 11, 2013
Time: 8:00 am – 9:30 am
Recorder: Gay McMichael
Attendance: Maria Dreier, Cindy Martin, Kieu Doan (Henry Mayo); Desiree Tan Castillo (Children’s Hospital); Peter Robinson (Quest); Axel Arndt (Verdugo Hills Hospital); Lori Gregory, Cindy Dorroh (College of the Canyons)

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<td>**Introductions and</td>
<td>Cindy Dorroh, Dean Allied Health and Public Safety, welcomed and thanked all attendees and introductions were made. Cindy addressed some of the current issues facing the program: 1) had to cancel two practicums this summer due to not enough clinical space; received some feedback that summer is the worst time for the labs with per diem and temps in summer; 2) some feel like they cannot offer ideal experience in summer; she doesn’t want the expectation of the ideal experience; even observing is helpful; 3) physical space is an issue. Cindy wants to better understand the issues and mitigate to move forward. Currently, lectures and labs are in fall and spring and practicums in summer and fall following year; however, if necessary, the program can be structured with summer off to rearrange program.</td>
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<td><strong>Announcements:</strong></td>
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<td><strong>Facility Updates:</strong></td>
<td>Verdugo Hills Hospital, Axel Arndt reported that VHH is a 120-bed hospital and is now affiliated with USC. He has heard the possibility that USC may cancel nursing students from other programs; however, he has not seen any formal proposal. Quest Diagnostics, Peter Robinson reported they have had some challenges this year with scheduling/downsizing issues (runs Dominguez Hill program with CLS). Quest basically provides the entire CLS program for both MLT and CLS and it’s a struggle to accommodate all students. In fact, the Quest administration does not want to continue with the MLT program. Cindy asked for clarification about the logistics and suggested West Hills, etc. Peter was trying to develop skills at his site and then send students to West Hills; however, there is no buy in at this time. Nichols has hired two grads as lab assistants and hope to convert them to MLT once they are licensed. Cindy said they have had some positive interactions with a team at West Hills; Peter said with the change in management, it might be a good time to reopen discussion. In addition, Peter reported that Quest</td>
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went from more esoteric center to volume driven center (doubled in year) with entire facility being revamped. Dignity Health Care is now with Quest.

**Children’s Hospital, Desiree Tan Castillo** reported that she thinks CHLA will be fine and they might possibly be able to accommodate more students. She proudly announced that CHLA just received 5th in national ranking in U.S. News. Moving from current facilities in a few years; planning to have lean process collect in middle and shoot down to the lab.

**Henry Mayo, Mary Dreier and Cynthia Martin** reported that it has been a challenge to work MLTs through the program; they have added zero staff to handle it. Been nice because we get to hire some of those folks; have created MLT positions. Scheduling is a challenge due to small space, but they offer everything. **Kieu Doan** said they typically have a lull in summer; this was one of the busiest times in the history of the laboratory with the new NICU, new cardiac program, growing population, etc. The lab cannot physically fit MLT students as well as trainees. Have plans to expand once they have the tower, but not for 3-5 years. Cynthia is putting in for more MLT positions for Micro and weekends; hired one of our students and two from out of state with one more from our program within the next 6 months. Most going on to CLS.

**College of the Canyons Updates**

**Cindy Dorroh** reported the shift in accepting students into the MLT program at 15 student capacity. Initially, we started the program admitting 7 or 8 each semester and aligned curriculum in manner to start fall or spring; found a lot of challenges with overlapping cohorts and with students who received their ed plan and then decided not to take the assigned classes. Met with Academic Affairs and we are now admitting 15 every fall as a cohort model; learning community; get to know each other, etc. We ask students to commit to full course of study; modeled more like the CLS program having all school based content before they go to
The clinical settings. The college itself is doing well and state budget is looking better which we are very dependent upon state budget. Fortunate to have Lori, one year interim position; position will be posted in the fall. We now have funding for next year for part time lab technician to help support the program, which will free up faculty time to devote to students. Have had a few offers of equipment donations but we are maxed out of space at this time. We were fortunate to get Lori’s office; adjacent to classroom.

**Lori Gregory, Interim MLT Director,** added that she will be working on curriculum to add an additional class to address lab skills that were lacking. Basic Intro to Lab techniques and skills. Can go into curriculum process in the fall and can be offered in the spring. Lori explained she was with Kaiser many years in various management capacities; most recently worked at USC; one of the exciting things for Lori she started her education here at COC; she wants to give back to help create an excellent base.

**Other:**

Cindy Dorroh asked for feedback to identify gaps or areas of knowledge base we need to work on. Lori and Cindy will work with Institutional Research and send out a Survey Monkey, which is a very helpful tool. We will put together responses/results and share with everyone. In labs here on campus, we have already noticed some gaps and are practicing safety procedures.

Kieu Doan mentioned that some of the things students have to do may be redundant; align with current hospital procedures. Lori said that the practicum packets can be customized to the site and she is very open to suggestions for change/edits regarding evaluative questions, etc. Certain elements must remain the same however (i.e. check off, time sheet questions, etc.). Repetition is good, but critical thinking is a definite gap (even with CLS). Kieu suggested providing scenarios for students to evaluate. Critical thinking is key element. Lori has spent a lot of time of these
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<th>exact scenarios with current lecture group and will spend a lot more time moving forward. Cynthia M shared an app called “blood banker” to use in instruction. Kieu also asked for clarification regarding total hours, which are in fact based on units; the lab drives the schedule. University of MN actually changed curriculum to cut down lab time (due to lack of clinical sites). It is important to convey expectation in new class; can impress the critical nature/expectations in lab technique class. Also, any improvements in Phlebotomy would be helpful for lab assistants who are CPTs; Lori does teach how to think about instruments, trouble shooting, etc.</th>
<th>Cindy will look at the possibility of maximizing labs at COC and require fewer hours at clinical sites.</th>
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<td><strong>Adjournment:</strong></td>
<td>The meeting was adjourned at 9:30 am. Lori proceeded with a tour of the lab (TWSH-104).</td>
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Video Game Development Advisory Board Meeting Minutes
Santa Clarita Community College District - College of the Canyons (COC)
Tuesday, June 21, 2011
12:00pm-1:30pm
Mentry Hall Conference Room 246

AGENDA

1. Welcome and Introductions
- Meeting convened at 12:09pm. Introductions were made and a light lunch provided by Integrated Support Solutions, Inc. (ISSI).

2. Attendees
- Jeff Baker Coordinator / Faculty COC Animation
- Gina Bogna Director COC Job Development
- Doug Forbes Department Chair COC Computer Science
- Kristin Houser Dean COC Career Technical Education (CTE)
- Tim Ramage Executive Producer D3 Publisher of America, Inc.
- Voldi Way Tyrannical Overlord WayForward

- Absent or unable to attend
- Elizabeth Shaker Counselor CCC Counseling Department
- Stan Wright COC Director Cooperative Work Experience Education (CWEE)

3. Purpose of an Advisory Board
- The governing board of each school district participating in a career technical education program convenes an advisory board to develop recommendations on the program and to provide liaison between the district and potential employers. The board consists of one or more representatives of the general public knowledgeable about the disadvantaged, students, teachers, business, industry, and school administration.
- COC Advisory Boards are asked to convene two times per year in Fall and Spring. A COC Advisory Board Chair cannot be an employee of the institution.

2. Kristin Houser, COC Dean of Career Technical Education (CTE)
- Purpose of an Advisory Board
- The governing board of each school district participating in a career technical education program convenes an advisory board to develop recommendations on the program and to provide liaison between the district and potential employers. The board consists of one or more representatives of the general public knowledgeable about the disadvantaged, students, teachers, business, industry, and school administration.
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3. Gina Bogna, COC Director of Job Development
- Job development and Internships
- Gina – The COC Job Developer assists COC students find jobs while in and after certification/degree completion. This position also markets our CTE programs. If COC is in receipt of related grant funds to assist programming, our grants require measurable completers amongst our student population.
- Gina – After the first of the year, Gina will be taking over managing Internships housed in our Cooperative Work Experience Education (CWEE) department at COC. Voldi – Do you currently handle any Internship options? Gina – Currently Cindy Nelson and CWEE Director Stan Wright manage this. Voldi – WayForward currently has six (6) COC Interns. We hire programmers and artists. California Institute of the Arts faculty focus their instruction on traditional animation. Cal Arts does not offer video gaming development. It is difficult for a student to get in to Cal Arts in similar fields of study. Cal Arts does offer a number of festivals and competitions each year involving film and screenwriting, graphic design, photography and music.
- How does an employer post Internships? Contact COC’s Cooperative Work Experience Education (CWEE) at 661.362.5937 and internships@canyons.edu to get started in the process. COC students must carry a minimum 6 units, age 18 or older and a high school graduate to qualify for an Internship. International students must submit the proper credentials/paperwork. Minimum GPA of 2.5 is also a qualification. Additional educational resources are also available on the CWEE website. To post an actual job opening, you can go to our COC Career Services website: http://www.canyons.edu/offices/careercenter/.
- According to the Fair Labor Standards Act:
  o Unpaid interns must not displace a regular employee.
Learning from others

4. Purpose of meeting

- **Why create the degree?**
  - Jeff – We currently offer a small certificate program of fundamentals, storyboard, drawing without computers, etc. We need to move forward with what current industry needs. Handed out were copies of the current curriculum required to procure a certificate. Some revision has already occurred. Recommended is the use of Computer Science courses in the further development of the Video Game Development program/degree. Gina/Jeff – Our students need to be able to complete a degree.
  - Voldi – Most employees looking for and procuring a job, do not have a degree. In the last 21 years of recruiting, we ask potential artists to provide their portfolio for review and programmers provide examples. We never look at grade point averages (GPA).

- **Who are our potential students?**
  - Tim/Voldi – Students are high school graduates, adult artists, programmers, producers, directors, etc. who will need to know how to cohesively work together.

5. What does industry want/need?

- Voldi – Some of our production employees felt they could do a better job in the artistry realm. Other employees are hired as artists. We enlist numerous employees from Westwood College. Westwood College Anaheim campus sponsors a national yearly video game competition. WayForward tries to hire the top three winners each year. USC conducts a Demo Day for their students to exhibit their work in a joint effort with their School of Cinematic Arts’ interactive media division and it Viterbi School of Engineering’s department of Computer Science. Westwood College has a Game Art degree.
  - Jeff – COC’s Animation program used to do contract work. Voldi – We could look to COC as a filter to procure future employees from.

6. Examine current certificate program

- **Identify areas for additional classes**
  - Jeff – “Flash” is a dying art. We offer a screenwriting class to pull ideas from. Students need to experience hands on cross section of work. Screen shots of their work are included in the student portfolios. Current syllabus and project page example handed out. The “project” page offer student choices of what to create, i.e. a racing game using Unity3D.
  - Voldi – How about implementing a cellular telephone game class? Recommend we develop a connection with Computer Science. Gina – Do we need prerequisites? David/Jeff – There are none needed. David – The program must incorporate programming concepts.
  - Jeff – How about video game programming tracks, i.e. C Brush (drawing tool), Autodesk Maya (3D computer graphics software) then the practicum? We would also like to offer a game theory class.
  - Tim – Recommend game theory, design, scriptwriting, storytelling to go along with storyboarding.
  - Kristin – How about “stackable” blocks of certificates of specialization in this area? Also consider a one (1) unit “Introduction to the Industry” as a class.

7. Examine and revise first draft of degree program

- **Examine overall program**
  - At COC part of the Radio Television and Film (RTVF) program converted to Media Entertainment Arts (MEA) to create a broad range/synergy between related departments. Tim- CSUN has done the same transition.

- **Examine the individual classes**
  - Jeff – How do we fit “game design” in to the curriculum? Kristin – How about Capstone theory? Jeff – Everyone is required to take a practicum at each semester end, i.e. art for phones, etc. All students take “Digital Animation Production” to educate them in the skills needed to work with the public and as a team.

8. Learning from others

- **What can be looked at in other programs that may be successful?**
  - Tim/Voldi – Company artists, programmers, producers, and directors physically are kept together working in close proximity. This enables work to be done by prescribed deadlines. Voldi – We conduct ten minute daily standup meetings. Tim – We conduct our scheduling of work in “sprints” of timeframes. Most producers have a knowledge base in Scrum (as in rugby a way to restart a game) and Agile Alliance (Agile Scrum). The waterfall model is a sequential software development model (a process for the creation of software) in which development is seen as flowing steadily downwards (like a waterfall) through the phases of requirements analysis, design, implementation, testing (validation), integration and maintenance. Work is also done with Blizzard, a multiplayer online role-playing game (MMORPG).
  - Voldi – There is a DigiPen Institute of Technology that offers a Master of Fine Arts in Digital Arts for artists seeking careers in games and entertainment in Redmond, Washington. An average four-year degree would cost a student $157,104. DigiPen opened their first campus in Europe on September 26, 2011 in Bilbao, Spain. Recommend a review of their curriculum.
  - Kristin – Gave a copy of the article “Woodbury University to Offer New Digital Media Program” to review for ideas.
• Gina – Santa Clarita Valley has a yearly Film Festival that focuses on films appropriate for all ages, both feature-length and short format, with professional, college and high school submission categories. The next festival is scheduled for January 5-8, 2012 at the Repertory East Playhouse, 24266 Main Street, Newhall, CA 91321. We could ask if this organization could create a category for us in video game development. At our COC Junior High School Summer Institute we created a film production category.
• Jeff – COC Media Entertainment Arts (MEA) participates in the COC Art Start event that usually involves three days of promoting the arts and culture in our Santa Clarita Valley. At the May 12-14, 2011 Art Start event, our MEA featured student and faculty media in Animation, Filmmaking, New Media Journalism and Sound Arts. This would be a great forum to include Video Game Development.

9. Identify the next steps

• Doug – Computer Science conducts a Video Game Programming Club in Hasley Hall 331. This club teaches concepts of computer science through video game programming applications and to learn how to build and program video games. The club does a huge staging in our Valencia campus Cougar Cafeteria. Our Information Technology (IT) and Music Department also participates. Recommends “cloud computing” comprised of collaboration/project ware software in creating a collaboration platform in an emerging category of computer software collaboration platforms.
• Tim – Important we implement separate track focus with four-year schools that take longer for a student to procure their education. Our industry is ground breaking, but unfocused.

10. Suggestions for the next meeting: date and time

• Jeff- Continued work on curriculum will be done over the summer. We should meet again in Spring 2012 before program rollout in Fall 2012.

11. Close and summary

• Meeting end 1:40pm.
Welcome – Chad Peters

Members Present:

- Dr. Shane Stecyk, ATC – CSUN ATEP Program Director – Board Chair
- Dr. Melissa Montgomery, ATC – CSUN ATEP Clinical Director
- Erik Wolpert, PT – Partner at Vargo Physical Therapy
- Jon Gedalia – current COC Sports Med student
- Joe Monteleone – Valencia Sports Medicine Program Director
- Eric Encinas – current COC Sports Med student
- Sarah Ehrsam, ATC – COC Athletic Trainer
- Chad Peters, ATC – COC Athletic Trainer

Purpose of Advisory Board

- Board composed of sports medicine professionals and current COC sports med students
- Give input to our current program regarding strengths, weaknesses, new trends in the profession and how we can better serve and educate our students
- Educated Board on fact that all grant money goes directly to sports medicine CTE program. Money either helps pay for CEUs for Chad & Sarah so they are better educated as professors or to the purchase of equipment/learning tools that will help students excel in their classes and this field.

Update in COC Sports Medicine Curriculum

- Changed the name from Athletic Training to Sports Medicine in order to more accurately portray what is taught in the curriculum
- Made KPET 213 into an A, B, and C, dividing them up into Upper Extremity, Lower Extremity, and General Medical.

Review of Perkins Funding and how the funding has been used to enhance the COC Sports Medicine Program.

- Conference attendance, equipment used to enhance student experience.

Discussion of use for future funds.

- Chad asked the groups thought regarding Laser Therapy, Eric said it was useful in his clinic, but not necessarily something aides need to have a knowledge of coming in to the clinic. Shane said laser therapy is not necessarily evidence based.
o Joe mentioned Graston technique, group thought although useful to a practitioner likely too advanced for students in this level to learn.

o Dr. Stecyk suggested purchasing ipads for the students to use. At CSUN the students in the Athletic Training Education Program all are required to have ipads and they use them for both record keeping as well as the educational apps. Dr. Montgomery stated she would send Sarah and Chad a list of apps they currently use. The board agreed ipads would be appropriate use of Perkins funding in the future.

• Careers on the Go – Sports Medicine at 6 pm on Thursday, 9/12/13.
  o The group discussed what professions would be appropriate to make up the panel at this event.
    ▪ Sports Medicine MD
    ▪ Orthopedic Surgeon
    ▪ Physical Therapist
    ▪ Chiropractor
    ▪ Athletic Trainer
    ▪ Paramedic/EMT

• Meeting Adjourned.
Automotive Technology Advisory Board Meeting
Agenda – Wednesday, March 6, 2013
6:00pm to 7:30pm
Canyon Country Campus Room 701

Attendees:

Joe Auciello  Volunteer
Gina Bogna  COC Director/Internships & Job Development
*Len Canning  Retired/Bureau of Auto Repair
Rick Crivier  Service Manager Mercedes-Benz of Valencia
Collin Duffy  College of the Canyons Adult Hourly
Kurt G. Fahlman  Acct Mgr for Snap-On Industrial
Kristin Houser  COC Dean/Career Technical Education
Vince Inneo  VP/Sales, PVI Products
Benny Ives  City of Santa Clarita
Tom Johnson  Volunteer
Steve Jolly  Shop Foreman/Power Chevrolet
Kimberly Night  College of the Canyons Student
Robert Lanza  FMC Automotive
Victor Lerman  Bureau of Auto Repair
Denee Pescarmona  Associate Dean of Instruction CCC
Christian Pihlmann  College of the Canyons Student
Owen Powell  General Manager, Bouquet Auto Parts
Chip Reeves  Chip’s Muffler / Hart District Faculty/COC adjunct
Eddie Reinsma  Owner, R&S Automotive
Jim Smelser  Shop Foreman/Galpin Ford
Gary Sornborger  COC Dept Chair/Automotive Technology
Brian Stranahan  Matco Tools Ind. Sales Rep.
Ryan Theule  Dean Canyon Country Campus
Mark Veltre  COC Lab Instructor
Alex Flores  Parts Manager/MB Valencia
Bob Vannix  Teacher for Long Beach Community College
*Chairperson

Unable to Attend:

Helen Azevedo  Service Manager/ Infiniti & Hyundai
Pete Ciccone  Canyon HS Auto/Industrial Tech Faculty
Chuck Coia  Power Chevrolet
Tom Duenkel  Parts & Svc Dir/Galpin Ford, North Hills
Ken Frakes  Service Manager/Nissan of Valencia
David Edwards  Svc Mgr/Valencia Acura
Mathew Gibson  Bureau of Auto Repair
Venessa Gonzales  Service Director/Power Honda Valencia
Matt Gooding  Service Manager Power Chevrolet Valencia
Matt Hicks  Galpin Santa Clarita
Derek Hindigian  Service Director/Lexus of Valencia
Greg Hollingsworth  Service Director/GM Parkway
Stuart Katz  Power Honda Valencia
Richard Newman  Svc Mgr/ Frontier Toyota
Brian Radin  Service Director Valencia BMW
Liz Shaker  Counselor, College of the Canyons
Steve Storey  COC Auto Tech Faculty/Owner Car Inspectors
Dan Tracey  Owner/CEO, Airdraulics
Don Varela  Volunteer
Andree Walper  City of SC /Economic Development Associate
Welcome and Introductions  
Board Chair - Lee Canning

Review and approve minutes  
Len Canning - Approved as corrected

Role of Advisory Committee  
Kristin Houser - We are here to train workers. We need information on Curriculum, equipment, tools, etc. (From you the industry professionals) We are trying to connect the students with business.

Grants – There have not been any
- Update from subcommittee of Joe Auciello and Tom Johnson
  Len Canning - Spoke about some grants that are out there. He would like to start a sub-committee. Kristin Houser - Reminded everyone that they have to work with the grant writers and the school for grants. Len Canning – Joe A. you used to write grants. Joe A. has a database of Federal and Corporate grants.

Grant Subcommittee
Joe Auciello – Spoke about 11th hour Foundation Grant.
Tom Johnson
Chip Reeves
Victor Lerman
Gary Sornborger – Gary is in charge of subcommittee and will back to get back to Len Canning in 4 weeks.

Classes
- Update from Gary Sornborger – Stated it will take 2 years to get the Engine Pro 2 class online. Bob Vannix is here and is an expert on these programs. Our engine class was overwhelmed we turned away students. We need 8 lab motors and they are about $2800 each. We need carburetors, headers and starters. Owen Powell might be able to help with the engines. Gary Sornborger we have been approached by the Maritime Institute in Washington State to do the preliminary training in diesel.
- Smog licensing classes – Income - Len Canning spoke about the advantages of income from having Smog licensing at the campus. Gary Sornborger - This is contracted education. We would need to have licensing classes and update training every two years. You need to drive to Woodland Hills to have this done right now.
- ASC testing – Income – Gary Sornborger informed us that we would make about $95 per test. We have to drive to Glendale to have this testing done. They are looking for a place in this area.

What is the current industry trends influencing COC? What skill sets do you need for incoming employees?
Alex Flores – We need a parts class that would go a long way with internships. Most of my employees learn from the bottom up.
Len Canning - Maybe we should be looking at this for a class - it would be 16 week class.
Tom Johnson – Indicated that Auto Zone and Pep Boys have internships.
Joe Auciello – We need to have Virtual Advisory meetings. We need a blog for our advisory committee for communication.
Colin Duffy – this may be a great way to speak to one another more often than 2 times a year.

Gary Sornborger – We need a web site.
Steve Jolly – Some of our cars have 7 or 8 protocols and we need to look at communication from one program to another.
Lee Canning – We need to look forward 2 years down the road for the curriculum. We need to look at expansion. Should we tie some of the computer technology class to automotive technology curriculum?
Brian Stranahan – Our latest scan tool is a tablet that we are using to diagnose over 2200 cars. It is run on a Windows 7 base system. List price $4000. You can add on scope modules. You do need to know how to operate a computer, but do you need a separate class, probably not. You can run it as a night class for continue education.
Mark Veltre – We need flashing controllers and it needs to be in the curriculum.
Gary Sornborger – We would like to teach flashing on one automotive line. I just put that request in the program review.
Joe Auciello – Google docs would be a good way to go to improve computer skills for the students.

Suggestions for publicizing the program

- Sponsorships – Len Canning – Sponsorships for the dealerships. They could sponsor items we need and get recognition. We could have a booth at the Auto Show.
- Certificates – Len Canning – Place them on the wall thanking our donors.
- Staff wearing special uniforms – Len Canning - Giving sponsors patches for the uniforms – showing support and donations.

Ryan Theule – Recommended Business success stories with our students. Partner with the Chamber at their mid-May event.
Gary Sornborger – Pierce College has a car show every year.
Brian Stranahan – You can do a lot with a car show. Contests, giving out awards to students, have dealers there give them appreciation awards, have TV and Newspaper coverage. Go to Chaffee college they do a great job each year.
Len Canning – We need a committee, who would like to serve on this committee.

Auto Show Subcommittee
Gary Sornborger
Brian Stranahan
Gina Bogna – If it is a fundraiser we would have to run it by the foundation.

Ryan Theule – There is some time line issues we would have to discuss. But it is a good idea. I would like to see some individual success stories. If we could get some poster students with success stories, that would be great for the promotion of the school and auto program. We do have a chamber mixer coming up this spring. We are holding it up here. We could feature the automotive program at this mixer.
Joe Auciello - Would like to see this see this on a web site, that could promote the program.

Equipment
Tool room inventory logged into system – **Mark Veltre** – We have everything on paper. We need to finish inputting into excel. We can put that into TC-Max. Then we will need a bar system to finish.

Storage Room – **Len Canning** – This is a room for storage, tools and a referee station. **Vince Inneo** is developing a potential metal building to house everything off the floor. It will take 3 months. This is a high density storage system. You do not need a lift it is a system that has it built into the building. We would like it done for the fall semester. Check out the pictures. Power drawer units. You put the product in the bins and they move up the ladder to store. Note: Any building on campus needs to be included in the Facilities Master Plan, and organized by **Facilities**.

Smog Equipment for referee station – income – **Len Canning** - We would make about $2000 per month. They pay for everything. You have to supply the building and the space. The program is paid through the smog certificate. This has been included in the program review.

What can we do about intern placement?

- Should internships be required or highly recommended **Gina Bogna** - We have several new internships developed through Eddie and Honda Performance. I put a blast out to Auto Students and went to their classrooms and they did not respond. I am developing a new strategy. I sent out a new call out and named the auto companies by name. We had 7 people sign up for the information night. If the students are not applying and they are not completing the degree. We need to move it to highly recommend. Internships and jobs are posted on a web site. **Kristin Houser** – Programs are being judged on completers (certificates or degrees) and we have not had any completers in the program for a few years. So we need to remove the barrier so we can get more completers. By outside evaluations standards it looks like we do not have the students completing the program. There is a high amount of students that are not completing and it may be due to the requirement of internships. **Christian Pihlmann** - We need the internship program. We need ASC certification in order to work. **Kimberly Night** – I did not think it was clear. It is difficult to do an unpaid internship. **Gina Bogna** - It sounds like there is a communication breakdown and the people that signed up for us to contact them, never returned our call. **Christian Pihlmann** – a lot of students do not want to take the time out to take the internships.

Tools for the students

Donated vehicles how do we get more –

Other business

- Web Site
  **Kristin Houser** – All the programs have a web site. If you want interactivity you should do a blog.
Gina Bogna – If enrollment is low the classes get canceled. Some of the classes are capstone classes, so they will continue if they have low enrollment.

Adjourned – 7:40pm

Invite Advisory Board out to shop to inspect facility – This should be done every year

Actions Items
Gary Sornborger – I would like to have a car show next year – we would need to advertise on TV, Radio Station and the Signal Newspaper
Owen Powell – Indicated he could work on getting more engines

Grant Subcommittee
Joe Auciello – Spoke about 11th hour Foundation Grant.
Tom Johnson
Chip Reeves
Victor Lerman
Gary Sornborger – Gary is in charge of subcommittee and will back to get back to Len Canning in 4 weeks.
Ryan Theule – Recommended Business success stories with our students. Partner with the Chamber at their mid-May event.

Auto Show Subcommittee – Do some research on the Auto Show at COC.
Gary Sornborger
Brian Stranahan
The Business Advisory Committee met from 5:00pm to 6:00pm on Thursday, May 23\textsuperscript{rd} in Hasley Hall room 235 on the Valencia campus.

Attendees were:

Advisory Committee: Rebecca Robins, CPA, CFP
Steve Tannehill, Small Business Development Center

Faculty Members: Bob Maxwell

A review of key accomplishment and current projects of the Business Department was held (documents attached). The Progress Report of the Business Department Strategic Review that had been mailed out in March was discussed. Current programs were reviewed and a discussion of new programs in progress was held. Key follow-up items:

- Members were enthusiastic about the new Customer Service Academy classes that will be offered beginning in Fall 2013.
- Members agreed that the new Entrepreneurial Emphasis certificate is a good way to package business training to students who are completing training or education in fields other than business.
- Members felt the new Certificate of Sales program that is under development would provide needed training for entry level employees for the local retail and business community.
- Members did not have any suggestions for additional programs at this time. Their consensus was to complete the current program revisions and launches that are in progress before beginning any new programs.
Computer Information Technology Department
Advisory Meeting
June 27, 2013

Attendees:
Melanie Lipman, Chair
Victor Jadaon, Professor
Alan Strozer, Professor
Gina Roscigno, Instructor
Lonnie Davis, Career Development, COC
Diane Molloy, Medical Assistant
John Roscigno, Project Engineer, L-3 Systems
Ryan Hamm, Brown & Riding Insurance
Sara Stuart, Instructor
Sherrill Lewis, Clerical Assistant
Marie Santaenella, Student
Frank De Los Reyes, Instructor
Renee Hall, Instructor

The meeting was called to order at 12:30 p.m. Luncheon was served.

Introductions were made and a robust discussion began with discussing the 10 top skills required for working in an office.

The number one skill stressed by all was the ability to communicate verbally, written, and the ability to listen.

- Additional skills required by employers are as follows:
  - Research and analytical skills
  - Computer and technical literacy
    - The ability to keyboard somewhere between 70 and 100 WPM
    - Microsoft Office Suite
    - QuickBooks
  - Flexibility, adaptability, and the ability to multitask while on the computer and phone
  - Interpersonal abilities
    - Customer service interactions
    - Teamwork
    - Reception skills
    - Professional demeanor
  - The group agreed that the CIT Department is offering a wide range of necessary classes.
• The group also agreed that our CIT 115, Business English and CIT 116, Business Communications, are vitally important for each potential employee. Written tests as well as computer applications tests are administered.
• A discussion ensued pertaining to creating a new short-term class or workshop offering students skills in social media, and many of the new devises such as I-Pads, Androids, etc.
• The group was very excited to hear that our Web Development Degree will hopefully be approved by the state in the very near future.

The meeting was adjourned at 2 p.m.
College of the Canyons  
Photo Advisory Committee Meeting  
Minutes  
December 1, 2010 - 6:30 pm - 8:30 pm

1. Introduction  
   A. Minutes - Please review and approve the minutes from the April 19, 2010 meeting.  
   B. Advisory Board Members  

2. Department Chair Report  
   A. We are currently seeking new advisory board members. If you know anyone who may be interested please let us know.  
   B. New COC Student Photo Club – Parallax  
      i. Advisory board members would like to assist Parallax in holding educational workshops for students, which could also be fundraisers for the club  
         1. Ted Dayton: HDR demonstration 1-3 hours  
         2. Jordan Miller: Lighting for Products  
   C. CTE Program Marketing – Donna Pattee-Ballard  
      i. Donna is developing a marketing plan for career technical education towards high school students in the area.  
      ii. Marketing the program involves multiple high schools each with different student resources in photography  
   D. The Getty Partnership  
      i. The 10 student master class focusing on social documentary is currently underway and also includes students from East LA Community College, Santa Monica College, and Pierce College  
      ii. The students had the opportunity to work under Sudharak Olwe and Helena Schaeetzle  
      iii. There have been some legal issues with the site, but the exhibition of College of the Canyons is planned for August  
   E. New Equipment – Canon 7D cameras capable of HD video  
      i. Although our budget was cut 54% in instructional supplies and by $10,000 for college assistants to staff the black and white darkroom and the new digital darkroom we were able to acquire the new 7D cameras with federal Perkins grant funds  
   F. Class Sections offered – GE versus CTE  
      i. Building the commercial photography program is important to career technical education, however funding has limited the number of courses and sections we are able to offer
3. Career Pathways
   A. Building a Career Pathway: there are issues in articulation of high school photography courses because the equipment available and scope of courses at different high schools varies, and funding is an issue
      i. Equipment: The types of cameras available at each school vary widely based on cost
         1. Hart High School has a new digital photo lab with 24 digital SLR cameras but the remainder of the district schools each have 8 digital SLR cameras for approximately 180 students
            a. Most cameras at other high schools, i.e. Valencia High school, are point and shoot
            b. Most students do not have cameras of their own or other access to equipment
         2. Black and White Darkrooms: high schools are no longer using black and white labs, though some still have fully adjustable film cameras, and analog is still a valid teaching tool
            a. Although instructors would still like to teach black and white, because it slows students down and allows them to develop critical thinking skills, high schools no longer have the facilities to develop and print film. Cost and safety issues are also a problem due to the chemicals.
      ii. Funding Issues: Lab Fees in High Schools are defined as “contributions” – only approximately 75% of students contribute
         1. Classes that require printing are expensive and costs often exceed the amount of contributions: i.e. Valencia has Epson 4880 pro printers but cartridge costs are an issue
         2. Sources of alternative funding are necessary: high schools must obtain digital SLR cameras to teach manual exposure, which is essential for articulation of high school photography courses
      iii. Suggestions for funding / equipment:
         1. Pathways/CTE funds: could be a source based on new articulation template guidelines
         2. “Campus Quality Fee” – CSUN does not have a lab fee but a campus quality fee all students pay to supplement costs. This could be impossible at a high school level because of different state guidelines.
         3. Industry representatives: based on experience Nikon is the least likely, Canon may offer discounts but not donations, and Samy’s Camera has an educational representative that might offer assistance
4. Donated equipment: there could be a greater likelihood that industry representatives would donate equipment if it is for a wider group
   a. i.e. High Schools, community colleges, and 4-year institutions
5. Discounted software: Adobe offers excellent discounts for community college students, i.e. $180 for Creative Suite
   a. This type of program could be proposed to Adobe because it is foundational and students will continue to use the product throughout their careers
iv. For high school students who will enter college as photography majors:
   1. Essential experience: there are areas where high school photography students are weak because of limited access to equipment
      a. Manual Camera Control: the ability to shoot manually is absolutely essential
      b. Camera RAW Format: there is limited camera RAW equipment
      c. Image Processing: while there is access to computers for processing images the class size (34) is more than the available computers
      d. Color theory – aspects, contrast, tonality
      e. Lighting – types, position, effects of movement, control, use of natural light, shooting outdoors – time of day, shadow
      f. Composition and design; basic portrait lighting

2. Essential courses: a basic cameras and composition course is considered essential but there is difficulty in defining “basic”
   a. What specific skills should be included
   b. Instruction in these skills using available equipment
3. Essential resources: as discussed above, an adequate number of cameras capable of fully manual exposure are necessary
4. High School Appropriate Curriculum and Career Pathways Articulation
   A. Please review the attached State Career Pathways Articulation Templates for Introduction to Photography and Digital Image Manipulation
   i. Articulation Templates: It is important to define what is appropriate for high school students and define the terms specifically
      1. The following should be added to the Introduction to Photography Template
         a. Focus, control light, shooting with natural light
         b. Printing or JPG format should be clarified
B. Evaluating high school student performance in articulated courses
   i. Evaluation should consist of multiple assessments including all of the following: exams, projects, course grade, and portfolio
   ii. Exams: a standardized test / assessment at the end of each articulated course should be developed.
      1. It would be optional, similar to AP exams
      2. Written tests could be oral if necessary (Title V Requirements)
   iii. Assignments: a standard assignment requiring students to shoot images that exemplify the concepts in articulation templates, i.e. focus, contrast, line, pattern, texture, perspective
   iv. Portfolio Review: assessment of a portfolio is an accurate assessment of technical and conceptual readiness for college coursework
      1. The focus should be on basic technique in a consistent assignment between community college and high school
      2. This could create issues using camera RAW but JPG format, prints, or a digital portfolio could be used because Photo 150 is focused on image capture and digital portfolio
   v. Students should be provided with a list of guidelines for receiving college credit in articulated courses: this is to ensure the process is organized, directed, and allows students to feel comfortable in undertaking additional requirements

C. Define “career ready” student:
   i. Career ready focuses on giving students options, direction, and a head start to careers and our program paths
      1. There are multiple paths for students, i.e. certificate, AA, and transfer but CTE has traditionally been more commercial focused.
   ii. CTE is the shortest path to working in a career which requires the articulation of high school courses
      1. There should be differentiation between the fastest path (CTE) and students not wanting to take the same class they did in high school
      2. Fine Art students do not have the same needs as commercial students but developing the program/path that applies to both at the high school level is possible
      3. CTE is commercial, therefore the program must allow students to leave the CTE pathway if they desire to change direction or if it is not appropriate to the student

D. Courses closest to articulation:
   i. Initial focus should be on articulating with Photo 150: cameras and composition, it is most feasible and closest to articulation
   ii. Photo 155: camera RAW and printing presents a greater challenge because of equipment and cost
iii. Digital Imaging, beginning Photoshop, could be another possibility because it teaches basic technical skills important for careers

E. College of the Canyons Instructors plan to visit high school programs and collaborate in developing materials for articulation:
   i. Assignments between community college and high school
   ii. A written test to assess high school students' performance in articulated courses
   iii. Developing portfolio guidelines for high school students in articulated courses
   iv. Establish the criteria of grade B or better in high school course for college credit

F. The goal is to have one course articulated by next year

5. Closing / Open Forum
Welcome/Introductions – Lunch

Lee Hilliard – I received an email from one of our business advisor that stated they did not need to come. Because after looking over the agenda they felt that they had nothing to offer. However I just want to make it clear, we are here for your businesses and you. We want to know what you need in your business to make things run smoothly for you.

Current State of Program – Department Lost 2 Full-Time Faculty we will need Adjuncts instructors.
Lee Hilliard – We lost 2 fulltime teachers. We now are looking for people that work in the field to teach the classes. They have the knowledge we can prepare them to teach. If you have anyone you can think of, please let me know.

Courses - High School Offerings

Lee Hilliard - Fall 2013 – We have no high schools that are teaching computer networking. We used to have 3 and the teachers have retired. The idea of teaching at the high schools was presented by the dean. I would probably be the one to teach it. I need someone to cover the class here though. We need the high schools to have these classes available to their students. That gives us the feeder students we need for COC.
Gina Bogna – Nicole Lucy is creating different CWEE class from CWEE 188 to CWEE 188-Computer Networking. Once that is developed you can use it in your outlines.

AS Degree - Removed Electronics Added Java Rewriting
Lee Hilliard - I am going to change the computer networking to Java. On the flip side of the paperwork is what I want to use for AS Degrees. These changes would be available for fall 2014.

Microsoft
Lee Hilliard - MCITP Reverting Back To MCSA/MCSE. I was doing a lot of course substitutions. I would like to give the students options. But they should be exposed to Microsoft and Cisco. If the students understand what they are doing in one system they should understand the other. The Underlying technology is the same. I was asked for 2 sections but I asked for 3 and all 3 showed up on the schedule.

Gina Bogna - If a student is getting the GI benefits they only get their benefits if the program requires 18 units. The students don’t receive payments for recommendations and options classes.

Virtualization – Lee Hilliard we have cost associated with these classes. What makes the most sense is that they have to take certain classes first to make it work. To me the A+ class is introductory and I have had students ask is there another class were I can learn the jargon. The pre-requisite doesn’t even apply to the degree these are considered remedial classes.

Gina Bogna – Have you thought of using the non-credit class.

Lee Hilliard - A+ is the first class I recommend. That class will apply to them personally. Do I offer a class that is remedial and doesn’t count towards a degree? Is there a solution? Do we do a remedial class?

Samuel Bolanos – you need to communicate that there is a lot of information to cover.

Lee Hilliard – They are given pieces of a puzzle and they don’t know what it looks like. You have to get enough of the pieces to see where they fit.

Gina Bogna – We call it a recommended prerequisite that way you don’t have to go through all the hoops. That way the students know they need to learn the general concepts.

Ed Padilla – It used to be that bring your own device we will give you some band width and now it is bring your own computer we will build some software to keep your computer from infecting our computers. Things are changing rapidly.

Lee Hilliard – I will go in and include the other courses including the CCA specialty area.

VMware Academy - Discussions
Enrollment - Discussions
Schedule - Discussions
Fall 2013 - Discussions
Spring 2014 - Discussions

Lee Hilliard – Do we see a need for CCA specialty area? Yes, and wireless.

Cyber Security Grant - Lee Hilliard – Joe Gerda VP of instruction, wanted to know who should be teaching Cyber Security. I told him I would be interested. Before you can teach that program we need to teach them networking.

Donna There is a Cisco certification that gives you the security certification that would give students a leg up on the NSA job market. I think that is a plus for our students to have that available.
Lee Hilliard we will have the Security on the fall schedule it will be listed as CCNP. We have the Cisco academy materials. There is a course CCNP and it is aligned 90% with CCNA.

Erik Fries - There certifications falls along product lines. They have sold Lyxsis to Belkin.

Lee Hilliard – Pete Bellas presented at Electronic Systems meeting, they run some classes called Fast Track, these classes are 40 hours per week for 6 to 8 weeks. These classes are not proficient in the field, but once students take these fast track classes they are ready to learn in field.

Gina Bogna - These are not college classes and students or employers pay the fees.

Lee Hilliard - The advantage for the industry partners is that they interview the candidate for the businesses. We know that they make good employees if they are showing up to class every day at 7:30am. They have now taken some of that risk off the employer. They are exposed to the field and we see if they are responsible and they can be trained. Vets can’t take classes unless there is college credit. We are trying to structure these classes to make if beneficial for all parties concerned.

Ed Padilla - I sent two brothers to you to get up to speed. They have a general interest. We meet once a month to go over things.

Lee Hilliard – The wider the equipment they are exposed to the better their skills become. They need to adapt to problems in the field. We are sitting down next week and talking about the classes and getting the electrical done for the new equipment.

Suggestions for Addressing Industry Needs

Determine Next Meeting – 4th Week of September Thursday

Adjournment - 1:30pm
### Construction Management Advisory Board Meeting

**November 14, 2013**  
**12:00 pm-1:30 pm**  
**CCC Room 701-702**

### Attended:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position / Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regina Blasberg</td>
<td>COC Dept. Chair / Engineering technology</td>
</tr>
<tr>
<td>Gina Bogna</td>
<td>COC Director / CTE Job Development</td>
</tr>
<tr>
<td>Dale Lundgren</td>
<td>President / Lundgren Management</td>
</tr>
<tr>
<td>Andrew Raufi</td>
<td>Project Director / McCarthy Building Companies Inc.</td>
</tr>
<tr>
<td>Ryan Theule</td>
<td>Dean / Canyon Country Campus</td>
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</tbody>
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*chair

### Unable to Attend:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position / Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donald Allen</td>
<td>Samrod Corporation</td>
</tr>
<tr>
<td>Glenn Bogna</td>
<td>Project Development Coordinator / City of Santa Clarita</td>
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<tr>
<td>Jayson Bryan</td>
<td>Director of Construction / Klasson Corp.</td>
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<tr>
<td>Jason Crawford</td>
<td>Economic Dev. Manager / City of Santa Clarita</td>
</tr>
<tr>
<td>Sarah Creighton</td>
<td>VP Operations / McCarthy Building Companies</td>
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<tr>
<td>Scott Evans</td>
<td>Owner / Evans and Son Inc.</td>
</tr>
<tr>
<td>Albert Giacomazzi</td>
<td>President / AMG Assoc. Inc</td>
</tr>
<tr>
<td>David Greene</td>
<td>Senior Housing Inspector / L.A. Housing Dept</td>
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<tr>
<td>Randy Grosskopf</td>
<td>Penta Building Group</td>
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<tr>
<td>Jim Gustin</td>
<td>Dept. of Power &amp; Water / L.A. County</td>
</tr>
<tr>
<td>Kristin Houser</td>
<td>COC Division Dean / Career Technical Education Dept</td>
</tr>
<tr>
<td>Jack Irwin</td>
<td>COC Construction Tech Management Faculty</td>
</tr>
<tr>
<td>Jerry Klassen</td>
<td>President, CEO / Klassen Corp</td>
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<tr>
<td>Bill Fitzpatrick</td>
<td>Intertex Companies</td>
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<tr>
<td>Margaret Lundgren</td>
<td>Lundgren Management</td>
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<tr>
<td>Pam Malowe</td>
<td>Career Dev. Coordinator / William S. Hart District</td>
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<tr>
<td>Mark Mardock</td>
<td>Senior VP / McCarthy Building Companies</td>
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<tr>
<td>Jeff Paxton</td>
<td>Inspector &amp; COC Faculty / City of L.A.</td>
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<tr>
<td>Nani Paxton</td>
<td>City of L.A.</td>
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<tr>
<td>Charlie Rasmussen</td>
<td>Owner / Rasmussen Construction</td>
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<tr>
<td>Sandy Sanchez</td>
<td>Director of Gov’t Affairs / Building Industry Assoc.</td>
</tr>
<tr>
<td>Holly Schroeder</td>
<td>CEO / Building Industry Assoc.</td>
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<tr>
<td>Rod Shreckengost</td>
<td>VP of Operations / Intertex</td>
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<tr>
<td>Greg Simons</td>
<td>Executive VP / Bernards</td>
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<tr>
<td>Craig Sorenson</td>
<td>President / Nitro Assoc. Construction Consultants</td>
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<tr>
<td>M. Sourgose</td>
<td>City of Santa Clarita</td>
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<tr>
<td>Charlie Walter</td>
<td>CW Builders Inc.</td>
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<tr>
<td>Stewart Wilson</td>
<td>VP / Evans and Son Inc.</td>
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</tbody>
</table>
Welcome: -All

Scheduling Classes – enrollment – course delivery

- **Fall 2013** – no online classes
  
  Const 101 – all running with good amount of students
  Const 102
  Const 103
  Const 109

- **Winter 2014**
  Const 101 – Introduction to Construction Engineering 2.0 credits – excited to offer this 5 week session (Regina) 3 hours night, 2 nights week. Hoping this will excite them into taking spring classes

**Spring 2014** – no online classes

Const 105
Const 106
Const 108
Const 120 – This course is only required for the building inspection certificate, others related to management degree. Working on staffing, 2 classes for the Spring are unstaffed so far. One adjunct will be pursuing certification for online teaching in the Spring

**Curriculum Update** – The Construction 103 curriculum is being revised by Regina and Glenn Bogna to change the 3 unit lecture/lab course to a 3 unit lecture only course. This will not significantly change the content of the course and it will make the course more consistent with similar courses offered at other community colleges.

*Andrew* – taking it to another level with print reading. Their drawings are moving away from paper. There are using Blue beam which gives students the ability to work with the blueprints on a big screen; each sheet is a PDF, insert hyperlinks within the PDF to go from one sheet to another.

*Regina* – this above mentioned class might be considered an advanced class vs intro class that COC offers, possibly a 1 unit class, 16 hours may be part of an elective. We have a generic class and it would be nice to build this into the electives. Google sketch side, 2 dimensional person look at things in 3 dimensional.

*Andrew* – Suggests a 3 day class on Google Sketch & 3 dimensional.

*Dale* – Students still read drawings and the current instructor brings in projects from his company.
• Const 103
• BIM course - Regina will work with Andrew and look into developing a BIM course to be added to the program as an elective

Program Software:

COC has Primavera software but its capability is beyond what they used to have, Sure Trak software. Oracle bought out Primavera & discontinued the product.

Dale - Microsoft Project – not robust enough, CPM calculations aren’t done correctly

Regina - Errors come up and don’t calculate right. It would be an expense for COC to purchase, I already checked with IT Dept.

Dale - Estimating software, Sage Timberline was too cumbersome of a program, but need something better than excel. COC is looking for a new estimating program for students to use -

Gina - Create excel spreadsheet template & have students use this having the template with built in formulas to allow the students to just plug in numbers.

P6 is another software program, it’s more user friendly, that Andrew recommends, simpler than P3. Regina usually has to help students in using P6. She’d like an expert.

Student Learning Outcomes – SLOs (student learning outcome)

• REFER TO HANDOUT
• Regina - Focus of analysis process & how successful the programs are. The course is limited to 1 or 2 outcomes - The goal is 80% of students should always meet the outcome. Passing is 70% or higher -
• Dale – how do you determine, assessment given in each class
• Regina’s response to Dale, it depends on class and what tool is used to assess (homework, projects or exam)
• SLO is subject to change. Need to assess every 3 years, some get every 2 years per Regina, depending on the scheduling. Because of Prop 30 should be able to offer courses on a more regular basis.

Marketing/Internships –

• Gina - COC participated in College2Career Day in September – 2 adjuncts manned the tables. There were 4 programs represented. There were several students, junior high, high school & parents. Class sizes are 20-25
• Looking at ways to improve website, social media presence, brochures
• Internship Fair - Gina prepared a spreadsheet of internships. Asked employers to offer internships. Invitation only, Culinary participated in this. Made them job ready by having
them attend interview workshop, how to fill out application etc. Every 15 minutes students interviewed with employers, speed dating style. 4 students were hired. Gina would like to identify those students in construction and work with Construction Companies to participate in the internships. Need minimum of 60 hours a Semester

- **Feedback** –
  - **Andrew**, Would like to participate in the Internship Program but thinks being located in Newport Beach might be an obstacle. If they have a project in the SCV area, he’ll call Gina. Gina will work with companies active in internships to be a host site during a Saturday in the spring. Internship participation is required for the students to complete an internship. Just 1 unit.

**Labor Market Information (SEE Gina’s Handout)**

- Position Titles – Gina, Career transition. CTE catalog as a marketing piece for High School students, counselors and COC. Labor Market info on each program. She wants attendees’ expertise on these programs on handout, Titles of the positions. Regionally, state level & national level.
- Project Manager/Engineer – suggested by Regina & Dale
- **Andrew** – Journeyman to Foreman, General Foreman, Project Superintendent
- Lay Titles she needs help from the attendees that may not be correct. Gina would like to include this in that CTE Catalog. Wants their thoughts on the titles of the programs listed.

**Budget** -

- Regina - $400 a year, free book for instructor. Code books, print reading course, have to go offsite and reimburse instructor. Students have to purchase their own code books, expensive. Regina does have one available in the library but it’s not convenient for the students to have to come back to campus. January 2014 code books will be updated. Codes change every 4 years or so per Andrew. Goal is to get the best books at the best cost to students.

**Open Forum** –

Habitat for Humanity will allow students to come along during the inspections.

**Andrew** asked if we had connections with some of the firms, NBC, Universal, and City of L.A.

**Adjournment 1:15.** Next meeting date, Spring, earliest would be March. Typically at lunch time and possibility of here at CCC again
**ACTION ITEMS:**

1. *Regina* will provide a sample curriculum to *Andrew*

2. *Andrew* will provide a list of inspection companies he has worked with in the past so we here at COC can establish relationships with them and possibly get some internships for the building certificate students

Minutes taken by Lynn Arndt
Culinary Advisory Meeting  
Monday, October 21, 2013  
Institute of Culinary Arts Education  
2:00 pm – 3:00 pm

Attendees:

Greg Amsler  Proprieter/Salt Creek Grille  
Gina Bogna  COC Director/Job Development  
Lee Ciuffietelli  Exec Chef/Director Food & Beverage, Valencia Country Club  
Doris Fossen  Family & Consumer Sciences/Sierra Vista Junior High  
Kristin Houser  COC Dean/Career Technical Education  
Al Robles  Cheers at All Corked Up  
Daniel Otto  Executive Chef/Oaks Grille Tournament Players Club  
*Cindy Schwanke  COC Culinary Arts Faculty  
Mike Vandergoes  GM & Director/Oaks Grille Tournament Players Club  
Julie Visner  COC Counselor  
Michael Vonnegut  Larson's Steak House  
Dimaggio Washington  COC Wine Studies Program Faculty  
Murray Wood  COC Foundation  

*Chair

Unable to Attend:

Kevin Anthony  Dept Chair/COC Hotel & Restaurant Mgmt  
Patty Carrick  General Manager Stone Fire Grille  
Heather Coo  Practical Arts Valencia HS  
Judi Gilbert  Culinary Wonders  
Efren Gonzalez  Robinson Ranch Chef  
Stephen Hemmert  Sales Rep/Sysco Inc.  
Steve Lemley  Wine Maker Paso Robles  
Jennafer Madden  Exec Chef/Lazy Dog Restaurant  
Pam Malowe  William S. Hart District/Career Development Coordinator  
Jim McCardy  Owner/Marston’s  
Cameron McClean  Chef/Cam I Am Catering Co.  
Laina McFerren  Wolf Creek Brewing Co.  
Simon Mee  Owner/Egg Plantation  
Terri Rivera  Cheers All Corked Up  
Rolf Rothen  Executive Chef/Hyatt Regency  
Ryan Judd  Lazy Dog Café General Manager  
Simon Mee  Egg Plantation  
Michelle Razzano  COC Wine Studies Program Faculty  
Christina Vela  Director/Paseo Club  
Julie Visner  COC Counselor  
Stephanie New Moon Restaurant
1. Welcome       Cindy

2. Introductions      All

3. The Garden Tower Presentation    John Pramik
   - Growing vegetables without soil
   - Uses only 10% of current water usage with soil
   - Every 15 minutes cycles water from the top then oxygen from bottom
   - Cost $1600 for 3 towers
   - Cindy would like some of the towers on the outside of the new Culinary Building

4. Winter – Spring Schedule    Cindy
   - Currently 17 students in the kitchen that truly allows room for 15
   - Would like to have advanced classes and internships
   - 5 week knife skills class
   - Students will be providing food for Chancellor’s Circle of Dinner Oct. 26th
   - Beginner classes 5-6 waitlisted
   - Baking class 10
   - Advanced
   - Cindy placed a map in the Education Center noting where students are working at local restaurants
   - Doris mentioned students are being taught basics, sanitation classes at Sierra Vista Junior High

5. Internship Fair success     Gina
   - Was held the second week of September
   - Out of 4 employers and 5 students, 2 were offered jobs
   - Flyers for Save the Date gives students the opportunity to do 10 minute interviews
   - DiMaggio wants to work with Gina on Winery Internships
   - Would like a list of culinary courses from Valencia H.S.
   - Work with Greg from Salt Creek about participating in internships

6. Customer Service Academy    Cindy
   - 6 modules earning half a unit credit in Culinary Arts
   - 4-5 hours “how to deal with customers and co-workers, managing their time”
   - Paralegal advisory board to work with the content specific for Culinary positions in the work force – Kristin
   - Create a workshop to help the students prepare their interviewing skills 2 weeks prior to Gina’s Event on 2-28-14, - Mike Vandergoes
   - Daniel offered to do mock interviews with students week of 2-10-14
7. Back to Basics
   Cindy
   • Knife skills
   • Culinary math
   • Safety and sanitation

8. Equipment Suggestion for new building
   Cindy
   • Energy efficient appliances
   • Pizza oven
   • Touring the Gas Company to get ideas

9. Update on Capital Campaign
   Murray
   • Been working this for 2 years so far
   • Acknowledged Cindy for going above & beyond raising funds
   • August 2013 was ground breaking but they discovered trees and debris which needed excavating and a large hole, had to add soil
   • Concrete & steel being worked now
   • Electrical and plumbing shortly
   • Plan is to have project completed Fall 2014, occupy January 2015
   • Have raised 1 million dollars, half of that through donors
   • 6.7-7 million total cost
   • Money is coming in from cost savings in other building projects.
   • Students want to hold a fundraiser to raise $5000 for the pizza oven
   • Looking for volunteers to be tour guides
   • Series of donor recognition opportunities (80-100 people)
   • Hook ups for teleconferencing abilities
   • Demo kitchen for visiting Chefs
   • Building to have 3 faculty offices, 2 landscaped gardens, 2 kitchens and a restaurant
   • April 25, 2014 Robert Irvine from TV Show, Dinner Impossible will be a guest performer in a high tech interactive show
   • Reception prior to show for 50 people prior to the performance. Recommended donation $75 per person
   • Remaining dedications, Chocolate kitchen designed by Cindy

10. Open Discussion
    All
    • Would like to put together an Advisory Board for Wine Studies – DiMaggio
    • Looking for a local area to grow grapes

11. Action Items
    • For faculty and culinary to have a conversation with students discussing their participation in an internship for Spring – Gina and Cindy?
    • Develop posters on dates of internships by invitation only - Cindy
    • Approve candidates for internships - Cindy
Early Childhood Education Advisory Minutes

November 1, 2013

ECE Classroom B

Welcome

College of the Canyons

Winter Intersession 2014: Four ECE sections being offered: ECE 116A, ECE 125, ECE 120, ECE 201

- ECE 116A- Last time this class will be offered, transitioning to make the three part class into one class, which will be 3 units and contain all the lab experience.
- ECE 120 and ECE 201 will be Online Courses
- Summer ECE Classes will also be available

Spring 2014- Full ECE Program Offered

- Last time Lab B will be offered
- Final Semester of ECE 175. It will be offered two times during Spring. Transitioning to a new course that will have health, safety and nutrition. A 3 unit class.
- Curriculum classes offered: Art and Literature
- All the current class numbers will be changing to accommodate for the CAP Alignment Program.

CAP Alignment

- Going to offer an 8 course degree
- Going to offer a AS-T Degree: Associates in Science Transfer Degree
- Certificates will be changed to fit the Child Development Permit Matrix without specifying General Education classes
Child Development Training Consortium

Upcoming 2013-2014 Permit Days, Held at Valencia Campus in Classroom A

- Meetings will explain what the permit is, how to fill out the information sheets, when the papers are due, and individual case by case help and evaluation
- Meetings provide an overview of CDTC services and a tour of the website
- 11/13/13, 8 am – 9 am
- 2/21/14, 12:30 pm – 2 pm
- 3/10/14, 11:30 am – 1 pm
- 5/8/14 4:30 pm – 6 pm
- Early turn in date for the Permit Packet due to potential lack of funding
- No Center who attended the meeting required their employees to have a Child Development Permit

Mentor Program

- State funded program that supplements well educated teachers and directors that agree to Mentor new teachers and directors who need guidance or directions
- Mentors can assist for an hour or more depending on the needs, or do in class studies
- The person(s) being mentored do not pay for the services; the Mentors are paid a stipend for their services.
- Three Director Mentors available
- Nineteen Teacher Mentors available

ASPIRE Program

- LA Up program
- This year’s funds have already been assigned
- Next turn in date is June
- Third year the program has been funded
- Program helps teachers by assigning them an Advisor; meeting with them for 15 to 20 hours for the year
- Helps teachers focus on interactions with students
- ASPIRE has a one year minimum commitment
- **Set up an ASPIRE workshop. Send out an email when the new enrollment period is available**
TEACH Program

- TEACH is funded until July 2014
- Offers Guest Speakers to help improve Professional Development
- TEACH is an inclusive program that is open to the community
- Next meeting, Friday November 8, 2013 in ECED B 12:30-1:30

Foster Care Classes

- Classes or seminars/workshops that help advocate for children
- Open to the community and employees
- LGBTQ (Lesbian, Gay, Bisexual, Transgender, Questioning) workshop coming up on Wednesday November 6, 2013 6:30 pm – 8:30 pm

Employment Needs

- More employees needed at Creative Years
  - Full time 3 year old care Assistant
  - Part time Infant/2 year old care Assistant

Open Forum

- ROP (Regional Occupation Program)/CTE (Career Technical Education)
  - Is offering three classes
- There will be a tour for High School students, to see and enroll in COC
## Attendees

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
<th>Attendee Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edel Alonso</td>
<td>COC Counselor / Counseling Dept</td>
<td>yes</td>
</tr>
<tr>
<td>Pete Bellas</td>
<td>COC Dean Economic Development</td>
<td>yes</td>
</tr>
<tr>
<td>Peter Benjamins</td>
<td>City of Los Angeles Information Technology Agency</td>
<td>yes</td>
</tr>
<tr>
<td>Mark Benz</td>
<td>Production Research Group Department Lead</td>
<td>yes</td>
</tr>
<tr>
<td>Gina Bogna</td>
<td>COC Director/Internships and Job Development</td>
<td>yes</td>
</tr>
<tr>
<td>Samuel Bolanos</td>
<td>COC Lab Technician/Computer Networking</td>
<td>yes</td>
</tr>
<tr>
<td>Chris Craig</td>
<td>Production Research Group Account Executive</td>
<td>yes</td>
</tr>
<tr>
<td>*Craig Fox</td>
<td>Instructor/NBC University Technical Svcs Dept</td>
<td>yes</td>
</tr>
<tr>
<td>Donald Gallette</td>
<td>Anheuser-Busch</td>
<td>yes</td>
</tr>
<tr>
<td>Russell Hardine</td>
<td>President Hardine Engineering</td>
<td>yes</td>
</tr>
<tr>
<td>Hakan Hedstrom</td>
<td>Mannkind Corporation</td>
<td></td>
</tr>
<tr>
<td>Lee Hilliard</td>
<td>COC Dept Chair Electrical Systems Technology</td>
<td>yes</td>
</tr>
<tr>
<td>Kristin Houser</td>
<td>COC Dean / Career Technical Education</td>
<td>yes</td>
</tr>
<tr>
<td>Sonia Mesick</td>
<td>Production Research Group H.R. Manager</td>
<td>yes</td>
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<tr>
<td>Donna Murphy</td>
<td>COC Student</td>
<td>yes</td>
</tr>
<tr>
<td>Rick Olsen</td>
<td>COC Systems Administrator Information Technology</td>
<td>yes</td>
</tr>
<tr>
<td>Christopher Page</td>
<td>Intern City of Los Angeles Information Technology Agency</td>
<td>yes</td>
</tr>
<tr>
<td>Amanda Ragan</td>
<td>Production Coordinator Production Research Group</td>
<td>yes</td>
</tr>
<tr>
<td>Tim Ragus</td>
<td>Director Backlot Attractions / NBC Universal Studios</td>
<td>yes</td>
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<tr>
<td>Joseph Schulman</td>
<td>Chief Scientist / Alfred E. Mann Foundation</td>
<td>yes</td>
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<tr>
<td>Scott Sweet</td>
<td>Nexusis</td>
<td>yes</td>
</tr>
<tr>
<td>Robert Wilson</td>
<td>Boston Scientific Neuromodulation Operations Trainer</td>
<td>yes</td>
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<tr>
<td>Nick Albert</td>
<td>City of Los Angeles</td>
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<tr>
<td>Tim Baber</td>
<td>COC Dept Chair Welding Technology</td>
<td>no</td>
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<tr>
<td>Raul Campos</td>
<td>Engineering Group Leader / St. Jude Medical</td>
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<tr>
<td>Irma Elioff</td>
<td>HR Manager SNV/Sugar Foods Corporation</td>
<td>no</td>
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<tr>
<td>Carrie Hall</td>
<td>Mann Medical Research Organization Executive Asst.</td>
<td>no</td>
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<tr>
<td>Matt Jones</td>
<td>IT Systems Administrator Tri-Signal Integration Inc.</td>
<td>Maybe</td>
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<tr>
<td>Bob McKibben</td>
<td>Tri-Signal Integration Inc.</td>
<td>Maybe</td>
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<tr>
<td>Mark Olsen</td>
<td>Production Research Group Operations Manager</td>
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<tr>
<td>Ginette Sanna</td>
<td>CEO / Hamby Corporation</td>
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<td>William S. Hart District / Career Development Coordinator</td>
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Welcome/Introductions – Lunch

Current State of Program

Courses

Lee Hilliard – First semester we offered the 102 class. We might acquire another grant with Tim Baber to offer more robotic type classes. There is money in it for electronic equipment. I need your feedback of what kind of equipment we need that will serve local business.

Schedule – fall 2013
I am requesting 3 classes to offer this fall. The classes are 101 Basic Electronics, 102 Circuit Analysis and 112 -Industrial Robotics. One of the things I wanted was a robot in a cart that we can wheel around to different classes. This would be entertaining for the students and engage them in the program.

Also in the fall I want to offer electrical mechanical systems. I am ordering some Rasberry Pies, Controllers and Alynn Bradley controllers.

The past 2 fall semesters I have taught at Golden Valley to help with as a feeder program. Golden Valley did not have the room to have the class so it wasn’t run this past fall. Kristin Houser and I are going out to Golden Valley High School to see if we can reinstate the program.

Enrollment

Equipment Purchased

Equipment Pursuing – Grant

Suggestions for Addressing Industry Needs

Peter Benjamins (City of LA) - You are the only school that is starting and maintaining an electronics program. The county is having problems finding people who have FCC license. The future is using cell phones for communications. The city of LA is looking at eliminating Data Tech. Police and Fire are building their own groups. I am seeing more industry relying on PCs or Ipads for communication. So job seekers need to know electronics and Data Tech. As the radios are becoming more software controlled the vendors are going to be in a good position. The routers are obsolete in 3 to 4 years. So our job seekers are looking towards working for Motorola or Cisco.

Sonia Mesick (PRG) - We are recruiting all over the country. We are getting people from the theatrical programs at schools. We currently pull from Cerritos College Theater and Citrus in Azusa. We run our internship program for 12 weeks. The professors send us the best of the best. We do have the opportunity to extend the paid internships for up to a year.

Don Gallette (retired, Annheuser-Busch) – If you are going to teach a student you have to start them off with how to turn on a light. Then you move on to electronics then you go to instrumentations and analog signals. You need to teach them from the small stuff to more complicated stuff. They need to know practical applications. I am willing to come to your classrooms and teach what they need to know in order to troubleshoot.

Lee Hilliard – This committee is to drive the directive.
Robert Wilson (Boston Scientific Neuromodulation) – The people that make great assemblers are the ones that prove themselves. When a position opens up they have a basic understanding of what is needed. How are you getting the data from the high schools? Using Raspberry Pies are a great way to engage students.

Pete Bellas – Electro-Mechanical Technicians - We have Fast track programs that are training programs focused on a narrow practical skill set in a matter of weeks or months. A program is being done for Boston Scientific that students attend 40 hours per week. They can receive a certification on J-Standard, inspection or rework. Advantages of this program are that the students are trained to become familiar with what the employer wants and if they don’t like it leave the program. One of the best advantages of the program is that the student is required to show up at 7:30am each day for 7 weeks. That will weed out anyone that really doesn’t want to work. We filter out the job applicants. We do it for CNC operators, assemblers for Bio Med and Aerospace. We are looking at a program for assemblers. You need a combination of electronic skills, motor skills, and hydraulics. It will run for 8 weeks. At the end of the 8 weeks they are ready to be trained in the individual jobs and have the hands on experience necessary to start a job. They will still need to be trained by the company, but they have had some hands on experience. The company can then try them out and see how they work. We do a job fair at the end of the training. You will meet with each of the students for 15 minutes. Then you decide who you want to bring back for a second interview. We will graduate the next group in late May early June. I welcome your feedback. We have time to change curriculum if needed.

Mark Olsen (PRG) – We would like you to come and visit the warehouse. We also have the other end of the business, the live entertainment. We try to create opportunities for our employees to see that the path has a light at the end of the tunnel. We try to show them the career opportunities.

Edel Alonso - Where do classes take place?

Pete Bellas – The classes are either on campus or our Aerospace off site facility (CACT).
Edel Alonso - Who is chosen to teach?

Pete Bellas - We use a combination of faculty and people with industry expertise. We have a couple of people from Boston Scientific. These are typically industry people. These are short term classes that prepare students with hands on experience. Then they are ready to be hired and trained. This is for people that desperately need a job. They will receive a lot of information but in a very short period of time. They usually come back to take the academic classes to really learn what they need after they are hired.

Lee Hilliard-- We do have a robotics class. Sam and I do the welcome week where we bring in the robots to show the students. The grant that Kristin was talking about is a grant to work within the high schools to help create robotic classes.

Peter Benjamins - I will still like you to have oscilloscopes and signal generators. They need to start with the basics. We have developed a protocol analysis in order to repair equipment.

Lee Hilliard – I can see the importance of reverse engineering.

Robert Wilson – We gained a lot of employees through that program; we also lost a lot of them to other companies because HR didn’t have it together to get the interest letters out to the students. What really made the difference for us was having a Boston Scientific employee teach the class. We give the training materials to COC in order to lessen the time it takes us to teach the new hire.

Kristin Houser – We have the ability to customize to your needs and if you have a need for block hiring we can accommodate you.

Mark Olsen - We need to increase our repair department. We are trying to eliminate sending our equipment to Dallas for repairs. We have a surplus of equipment and we are putting together a proposal
to donate the equipment systems. We are resizing the company to put us in a better position. This is a fantastic opportunity for us to contribute.

Lee Hilliard – I am happy to help you with that donation.

Labor Statistics

Local Industry Needs

Entry Level

Where does current pool come from?

3-Year Outlook

Internships

FANUC – Pursuing Becoming a Certified Training Center

Maintenance/Repair

Determine Next Meeting – September 3rd week is best and Tuesday or Wednesday is better for everyone.

Adjournment 1:30pm
Dear committee members:

The Graphic and Multimedia Design Advisory Committee at College of the Canyons performs an important function in determining the program strengths and identifying areas in need of improvement. We are also aware that everyone has a busy schedule and greatly appreciate your contributions. In an effort to address these concerns we will be holding a virtual meeting via an email chain. You can participate by providing information and feedback to the following question and by responding to other committee member’s ideas and suggestions. Please use the "Reply to All" so everyone can read and comment on the responses.

GMD has three questions for the committee.

1) Should Graphic Design students be required to take Web Page Design I?

Course Description: Introduces the fundamental concepts, terminology, techniques and applications of web page design using industry standard software such as Adobe Photoshop. Through application of theory, students will explore the basic principles of interactive design, web graphics, type, color, layout and HTML.

2) What are the five most critical skills related to an entry-level position in web design? We are looking for more technical skills rather than soft skills.

3) Are CMS skills, such as WordPress and Joomla valuable to web developers?

Thank you so much for your continued support and expertise.

Lin Wilde
My expertise is not in the web, but I feel that Web Page Design I should still be required. It seems that Facebook, Twitter, YouTube, etc. have made communicating easier while homogenizing the aesthetics of the web. I think that it is even more important now that students understand that web design is still needed, instead of simply using whatever template options are provided.

I can't really speak to questions 2 or 3.

Mark Daybell
That's helpful, thanks Lin.
Lara Bank
Yes to Number 1. It will probably be their only form of consistent income.

2. HTML, Dreamweaver, CSS, Photoshop website layouts, WordPress CSS modification.

3. Yes to Wordpress, they should also be able to trick out Facebook pages (yes people get paid to do this), they should know how to get video onto YouTube.

Best of luck!
Lara
Hotel & Restaurant Advisory Board Meeting
La Quinta Inns & Suites
October 22, 2013
1:00 pm to 2:00pm

Attendees:
Kevin Anthony  COC Dept Chair/Hotel Restaurant Mgmt.
Zach Bird  General Manager/Holiday Inn Express
Tom Law  Franchisee/Blaze Pizza
*Sue Nevius  General Manager/La Quinta Inns & Suites
Adrienne Platt  Director Human Resources/Hyatt Regency Valencia
Barry Prescott  General Manager/Hyatt Regency
Julie Visner  COC Counselor

*Chairperson

Unable to Attend:
Irene Asinas  Restaurant & Kitchen Mgr/Courtyard by Marriott
David Binkle  COC Culinary Arts Instructor
Gina Bogna  COC Director Internships & Job Development
Steve Eisner  President/CEO Integrated Support Solutions, Inc. (ISSI)
Alissa Elhelou  Sales Department Marriott
Jonathan Hanock  Kitchen Lead Magic Mountain
Kristin Houser  COC Dean Career Technical Education
Kate Kernochan  Group Sales Manager Marriott and Hampton Inn
Pam Malowe  William S. Hart District / Career Development
Kelliann Mc Carty  Catering & SMERF Mgr/Courtyard by Marriott
Doug Russo  General Manager/Holiday Inn Express
Leann Snyder  Director of Catering Hilton
Kim Zimlinghaus  Director of Catering/Convention Svs. Hyatt Regency

1. Welcome  All

2. Introductions  All
   - Welcome Barry Prescott/General Manager Hyatt Regency
   - Barry originally opened Hyatt 15 years ago

3. Role of the Committee – working with Industry representatives gives COC direction with curriculum
4. College of the Canyons Update - Dianne Van Hook is the longest reigning President. Culinary building has broken ground; Dianne Van Hook spearheaded this project. Administrative building currently under construction.

5. CWEE role – ROP Course for students (Regional Occupational Program)

6. Program updates – Kevin Anthony
   a. New class on ethics and decision making proposed in the last advisory committee meeting was rejected by the curriculum committee. Students will be directed to the ethics classes in other disciplines—philosophy and business
   b. Student Transfers – Two students have been accepted into Cal State San Diego’s hospitality program along with University of Denver.
   c. Industry Perspectives – Hospitality industry continues to slowly improve.
   d. Graduates – 12 students a year graduating or transferring to four-year colleges.
   e. Field trips – Kevin took 29 students to Disneyland and the Mount Lowe Hotel. They wrote a reflection paper based on their experience. The purpose of these trips is 1) to teach them the culture of these tourism venues and 2) connect students together.
   f. Team work components - Kevin broke students into teams of 4 and gave them a project to work on together. Teaching them to succeed in this business is a team effort.
   g. Buenos Aires – was rescheduled for January 2015

7. Solicit industry comments on the direction of the industry

   Tom – Encourage students to always do the right thing, even when no one is looking. Accountability means a lot in this type of business. When interviewing for a position in Hotel & Restaurant, find their soul because that is what is very important.

   Kevin – Hotel Industry has changed over the last 5 years.

   Barry – Local food sources versus big industry. Food & Beverage use to lose money; employees are learning how to control costs. Hotel Restaurants have to be self-sufficient, not just a “Name” any longer.

   Adrienne – Human Resources is working hard to find the right people. Servers need to create a respectful distance but keep familiarity with their customer and staff members. Work with staff to be more prepared and aware of “who” is on the premises. College students usually have high
energy and require a large amount of time in training. Suggests students go to different restaurants and see how they can improve processes there.

8. Solicit possible curriculum additions in the future

Tom – create a curriculum that allows students to work not just as an individual but as a team. Being able to apply what they learn versus just learning from a textbook.

Adrienne – create a possible 6 hour class, to include topics such as: harassment, safety, alcohol awareness, food handling & sanitation. Tips training class (5-6 hrs) Possible to train one person on staff that will train other staff members instead of sending individuals to tips training courses. Tom agreed, investing in one staff member to train the rest of the staff, maybe combining that with sanitation and holding in on a weekend, making it an elective.

Kevin – hold a class that teaches POS system

9. Open Comments

Julie – asked what she can take back to her students, Tom replied, be patient, be flexible and work hard. Explain to them it’s a tough job working nights, weekends, Holidays. Be the best at what they do and ALWAYS do the right thing.

Barry – requested students come to the Hyatt to observe and give recommendations on improvements in the food and beverage area.

Kevin – Gives extra credit to his students to journal their work experience which improves their writing skills

Kevin – shares with his students how to succeed in this industry
  - Pay attention to details
  - Be organized
  - Be an excellent communicator

10. Action Items

Kevin – work with Barry on providing students to go to the Hyatt for improvement recommendations, going to try to make this happen in 2-3 weeks.

Kevin – will look into bringing Tips Training Course to the school through Community Education Program
**Attendees:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position and Contact Information</th>
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</thead>
<tbody>
<tr>
<td>Dorothy Minarsch</td>
<td>Department Chair, Architecture and Interior Design, email: <a href="mailto:Dorothy.minarsch@canyons.edu">Dorothy.minarsch@canyons.edu</a></td>
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</tr>
</tbody>
</table>
Objectives:

1. Identify curriculum for sustainable certificate under umbrella of architecture and related paths
2. Which general education courses should be added to the certificate to create a more interdisciplinary path
3. Are there guidelines we can follow
4. How can we be sure to draft the certificate to support veterans
5. Can we include very small unit courses and how should they be organized
6. How small/large should the certificate be to support employment opportunities

Let’s address classes that should be included in the certificate

Jia-Yi-Cheng Levene: English should be considered. We can write a course that teaches technical writing such as memos, grant writing, and proposals. We should include a prerequisite course.

Cohen: What prerequisite course is best?

Levine: English 101

Minarsch: I think English 101 is not necessary. They don’t need to know how to write an essay as a prerequisite for technical writing.

Levine: English 094 works, and we can write English 104 for this certificate.

Oliver: Economics is another important class

Minarsch: No economics for construction. We can write a short unit class for economics.

Cohen: Sociology as well. Soci 205 is a good one

Devlahovich: Environmental Survey course 101 covers a variety of occupations in sustainable development. It’s UC/CSU transferrable too.

Oliver: LEED classes that are more detailed to be included

Hitt-Zuniga: Interior materials is a must for LEED. Include ID 113 for ID students

What do we need to consider in terms of recognition by official agencies?

Cohen: All to line up with USGBC outline

Partida: USGBC can assist in curriculum information. Students need to be involved, finish certificate and USGBC will pay for their LEED GA Accreditation exam (about $300.00 each

Patel: We will provide the book for you to follow: 4 people need to be part of a committee; need a student club; and curriculum
Cohen: I will organize the student club

Minarsch: Let’s go with Minarsch as the chair, Cohen as faculty rep, Levine as the administrator rep and one student, possibly Eric Wagner (confirmed yes for Eric later that day)

**What’s the best way to lay out units?**

Houser: Best to have core courses and multiple electives so students can select courses for their employment objectives. Keep the certificate well under 30 units because we are looking at completion rates closely (state wide)

Minarsch: Ok, will structure with lots of electives

**How many CEUs do designers and architects need to complete yearly or every two years to remain in good standing?**

Krinsky: 18 units per year for AIA in good standing.

Roze Wiebe – 9 CEUs per two years. One hour is the same as 1 CEU. The units must be related to interior design and certified interior designers can apply for credit through [www.CCIDC.org](http://www.CCIDC.org). If COC wants to offer CEU credits they must be approved by CCIDC first.
1. Welcome/Introductions

- Meeting called to order at 12:15pm by Regina Blasberg on behalf of COC Land Surveying Advisory Board Chair David Hobbs.

2. Scheduling of Classes/Enrollments

   - Fall 11 – Surv (Land Surveying) 101 Hybrid, Surv 101 – cancelled due to low enrollment, and 105
     - Regina – Fall 2011 offered three (3) classes: SURV 101 hybrid, SURV 101 onground, and SURV 105.
     - The first day of the onguard SURV 101 there were 22 students on the roster in the morning, then dropped to a count of 18 on our Datatel software system by day end. This was too few students to run the class so it was cancelled.
     - Regina – There are 18 students in Surv 101 Introduction to Land Surveying. Construction Management Technology (CONST) students must take this class. The Math classes are already pushed to get everything in and don’t want to give up the online lecture, one hybrid, and one on-ground lab/lecture.

   - Spring 12 – Surv 101 Hybrid, 110 and 106
     - Regina – We typically offer labs on Fridays. It is difficult to gain access to students currently enrolled in Trigonometry or other math classes as the Math department is not usually agreeable to having students visit their classes.
     - Regina – The construction industry, does not always have a high opinion of surveying.
Gina – I can query our campus Datatel system and contact 102 Trigonometry students to consider enrolling in SURV. Kristin – Do we conduct another “Careers on the Go” option? Regina – “Careers on the Go” was offered last Spring. We could do so again.

• Mark – We have an employee who was a prior Math teacher re-trained in surveying just to see sunlight in their life. Kristin – We should invite that employee as a Guest Speaker to come talk to our SURV classes. Regina – Hiring land surveyors is not happening in our current job market. Carlos – There is so much work to be done, but employee growth does not keep up with demand. The City does not want to hire “old timers”.

• Curt – Los Angeles County hires for the lows and contracts out for the highs. Theresa – I see resurgence in two years. Regina – The City of Los Angeles requires Trigonometry (ok to have taken it in high school), one surveying course, and CAD in order to qualify for an entry level surveying position exam. Our SURV 101 class meets the surveying course requirement. It has been two years since we last offered 110 Computer Aided Drafting for Surveyors. We hope to receive a large enough student enrollment response to offer it Spring 2012.

3. Curriculum

3.1 Course Changes/Updates

• Regina – We still have courses being revised. Our current campus curriculum software system CurricuNet is not functioning.

3.2 Surve103, 104, 105, 106, 110 and 107 still being revised

4. Field Trip – CLSA

• Regina – Mark sponsored an optional student Field Trip to Rancho Camulos in Piru, California for a September 8, 2010 California Land Surveying Associate (CLSA) Meeting for the SURV 101 Introduction to Land Surveying classes. Ron Koester’s SURV 105 Boundary Control and Legal Principles I class was required to attend this meeting. Mark – Willing to sponsor another Field Trip opportunity to one of the CLSA meetings. Gina – Can COC invite Moorpark Community College land surveying students also? How do our students try to procure employment in this field of study?

5. Scholarships

5.1 Local awards?

• CLSA Channel Islands Chapter

• Mark – The deadline is Sept 30, 2011 to get criteria in to procure funds. Jim – Curt usually sends out notices. Regina – The Richard Grunwald Scholarship applies to SURV. We do not have that many SURV students to share this opportunity with. Mark – CLSA posts different scholarships and amounts per school. Regina – Do we go ahead and do this again, process forms, etc.? Mark – Yes. CLSA is looking for serious SURV students.

5.2 CLSA Statewide Scholarship?

• Carlos – ACSM still has about $2,000 in scholarship funds to dispense.

6. Marketing

6.1 College to Career Day – Saturday, August 27, 2011

• Regina – “College to Career Day” worked well this year at the new location in the Dianne Van Hook University Center (UCEN). SURV ended up mentioned in The Signal local newspaper.

• Nancy Duffy – MajorQuest at COC is scheduled for Wednesday, October 19, 2011. Regina – Will be out of town that day attending the California Community College Association for Occupational Education (CCCAOE) Fall 2011 Conference in San Diego October 19-21, 2011. Bob – Is anyone else available to be a presence at MajorQuest in Regina’s absence? Regina – Ron Koester will be there.

7. Equipment/Software

7.1 Laptop and Plotter / Carlson Survey Software

• Regina – Jeff Koerner has been a major help putting the laptop and plotter configurations together. Jim – Do students plot TOPO maps by hand? Regina – No. The students draw the contours by hand and then can compare them to the contours drawn by the computer.

8. Internships

• Mark – Good to have internships at private and public agencies. Regina – We would like to have students visit one Field Trip day at your place of business even if you are not able to offer 60 hours of time for an Internship.

Deleted: since our program math has a different focus. We would like to have the 18 week semester reinstated

Deleted: high school level math

Deleted: for their employees to sit for exams

Deleted: is
### 9. Updates

#### Budget – Status Quo
- Regina – Our SURV program budget remains the same.

#### LSIT Review Course – Community Education
- Regina – Per Ron Koester, seven of his students are involved in the LSIT Review Course. We also have other students in this course who are not SURV students. Kristin – How else can we encourage student growth? Jim – CLSA is a good resource.

### 10. Open Forum

- Gina – Passed around most current COC outreach SURV brochure. Jim – CLSA has a disk of information. Regina – Has some of the CLSA disks already for use.
- Mark – Important to have a COC representative present at the CLSA meetings. Regina – COC also needs a presence at the local chapter meetings. Mark – What about a student Field Trip to Figueroa to see SURV at work? Theresa – There is an 11th floor tour available.
- Carlos – COC should consider student field trips to Elysian Park. Regina – COC will provide liability coverage for student attendees.
- Gina – How about having the City of Los Angeles Department of Public Works/Bureau of Engineering/Survey Division offer a tour of their 201 N. Figueroa Street, Los Angeles offices as part of our “Educators in Industry” events? Adriana Estrada, Special Projects/CTE Community Collaborative (661.362.5006) along with Patrick Backes, COC Academic Affairs Curriculum Coordinator (661.362.5479) both help coordinates the COC “Educators in Industry” events. Kristin – COC has an “Educators in Industry” event scheduled Friday, October 28th. Carlos – Next time we could participate by directing our local educators to the downtown office. There are four other satellite offices to choose from. Theresa – There is always someone at the Figueroa location working on all aspects of land surveying. Curt – Two thirds of employees on the fourth floor at Figueroa Street are mapping technicians, not land surveyors. Los Angeles County pays mapping technicians the same rate of pay.
- Kristin – What other new ideas can we do for outreach purposes? Jim – As a student at Pasadena City College, a Saturday field trip to the VTN Photogrammetry office in Irvine was very beneficial. Regina – Always attempts to share our program efforts in land surveyor related newsletters.
- Mark – We should not always promote Land Surveying as a job only done outdoors. Many Land Surveyors work on CAD and never work outside. Gina – Revisit the COC Land Survey program brochure information to reflect both options. Curt – We can enhance “drafting” as a selling point to draw students to Land Surveying. Regina – Drafting is offered as part of our Engineering program. Curt – The Land Survey industry needs drafters. Regina – Our CAD class was recently rewritten by David Martinez, Department Chair of Engineering. It involves a more mechanical background, i.e. designing parts, etc. Theresa – Drafting skills are needed. Theresa started her higher education as a Math major. After mastering math Theresa wanted to use it in a physical capacity and found land surveying does this. Kristin – Theresa would be a wonderful Guest Speaker option.
- Regina – Trigonometry is not required for SURV 101. Students ask why Math is requested, but not a requirement for the degree? Land Surveying involves right triangle math. Kristin – Students can also take Math through Fast Track, our non-credit intense and quick education path.
- Curt – We are always looking for quality people of good character with some skills. We will teach them to survey.
- Regina – Should we still keep Saturdays as a class schedule option? Mark – Would not be available to assist with any Saturday classes, i.e. Guest Speaker, etc. Regina – Volunteers are not allowed to be Guest Speakers. At this time, class will convene on Saturdays. This discussion will be revisited with Kristin. The preference would be to teach on Fridays. Yasser Issa is the Student Employment and Volunteer Coordinator of our Volunteer Bureau. The website is: http://www.canyons.edu/Offices/VolunteerBureau/ if you have anyone willing to help out. You can also call Yasser directly at 661.362.3438. He can assist you making sure the appropriate documentation is submitted.
- Regina – Mark and/or Curt, would you be interested in working our October 19, 2011 MajorQuest (select your major) event from 11am-2pm on the walkway at our Valencia campus between the A-Building and Student Center? Regina will ask Ron Koester/COC Land Surveyor Adjunct as well. Bob – Will outreach brochures be available? Gina – Yes. Regina – We also have a banner, tripods, etc. that can be set up.

### 11. Determine Next Meeting and Adjournment

- Regina – Next meeting late February, first week of March. Meeting adjourned at 1:19pm
### 1. Welcome and Introductions

- Meeting called to order at 12:02pm by COC Career Technical Education Division Dean Kristin Houser.
- Introductions were made. A Manufacturing Technology Focus Group met in Spring 2010.

<table>
<thead>
<tr>
<th>Attendees</th>
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<tbody>
<tr>
<td>Peter Bellas</td>
<td>Dean Economic Development</td>
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<tr>
<td>Regina Boleberg</td>
<td>Dept Chair COC Engineering Technologies</td>
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<tr>
<td>Gina Bogna</td>
<td>Director COC Job Development</td>
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<tr>
<td>Duval Capozzi</td>
<td>Ops Training Manager, Neuromodulation</td>
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<tr>
<td>Tim Colbert</td>
<td>Account Executive Aerotek Commercial Staffing</td>
</tr>
<tr>
<td>Amy Grant</td>
<td>Director of Corporate Performance</td>
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<tr>
<td>Jim Greco</td>
<td>Director, Operations TT Control Technologies</td>
</tr>
<tr>
<td>Kristin Houser</td>
<td>Division Dean COC Career Technical Education (CTE)</td>
</tr>
<tr>
<td>Gay Hull</td>
<td>Owner United Staffing Services</td>
</tr>
<tr>
<td>Joe Klocko</td>
<td>Director Center for Applied Competitive Technologies (CADC)</td>
</tr>
<tr>
<td>Don Schlotfelt</td>
<td>President Pacific Metal Stampings</td>
</tr>
<tr>
<td>Allan Smith</td>
<td>Owner, President Paragon Precision</td>
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<tr>
<td>Kevin Walsh</td>
<td>Director Employee Training Institute (ETI)</td>
</tr>
<tr>
<td>Renee Ward</td>
<td>Business Development Executive The 4ward Group</td>
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<tr>
<td>Earl Bayless</td>
<td>President and CEO Bayless Engineering</td>
</tr>
<tr>
<td>Claus Boettger</td>
<td>Human Resources Manager Solid Concepts Inc.</td>
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<tr>
<td>Lance Buchanan</td>
<td>Director, Manufacturing Pharmavite LLC</td>
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<tr>
<td>Art Casillas</td>
<td>Human Resources Tmg/Safety Coordinator B &amp; B Manufacturing Co. Inc.</td>
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<td>Rose Chegwin</td>
<td>Human Resources Manager Del West</td>
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<td>Maria DiMeo</td>
<td>Regional HR Business Partner Boston Scientific</td>
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<td>Allen Sumian</td>
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<tr>
<td>Stan Wright</td>
<td>COC Director Cooperative Work Experience Education (CWEE)</td>
</tr>
<tr>
<td>Dennis Ziegler</td>
<td>Manager Aquafine Corporation</td>
</tr>
</tbody>
</table>

### 2. Goal of Industry Advisory Boards; today’s goals

- Acquire information to update, expand, improve quality of CTE programs
- Obtain added support and strengthen relationship between industry and education
- Assist with student recruitment
- Assist with Faculty recruitment
- Assess effectiveness of CTE program
- Assist in long-range CTE program planning

### 3. Brief overview of current for credit manufacturing technology program at COC

- Kristin – Regina has spent time reviewing the Manufacturing (MFGT) curriculum and has scaled it down to the list of related classes handed around. The program has been reduced to seven courses, six of which are offered every semester. Current COC MFGT classes are taught off-campus at Aerospace Dynamics Internation (ADI), 25571 Rye Canyon Road, Valencia. Only two course groupings are offered in Computer Numerically Controlled (CNC) 1 and 2 and Computer Aided Design (CAD)/Computer Automated Manufacturing (CAM) 1 and 2. COC has been offering classes at ADI from 5-10pm, one night per week. We will now offer classes two nights per week for 2-1/2 hours.
- Regina – Classes taken for credit, usually start at the “introductory” level. COC tries to structure curriculum so students are successful taking a class for the first time in their field of interest.
4. Review content of 2 other manufacturing technology programs at other CA community colleges

Based on your near-and mid-term employment needs, and skill sets needed in your company, what should the COC program contain?

- Kristin – We need to look at handouts of the Manufacturing curriculum currently offered at El Camino College in Torrance, California and DeAnza College in Cupertino, California for ideas. Does what these two institutions offer, meet our needs? Pete – Since 2001-03 anywhere from 200-250 students have procured jobs prior to receiving their certificates. Joe – This being the case, how important is an Associate’s Degree? Allan – What about entry-level minimum requirements? Current employees lack Math skills. Regina – COC will work on providing Math classes geared toward MFGT.


- Joe – COC is an open enrollment/open forum for students. Fast Track students are provided specific classes providing training in Levels of 1-7. Students will be capable to take at Level 4 the Work Keys Material Standards test: Work Keys is a job skills assessment system measuring “real world” skills that employers believe are critical to job success. These skills are valuable for any occupation being considered and at any level of education. Recent pre-test scores were at 72% / post-test scores were at 87%. We have found that most students are not able to score above 8th grade math. Fiscal Year 2008-2009 12 students finished the program as Entry Level Machinist / Apprentices. They can then work toward the 5-year CNC Certificate. The 2-year Apprenticeship program needs a student to have achieved an Associate’s Degree first.

- Tim – Employers come to Aerotek Commercial Staffing looking for experienced job seekers. Employers have had to revert to training their own. Allan of Paragon Precision also does this. Employees are hired at entry level with a high school diploma requirement and less. They receive a combination hands on training, and one evening a week of class instruction. Most have difficulty with the complicated math requirement. Access to higher education is needed. Pete – Fast Track can only offer a certain level of curriculum.

- Amy – How does everyone here define a “Machinist”? Tim – We consider a Machinist as an operator, programmer, etc. They do not need Math skills to move forward. An Associate’s Degree is required for their lead personnel up to a Bachelor’s for further promotion.

- Regina – What schedule works for your employees? Jim – Our current business runs twelve hour days comprised of different shifts. We will work classes around their schedules. Usually an employee would need to work a split shift to fit in higher education classes. We do not have time to teach Math to employees. Employees also have the option of choosing one of eight ESL classes through ETI.

- Pete – There are numerous current employees that have been making the same item for the past 25 years. Jim – We have a 36 year old employee who has made the same part for seven years. We would like this employee to consider procuring a degree in upper management. Pete – We need a career path established with the local high schools.

- Don – Employees with Pacific Metal Stamping need to know blueprint reading and basic shop Math. If you mention Trigonometry, employees panic. They need to be at a level above “Blacksmith”. CNC classes should be required after blueprint reading. Regina – Are there different types/levels of blueprint reading? Do you use the ASME Y14 Dimensioning, Tolerancing and Engineering Drawing Practices series of engineering drawings? Jim – For the Machinists, blueprints are the same. Duval – To fit the needs of Boston Scientific, we need the basics taught. We teach our employees whatever else is needed. Jim – At ITT Control Technologies we use Geometric Dimensioning and Tolerancing (GD&T) for our engineering drawings and computer generated three-dimensional solid models. Don – We still need offered blueprint reading.

- Kevin – Fast Track does not have “credit” curriculum requirements. We offer 14 modules of Precision Assembly and would like to see curriculum review match some of our requirements.

- Allan – You cannot be a Machinist without knowing how to run machinery safely.

5. Update on Fast Track training programs for CNC Machinists and Precision Assemblers

- Joe – The COC Center for Applied Competitive Technologies (CACT) Fast Track Institute offers non-credit fast-paced, intensive, job preparation programs for job seekers, mid-career professionals, recent high school graduates and other community members looking for an opportunity to jumpstart their career. Fast Track offers a short-term 280 hour CNC Machinist Training and a 250 hour Precision Assembly course.

- Joe – Recently used Regina’s Towsley Hall 128 for a two week Friday class. At the following website http://www.canyonsecondev.org/cactOverview.shtml you will find our PowerPoint “Welcome to Fast Track” providing a 7wk 40hr/wk = 280hr course. Enrolled students have homework each evening. Fast Track has trained experts in their field of study; teach their classes, i.e. CNC Machinist Training, Precision Assembly, etc.

- Renée – How many students do you have in these classes? Joe – We started with 14 and dropped to 12 students. At Aerospace Dynamics International, Inc. (ADI), 25540 Rye Canyon Road, Valencia, CA 91355 where classes are taught, we have 4 machine work stations on the floor. Joe – We need to provide instruction on Five Axis CNC machining which refers to the ability of the CNC machine to perform movement about five different axis simultaneously. Allan – Five Axis is different than what you would find in any other industry setting. We had four different Programmers who were unsuccessful using Five Axis.

- Amy – Who pays for being able to offer your classes and their location? Peter – We currently have a grant that help fund these programs. Kristin – At some point, this funding will cease to exist. Joe – There are currently two more grant options we participating in. We want to tie them into the developing concepts of a student carrying six units, take credit-by-exam and test out of certain classes.

6. Determine the best approach to assuring that COC provides relevant programs focused on educating and training your company’s future

- Peter – Economic Development is working on offering an Aerospace program.

- Regina – An Associate’s Degree takes approximately two years requiring 60 units of full-time classroom study of 1-2 core classes at a time. Wages offered at the end of two years of higher education are still low. This is a hard sale. Students do not see “upper
management" as their future graduating to procure entry level jobs. Along with these statistics, students do not want to take the General Education (GE) courses that go with the degree requirement. Kristin – COC could offer a certificate as an option.

- Don – It is easier for an employee to move up in a small business if they have a degree.
- Kristin – What GE soft skills should COC offer toward an Associate’s Degree? Kevin – We would like to see succession planning to develop leadership skills. Allan – Our employees have no idea how to organize a meeting or do the work necessary to become management. They just have technical skills. Jim - ITT Control Technologies offers training by having each team member organize meetings. Amy – Great idea in providing reflective listening, giving direction, etc. Joe – How about soft skills for Business? Highlight the different pedagogical soft skills for managers and leaders in creative thinking, dealing with people issues, coaching for performance, etc. Gina – This could be a one unit class. Kevin – Can we offer this customized for each program?
- Regina/Gina – We recommend Public Speaking as a GE class. Regina – Requires her students to participate in what our campus Career Services offers students looking for employment. This includes writing skill assignments. Career Services does not incorporate much in the way of public speaking skills better served experienced in a classroom environment. Our instructors need to be able to teach our students soft skills.

7. Wrap-up

- Joe – Fast Track offers their next session May 16-20, 2011.
- Allan – How do we reach out to the local small companies for student prospects? Kristin – I conducted research by driving around local business parks to gather up small business titles.
- Kevin passed around a May 3, 2011 “Enterprise Zone” update: “The Santa Clarita Valley Enterprise Zone received conditional designation in late 2010 from the State of California. This new zone replaces the City of Santa Clarita Enterprise Zone with one that encompasses the commercial and industrial zoned areas within the entire Santa Clarita Valley including land within the City of Santa Clarita and unincorporated Los Angeles County. To date, the Santa Clarita Valley Enterprise Zone remains in conditional designation status and may issue vouchers only within the limits of the previously existing City of Santa Clarita Enterprise Zone. All three of the new zones approved during the Fall 2011 application process are awaiting final designation. The Governor’s January proposal to eliminate or modify the Enterprise Zone program has temporarily stalled the approval process for these three new Zones. Once the conditional designation status is lifted, the Santa Clarita Valley Enterprise Zone may issue vouchers for the entire Santa Clarita Valley allowing thousands of businesses to take advantage of the lucrative tax savings program. For more information, please call 661-286-4017 or visit our website at www.SantaClaritaValleyEZ.com.”
- Meeting adjourned at 1:22PM.
Paralegal Studies Advisory Board Meeting Minutes  
Tuesday, September 14, 2010, 6:00 PM  
Private Dining Room #2

Attendees:   Robert Drescher   Katie McGill-Gartner  
Sandra Hernandez   Terry Ng  
Kurt Huffman   Elizabeth Pace  
Kevin Kistler   Richard Patterson  
Nicole Lucy   Patty Robinson

Absent:   Kai Ellis   Jonathan LaFrance  
Kim Gundlach   Steve McKee  
Jeff Hacker   Art McKeon  
Lea Lawrence   Anna Pembedjian  
Brian Koegle   Rhonda Reid  
Thomas Kukura   Stan Wright

I.   Call to Order

Mr. Robert Drescher called the meeting to order at 6:10 PM.

II.   Approval of Last Meeting’s Minutes

Mr. Drescher asked if those present were able to review the minutes from the last meeting which was held March 9, 2010. The following corrections were noted:

- Under III. New Business, ABA Site Visit: The number of recommendations needs to be changed from 16 to 11.
- Under Attendees: Katie McGill-Gardner should be Katie McGill-Gartner
- Under Absent: Add Elizabeth Pace
- Under IV. Old Business, Student Membership/Involvement in SCV Bar: $10 fee needs to be changed to $20.

Mr. Dresher also asked that individuals making the motion for approval of the minutes, and those that second the motion, be identified. Mr. Dresher asked for a motion to approve the minutes. Motion was made by Elizabeth Pace to approve the corrected minutes; motion was seconded by Terry Ng. Minutes were unanimously approved.

III.   New/On-Going Business

a. ABA Recommendations –The Site Visit document, Conclusions and Suggestions, was provided for review and discussion. Some items were stressed, which are listed here. Under Item 1, the Paralegal Hybrid format class in summer will not need approval from the ABA.
Item 2, Advisory Committee attendance, was stressed. The Advisory Board meets twice a year. Nicole will prepare a bullet point list to remind participants about involvement. Item 6, student’s work emphasizing paralegal skills and competencies, were tied in with the “Real World Sheet” that was distributed for review. This helps Nicole to determine what it is the students need to be prepared for in entry-level positions. Nicole stated that 100% attorneys are teaching Tort Law. One paralegal will be teaching in the spring.

Mr. Drescher asked about the application process and adjunct instructors. Nicole stated that the department is always looking for a pool of individuals to teach. It is required that applicants hold a JD/are an attorney or are a Paralegal with degree and five years of experience. Those interested are encouraged to apply online at the Human Resources District Office.

Under Item 7, opportunities for Adjunct instructors, under Applied Perkins Grant, $10,000 – “Writing Across the Curriculum”, “Collaborative Teaching”, and “Technology in the Classroom” will be offered for adjuncts to attend. $100 will be paid to each faculty member who attends with $500 being paid to the presenter. One of the presenters teaches at West LA College. These workshops will be held on Saturdays in November and December. Question asked if advisory members may attend and is there a liability issue? Nicole will send the info to Patty and Patty will find out if it is possible.

One College of the Canyons adjunct instructor, Susan Gilbert, who teaches in both the Paralegal Department and in the Business Department, applied to participate in the Associate Program held on campus. This is a year-long program which holds seminars and workshops on Saturdays and was developed 16 years ago. It is an award-winning program which is geared to assist teaching ability. Once the program is completed, the adjunct instructor earns salary advancement.

Item 9, Program Literature, an example of the Paralegal Studies Program brochure was distributed so members could review to see that program goals are listed.

At this time in the meeting, Mr. Drescher announced that Mr. Patterson would be calling in on Mr. Drescher’s phone to participate in tonight’s meeting.

Continuing with the item review, Item 11, mention of Bankruptcy was made and that if offered, texts, forms, manuals are to be gathered. This class will be offered as an elective course and training could be provided on E-file.

Ms. Pace asked about Item 4, hourly requirements, and the definition of that. Nicole said that an instructor’s syllabus is detailed with what is required. There needs to be consistency in class hours. For a 3-unit class, it is required that it meets for 150 minutes, which equates to 180 minutes with a 10 minute break.

b. **Budget Issues** – Patty Robinson stated that the budget situation is reflected in the reduced number of sections being offered this semester and this will continue for several more. On October 15, we need to send college budget forward even if the State does not. The college is being very careful with spending. The budget situation has caused reduction in Adult Hourly positions. The Paralegal Department will receive the
same amount as it has received. Nicole added that she was able to receive a flat rate with Westlaw for Library, which will save $7,000. Question was asked if the budget picture will cause stumbling blocks, per ABA. Nicole said, no; we can still meet the recommendation on the 11 items.

At this time, Mr. Richard Patterson was able to participate in the meeting via conference call. Mr. Dresher filled in Mr. Patterson with the items that were discussed to this point and will fax document to him.

c. **Enrollment** – Kevin Kistler discussed document that graphed the enrollment trend in Paralegal over the last 5½ years, indicating number of classes offered and students enrolled. There has been steady growth; with only two places where there was cut back on number of students and growth. Question asked if this was a result of student-instructor ratio. Did it affect student success? Kevin will check on this and he will have the information at the next meeting. Nicole stated that in her classes, students self-cut.

d. **Focus Group** – Nicole asked the members to think of those who may be interested in participating in this. The ABA likes it as it involves the public sector, attorneys, firms, etc. Perhaps one the Paralegal graduates could participate. Mr. Patterson thought he would ask one of the attorneys from his office if they would be interested in being part of the focus group. Ms. Pace how long is participation required and Nicole said it meets once a year. It would be beneficial if a participant included someone who employed one of our graduates or has an intern from the college. Ms. Ng asked when would it meet and Nicole said that the group would meet in November in the evening. Typically a focus group consists of seven members. As Advisory members cannot be part of the focus group, it is helpful that they complete the survey that was available to offer their feedback.

e. **What Do Paralegals Do/Real World Projects** – Nicole asked that members reflect back to Recommendation #6 from the ABA and asked if you have paralegals working for you, to please complete the Real-World Paralegal Projects and Assignments form and return it to Nicole. Your responses provide valuable help.

**IV. Old Business**

a. **Student Membership/Involvement in SCV Bar** – Katie McGill-Gardner restarted student membership participation. October 1 or 2, there will be an event in need of volunteers. Please contact Sam Price at 661-290-2991. Brian Koegle would have been present for tonight’s meeting, but he was at a prior commitment at San Fernando Bar Association.

b. **Internships/Jobs for Students/Graduates** – In terms of graduates, we are doing okay, but it is still a struggle to find internships. Nicole will work with San Fernando Valley Board. It was suggested that there be a check list of responsibilities for the employer to see; such as is supervision required? Referred back to the “What Do Paralegals Do” form so employers could see what paralegals can do that are time saving and money saving. Need to promote paralegal utilization and how they can make money for you. This will be brought up to the next president, Paulette, to present to the Bar Association. More outreach needed in San Fernando Valley, Antelope Valley and Santa Clarita Valley area before reaching out to the Los Angeles area.
V. **Open Forum** – No items were brought forth for discussion.

VI. **Calendar Fall Meeting Date**
After consulting with the Board, Mr. Drescher said that the next meeting of the Advisory Board will be **Tuesday, March 22, 2011, 6:00 pm**, at College of the Canyons, Valencia campus, PDR 2. Mr. Patterson was thanked for participating in today’s meeting via conference call.

VII. **Adjournment** – Mr. Drescher adjourned the meeting at 6:50 pm.
Minutes
Plumbing Technology
Advisory Board Meeting
Tuesday April 9th, 2013
College of the Canyons
Canyon Country Campus Room 701

Attendees
Steve Barlog Northside Plumbing
Gina Bogna Director/ COC Internships and Job Development
Dale Heys Owner, Heys Plumbing
Kristin Houser COC Dean/Career Technical Education
Peter Parrish Dept Chair/Alternative Energy
Jamie Rudolph D & D Plumbing
Dutch Rudolph Owner D&D Plumber COC Adjunct Faculty
Liz Shaker COC Counselor
Wayne Webb City of Santa Clarita
*Denotes Chairperson

Unable to Attend
Pam Malowe William S. Hart District / Career Development
Vern Allen Allen Plumbing
Tom Bishop President Magnum Plumbing
Kurt Bohmer President/Kurt Bohmer Plumbing Inc.
Bill Bread City of Santa Clarita
Bill Farrow Bill Farrow Plumbing
Peggy Hall Executive VP PHCC of California
Todd Hall Hallway Plumbing
Mark Hellmuth MJ Hellmuth Plumbing
John Heys Owner, Heys Plumbing
Robby Kennedy President/Kennco Plumbing Inc
*Ray Thornton ROP Saugus HS Plumbing
Kirk Stinson Owner/President, Plumbing by Kirk
Ryan Theule Dean Canyon Country Campus
Tracy Threlfall Director/Apprenticeship Trng PHCC GSA Trng Facility
Mark Veltre COC Lab Technician/Alternative Energy & Transportation Technology

Attendees
1. Welcome and Introductions Ray Thornton Chairperson

2. What have we accomplished Kristin Hourser CTE Dean
   This has been a great core group.

3. Action Items
   • Forklift delivery – Peter Parrish – Bought one for plumbing, auto and solar.
   • Free product from Ferguson – Jamie Rudolph – We have fixtures and Product available – Jamie will make arrangements to pick up and get to the campus.
   • Workflow plan to Jamie - Gina Bogna -
• Approval of classes – Peter Parrish – 3 new classes took about a year to get done. Each one has a LAB.
  • Principals & Practices
  • Instructions Practices
  • Plumbing Services and Repairs

We now have customer services classes through our business department.
Dutch Rudolph – I am setting up models for the students to work from Kitchen and Bathrooms.
Kristin Houser – We have two certificates one in new construction and one in residential. Our local community has approved it. Now we need the Region consortium to approve it and then we send it to the Chancellor’s office for final approval. Then we can formally offer it. Realistically we won’t get this done until the spring 2014. We cannot advertise until it is approved.

Peter Parrish – We are requiring them to take 2 units of the business courses. This increases the certificate units to 18. This will help with financial aid for the Veterans.

• Materials for Marketing – Ray Thornton
  Peter Parrish - We want to put together on of the CD brochures. We have plenty of money for marketing. We can get the brochures done in 2 months. Kristin Houser - We would market is at it is now. Then we will refer people to the web site and put a footnote on the brochure that the certification is pending.
  Gina Bogna – Put everything on one brochure. We need to run it by PIO before getting out to the students at the ROP classes in high school.
  Jamie Rudolph – Ray is clearing it at Saugus High School ROP class to set up a day for COC outreach before May 9th. His classroom is D1 on the Saugus Campus. We need Gina Bogna or Kari Sofia to talk about the internships that are available and Peter to talk about the solar program. Dutch will talk about the college and the plumbing program. Let’s keep this broad and talk about the different programs that are available. Ray would like everyone to come at the beginning of class on Tuesday and Thursday before 3pm to 6pm. Once class starts he does a little instruction then the students go out back and work on the mock ups. They are big on hands on work.
  Gina Bogna – Do we have articulation with the high schools to have them complete a college course such as plumbing 060? This way they could start completing college courses while in high school. The articulation starts with the instructors then Kristin would work on it. Kristin will talk to academic affairs to get it going.

• Get more industry involved – Wayne Webb
  Wayne Webb – We have a small bulletin board and you can put out flyers. You can also send me information to put on our web. Gina Bogna - Can we bring plastic CD brochures and bring it to your office. Wayne - Bring it to room 140 on the first floor.
  College to Career Day –October 2012 - Liz Shaker - We do this with the Hart District – We had over 2000 people attend. We are having another one in October of 2013. A majority of CTE programs were out there and they had hands on work stations. It was a great success. Kristin Houser – This is a great opportunity for the Plumbing program to present what they do. We could have them to do some kind of plumbing mock up for them to experience. It is supported by a community collaborative grant that pays for buses to bring the kids. It takes place on a Saturday. Gina Bogna – Can we purchase something that is mobile with demo equipment?
Liz Shaker – Use some of the money to bring buses to CCC to have the students. We could also do an open house like Welding is doing on May 21st at the COC campus. Kristin Houser - Send out invites to Welding Open House.

- Include more items on City Web Site – Wayne Web – I have not gotten anything done yet. They are in the process of redesign. We should be able to do a link to COC. City briefs can be put on the web site. Jamie Rudolph – Kristin and I can put together an article or a flyer for city briefs. Brenda Kealing to send Wayne Webb the link to the CTE website.

4. Review of Curriculum

Peter Parrish - We have an IRDC grant that is going to fund a number of things. We are looking at mini courses to fill the need. Identify leading edge technology in the plumbing field that people could get trained on. Corrugated stainless steal gas pipe is one example this is flexible and code compliant pipe. Manufacturer rep the owners at Valencia Pipe have offered to supply us with everything they need to do this course. Most manufactures require that you get a certificate in the use of their products. Jamie Rudolph – There is a lot of companies that will do this for us, it is just a matter of getting everyone together. Peter Parrish - Rating the technology form was sent out to everyone and the highest ranking was natural gas, propane sizing installing natural gas systems, back flow, recirculating systems and ADA. This is for owners and current employees. These would be for anyone that would want to come and it would be profitable for the program. This is continuing Education for the workforce in plumbing. One workshop a day and it would be hands on and on a Saturday 4 to 6 hours. This would be a fast track class and we work with the Economic Development Group. Jamie Rudolph – The only people that will be paid is the teachers. Manufacturing reps will not be paid by us. This would promote the program and bring in funds. We can also market it at Loews or Home Depot to homeowners. Wayne Webb – Some of the biggest problems I have with commercial buildings is that no one knows energy code requirements section 111. Seismic piping instillation is another area that needs to be looked at for the program.

5. Equipment and Supplies Needed

Peter Parrish – If we need equipment or supplies. We have plenty of money to get the supplies. We could go to a vendor have them build it we can pay for a finished product. We do not have the funds to pay for employees to build products. Dutch Rudolph – I don’t know if they put down new base. I wanted to build a 2 by 4 platform. We can build the walls on top of that and we tear them out every time we do it and the students could do that. Kristin Houser – We need to go on a field trip to other plumbing programs to see what they are doing. Santa Barbara has a construction program that already has things built. Peter your roof and solar system is a perfect example. I will identify some of the schools and maybe Peter and Dutch can go with me to investigate it.

Jamie Rudolph – Dutch and I are going to spend sometime in the lab and decide what we need to order. Kristin Houser - We need to prioritize what we need. We have $59,000 in the grant that we need to spend before the end of June. We have a district budget that needs for forced costs. We have to think about all three lab classes coming and what the priority is for supplies. We have to have it delivered by end of June.

6. Grants

Kristin Houser – It is spelled out in the grant. We were going to order Northside tank less water heaters, Milwaukee right angle drills, Propress tools, 3 legged steal benches, Propress fitting sets, and fitting timers it goes on and on. Peter can get a list to Jamie.
Jamie Rudolph – Since you forwarded the email from Jack Irwin. We have been talking and he wants to get together with Dutch and adjunct faculty to talk about the issues he is having with the students. Maybe we could get him to the ROP visit.

7. Internships and Job Placement
   Gina Bogna – Will follow up on the brochures to get them done for plumbing.

8. Promoting the Program
   Peter Parrish
   • Careers on the Go – next semester

9. SLOs
   Peter Parrish

10. Next advisory meeting
    Late September
    Peter Parrish

11. Adjournment
    6:45pm
    Ray Thornton

Action Items

• Jamie Rudolph – Kristin and I can put together an article or a flyer for city briefs.
• Kristin will identify some of the schools that have plumbing programs and mock up areas that Peter, Dutch and I can visit to investigate it.
• Jack Irwin and Jamie have been talking and he wants to get together with Dutch and adjunct faculty to talk about the issues he is having with the students. Maybe we could get him to the ROP visit.
• Gina Bogna – Will follow up on the brochures to get them done for plumbing.
• Peter can get a list of supplies and equipment to Jamie
• Jamie will make arrangements to pick up fixtures from Ferguson and get to the campus.
• Ray is clearing it at Saugus High School ROP class to set up a day for COC outreach before May 9th. His classroom is D1 on the Saugus Campus. We need Gina Bogna or Kari Sofia to talk about the internships that are available and Peter to talk about the solar program. Dutch will talk about the college and the plumbing program.
• Kristin will talk to academic affairs to get the articulation going for plumbing 060.
• Jamie Rudolph – Dutch and I are going to spend sometime in the lab and decide what we need to order. We will organize what we can get for free and what we need to order. We have to think about all three lab classes coming up and what the priority is for supplies. We have to have it delivered by end of June. Kristin Houser – It is spelled out in the grant. We were going to order Northside tank less water heaters, Milwaukee right angle drills, Propress tools, 3 legged steal benches, Propress fitting sets, and fitting timers it goes on and on. Peter can get a list to Jamie?
ASL Interpreter Training Program Advisory Board Meeting

Friday, April 15, 2011

Minutes

• Meeting called to order by Deborah Sison at 10:00AM

• Attendance: Deborah Sison, Jayne Calucag, Maisha Franklin, Patty Ivankovic, Kerry Brown, Liz Shaker, Hope Simon, Michael McMahan.

• Two interpreters were present for the entire meeting.

• Topics of Discussion:

  (1) Introduction of members.
  (2) Brief history of the ITP from 2005 -2011.
  (3) Dissemination of program materials – double-sided handout.
  (4) Program is reported to be healthy. The economy has limited additional course offerings. Courses are in demand at all levels of SIGN.
  (5) The future of the program looks positive. Classes are in high demand. Students are engaged within the classroom as well as in extracurricular activities both on and off campus.
  (6) Discussion regarding grants, additional funding opportunities, and student (post graduating bridging opportunities) discussed. According to Hope Simon the economy has made a negative impact on many options. Discussion regarding Sorenson Video Relay intern/GAP opportunities have been tabled for now until the economy improves. Committee members will explore other options.
  (7) Future meeting date Fall 2011 – November 18.

• Conclusion/adjournment by Deborah Sison at 12:00 PM
Solar Advisory Board Meeting
Agenda
April 17, 2013
5:00PM - 6:30PM
College of the Canyons, Valencia Campus, Mentry Hall 246

Attended:
- Charles Cherubin, Student College of the Canyons
- Steve Factor, Technical Sales Mgr SolarCity
- Mark Figearo, CEO and Co-Owner Green Convergence
- Kristin Houser, COC Dean/Career Technical Education
- Richard Iadevaia, Adjunct Instructor College of the Canyons
- Jesse Marez, Director Eco Point Energy Services
- Hue Trieu, Manager Solar Warehouse
- Wayne Webb, Assistant Engineer City of Santa Clarita

Unable to Attend:
- Gina Bogna, COC Director Internships and Job Development
- Ignacio Corral, Manager Professional Solar Products
- Jason Crosby, Perma City
- Joel Davidson
- Bruce Delling, Southern California Edison
- Dave Donaldson, Green Energy Consultant / Go Green Solar
- Bob Ellis, President & Genl Mgr Environmental Solar Design Inc.
- Elizabeth Foote, Southern California Gas Company
- Philippe Hartley, General Manager / Phat Energy
- Brian Hurd, CEO Hands On Solar Inc.
- Brian King, COC Solar Energy Associate
- Tom King
- Pam Malowe, William S. Hart District / Career Development Coordinator
- Roy Mizany, General Manager / Solar Depot
- Ron Mulick, President Solartronics Inc.
- Peter Parrish, COC Dept Chair Alternative Energy
- Deep Patel, Go Green Solar
- Jeffery Richardson, Imani Energy
- Liz Shaker, Counselor College of the Canyons
- Laura Shockley, Southern California Edison
- Gabrielle Temple, NSF CREATE Project Manager
- Ryan Theule, Dean Canyon Country Campus
- Mark Veltre, COC Lab Technician/Alternative Energy Technology
- Serge Adamian, Owner Sun Chiller
- Kathy Alfano, Director NSF / CREATE Program
Welcome and introductions

Mark Figearo, Chair

Update on classes - Schedule – Certificates - Math

Kristin Houser

Kristin Houser - There are 23 students that have completed the classes and are ready for certification. But only 5 have applied for the certificate.

Richard Iadevaia – I will bring certificate request applications to class.

Kristin Houser – We have a great deal of students that lack the math that is needed. We now have a special math class for the CTE classes such as Welding, Solar and Construction Management. It is called manufacturing 090. It is up to the chairs if they want to include it as a recommended class or a required class.

Sales & Marketing

Kristin Houser - Peter wrote a class on Solar Sales, Marketing, CRM, initial customer qualification, estimate, site survey, utility connection rebate, sales contract and owner’s manual. Course relies heavily on Cloud computing tools. It is written but it has not gone through our steps yet. If you think this is a good class we can move forward. What other business skills would be good? We could pull from other areas such as CAD. We need to get this certificate up to 18 units. If we can achieve that, then we can reach out to our veterans and financial aid population and the classes are paid for by the government.

Mark Figearo – We have plenty of programs for installers and we need more programs for sales. We have great sales people that come from real estate and other areas and have no clue about solar. They need training in content. We need to train designers and sellers.

Wayne Webb – It would be very beneficial for the industry. They need to be computer proficient in Word, Excel, and power point. They need the soft skills foundations.

Mark Figearo – A good salesman is getting rejected 60% of the time. Now we have drop box and more programs. This industry needs to go professional.

Kristin Houser – Along the lines of soft skills, we just updated the plumbing certificate and included more classes in soft skills to increase the requirements. We now have 10 classes on customer service that include communications, leadership and teamwork. I will send out the information to everyone.

Mark Figearo – We could do a Saturday Class or event that would bring people into the industry.

Kristin Houser – Careers on the Go is a great opportunity to bring people into our school to hear professional speakers about different careers. We market to people with undeclared majors, work source people and special groups like veterans. Career Coaches are presenting High School kids and they are joining us. The turnout has been good.

Instructors

Kristin Houser – Richard has come on board to help us. Peter has resigned and he will be around till the end of the semester. We are going forward with adjuncts at this point. We are going to need more adjunct help. I will need to be more dependent on you guys for direction and instructors. We have well equipped labs so we are fine in that area.

NABCEP testing

Kristin Houser - We have not finished the NABCEP testing program yet. I am hoping that we will be able to offer the testing in the near future. This is entry level testing. We have people that are ready to take the exam. We just need to get it off the ground.

Richard Iadevaia – I can help with testing. I can protector the test. These 22 people that have finished the course work are eligible to sit for the exam. I mentioned the exam to my students today and they are interested.

Kristin Houser – I need to get higher level buy off to sign the contract.
Fitting the curriculum to needs of Industry...what is needed now?

Mark Figearo - Is thermal really needed versus PV?
Wayne Webb – I have seen only 4 requests for Thermal permits in the last 6 years.
Mark Figearo – Unless there is a turnover of the natural gas prices, I do not see anyone turning to thermal. Electricity is far more valuable than thermal. The roof space is better used with PV and saves the customer far more money than natural gas costs.
Richard Iadevaia – The department of energy just stepped back from providing incentives for solar thermal. Maybe the state is still offering it, but the Federal Government has stepped away from it.
Wayne Webb – The new California Codes are requiring new buildings to be net energy efficient in 2020.
Mark Figearo – We are building a building right next door to show the difference in savings when you use LED lighting and Solar.
Wayne Webb – You need curriculum on renewable energy.
Kristin Houser – There is a new sustainability certificate working through the school. It is bringing in sustainability, Sociology, and another half dozen disciplines. They may have some classes that would fit into this certificate.
Jesse Marez – The students need to get LED certified even if it is green LED Certificates. The energy companies are going to go away.

Update on Department of Energy grant

Kristin Houser

What jobs are hot now, or will be in next year?

Mark Figearo, all
Kristin Houser – Should we bring in other sectors of our programs to Solar, such as construction management?
Steve Factor – We could use project management.
Jesse Marez – Project Management and Construction Management are very important. There is an organization that would come and do an event; they will go through the whole process. When you are looking at construction you are looking at modernization too. If they can’t pass a math class, we are in trouble.
Mark Figearo - This work is going to larger companies. We did 25 installs in December. There are so many things that can fall through the cracks in a solar project. So project management is essential. We need people who can put systems in place to make sure things run smoothly. We need to open up the course so that people understand it is not just installation. This is for sales, installation and project management. Every one of these jobs needs that fundamental education to do it right.
Kristin Houser - I would like to draft a couple of program changes and have you look at them. I will work on it over the summer. We can look at it at the next meeting. The customer service classes start in the fall.

Open Forum

Richard Iadevaia – Do you feel that licensed electricians are still needed for installations?
Steve Factor – Absolutely the need is going to increase.
Wayne Webb – The code has changed and we will not give permits to personal homeowner installers. OSIA 10 and 30 is necessary classes to become installers. C10 is going to get there permits whether they know how to install solar or not. They will use their license to make money.
Mark Figearo – Solar is a construction, electrical and roofing project. We need best practices classes to learn about what is the right thing to do, not just how to do it.
Wayne Webb – I am looking to hire someone just to do the solar inspections.
Jesse Marez - Do we have classes that cover the NEC? We need classes that cover 690 and 705. If they don’t have these classes they won’t be able to pass the NEC.
Kristine Houser – It should be in the PV curriculum.
Kristin Houser - We need to drop the thermal class. Maybe we can move it over to the plumbing program and offer it there. Maybe remove it from the requirements on the solar side.
We should cover codes, NEC, maintenance of the system. We have 5 customer service classes to pull from, internships, CAD, finance and computer technology (Word and Excel).
Jesse Marez – You need to focus on customer service.

Adjourned 6:33pm

Next Meeting Date - First two weeks on October.

**Action Items:**
Richard Iadevaia – I will bring certificate request applications to class.
Kristin Houser - I will send out the information to everyone about the customer service classes.
Richard Iadevaia – I can help with testing. I can protector the test.
Kristin Houser - I would like to draft a couple of program changes and have you take a look at it. I will do this over the summer.
Attendees: Mike Alvord, Steve McLean, Carl Puckett, Brian Folsom, Lindsey Kontra, Ryan Theule, Chris Perez, Regina Blasberg, Kristin Houser, Gina Bogna, Suresh Radhakrishnan

See attached agenda

Scheduling of Classes/Enrollment: Increased offerings Fall 2013, to 4 sections. Historically students haven’t done well in online classes, so focus is being placed on making the online learning environment more student friendly. Running a pilot this fall with TelePresence in two sections of Water 020. The TelePresence connects the on ground and online learners and provides a better experience for the students. Everything in the classroom is captured, captioned, and archived for viewing at any time. The goal is to have all our classes be offered online and on ground at the same time, to accommodate far flung students. See the agenda for a listing of current fall classes and tentative classes for spring. There are 21 units in the certificate so trying to get all 7 courses offered every year. There are 5 core courses required (15 units), and the last 6 units are their choice. We will be adding 2 wastewater classes as a third option for the last 6 units. In the online classes, a welcome letter goes to the students before class, and Mike has expanded his syllabus to provide more detail and support for those students.

Getting students to use COC email is still an issue. Ryan will send instructors handouts on how to forward COC email to their personal email.

TelePresence update: There is now a big TV in the back of the classroom where Mike sees what the students see and he is also able to see any of the students who are joining using a web cam. The instructor is able to show both the board and any PowerPoint, etc. So far we’ve only had one online student using the system and present at a time. Cisco not compatible with Windows 8 and 1 student who wanted to do it can’t. In spring we will promote the use of the Telepresence system in the class schedule so online students can see all the date options. Work in progress, but lots of potential. Good feedback from students. Now piggybacking on a Cisco server out of Oklahoma. System is very expensive. Several hundred thousand dollars to set up bridges and server. Trying to find a way to do it thru CA services that are free and already available.

Conversation about aesthetics on TV presence – lighting, sound and room placement are key in producing a streaming presence to keep student attention. Regina indicated we have just touched the surface on this topic.

New Funding from South Central Regional Consortium (CA Community Colleges Chancellor’s Office)

Proposing to create 4 new videos with funding: dead end flushing, valve exercising, colilert analysis, multiple tube fermentation analysis. First two are distribution and second two are treatment related. Using MudTurtle Productions to do videos and he does a great job. The new quote is about $3000 per
video. Goal to get scripts done in Nov and filming in Dec or Jan. Wrap by Feb. Castaic has offered to let us use their labs for filming.

Also pushing to do more OER textbooks. We’re focusing on Water 020 next. Also looking into the possibility of purchasing positive displacement pump. Found a kit that allows students to put it together and take it apart. Also some funds for curriculum, but wastewater is ready to go at this point. Keep focused on enhancing online. We will be looking at the possibility of rewriting certification review classes. Funding is also available for professional development. Free 8-hour flagging and work zone safety course, confined space course, and OSHA 10 is available, with COC hosting. SCRC will pay for the class and provide the trainer. Also let City know. All members to check with their organizations about interest.

Internships

Newhall hired second intern….starts tomorrow! Will do it again in the spring. To check: Can SCRC provide money for internships? Steel toed boots, hardhat, background screening and $595 to student is what Newhall has done so far. Total cost about $1000 to organization. Grant paid $595 to student. Had 19 students apply in the last round.

MWD has money available now for internships. Board very supportive of bringing in students to work, and want to pay. $15/hour for undergrads and $18/hr for graduate students. Operation site very interested. Just signed agreement with Cal State Dominguez Hills for non-technical job interns. 40% of interns there end up getting full-time jobs with the agency. Have to be taking a full-load, which won’t work for our students because almost all are part-time. Gina and Suressh to talk offline about how to manage this. Gina to get planning chart out to all members to see timing.

Brought up idea of internship fair. Need at least 3 employers to participate. Gina proposing doing it twice/year, fall and spring.

Castaic is interested. Just finished internship with another school that was successful. Have details figured out now. Gina to work with Brian.

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Send spring schedule to all board members.

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Budget the same this year as last, about $400.

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AWWA working with University of LaVerne to set up water management program in same timeframe.

SLO

Important part of our program review documents and part of our accreditation process.

Actions

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Regina: Make sure schedule of live class meetings for spring also gets into syllabus of online class (combined live/on ground classes).

All water district board members: Check with your organizations about interest in the free classes made available locally thru SCRC funding.

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Gina: Follow up with Suresh re pathway for our part-time students to be able to apply for MWD internships.

Gina: Get internship planning chart out to all water agency board members.

Gina: Work with Brian to get CLWA agency internship set up.

All: Check availability to work Career Day at Bowman High School 10/22.

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Regina: Develop list of equipment program could use if donated by member water agencies.
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DATE: February 2014

TO: Management Advisory Council (MAC)

FROM: Leslie Carr, Professional Development Director

SUBJECT: MAC Agenda

The MAC meeting scheduled for Tuesday, February 18, 2014 will be held from 10:45am – 12:00pm in The Dianne G. Van Hook University Center, Room 258.

**MAC Agenda**

1. Training Component................................................................. Jia-Yi Cheng-Levine – *TedX Update*

2. Board Update/State Update......................................................... Dr. Van Hook

3. Report Out by Executive Cabinet Members............................ Executive Cabinet
   - Jerry Buckley
   - Sharlene Coleal
   - Diane Fiero
   - Barry Gribbons
   - Ryan Theule
   - Pete Bellas
   - Eric Harnish
   - Jim Schrage
   - Michael Wilding

4. Announcements/Birthdays......................................................... All
DATE: March 2014

TO: Management Advisory Council (MAC)

FROM: Leslie Carr, Professional Development Director

SUBJECT: MAC Agenda

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MAC Agenda

1. Training Component................................................................. Scott McAfee - Section 508 guidelines and how they affect our purchase, use, and design of all things categorized as “information technology.”

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4. Announcements/Birthdays....................................................... All
DATE: April 2014

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FROM: Leslie Carr, Professional Development Director

SUBJECT: MAC Agenda

The MAC meeting scheduled for Tuesday, April 22, 2014 will be held from 10:45am – 12:00pm in The Dianne G. Van Hook University Center, Room 258.

MAC Agenda

1. Training Component................................................................. Mary Petersen - *The Common Core assessment and its implications for all our departments and courses in the upcoming years.*

2. Board Update/State Update...................................................... Dr. Van Hook

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