Columbia College Automotive Technology Program

Advisory Committee Minutes

October 17, 2017

Meeting called to order at 7:00 am

1. Welcome and Introductions
	1. Erik explained that a breakfast (rather than traditional dinner) meeting is being tried out as a new meeting time. However, the low attendance indicates that early mornings are not best times to schedule advisory meetings. After everyone introduced themselves, Erik explained the purpose and mission of the advisory committee.
2. Review of Program Budgets
	1. Erik provided each member with this year’s program budgets. Erik gave a brief description of how each budget line-item can be used in the program.
		1. Jesse asked how the budget allocations were determined. Erik explained the process: requests are put in by program coordinators for the next year. The administration allocates budgets based on several factors including the new college budget, whether or not the program used the previous year’s budgets, specific funding requests form the program coordinator such as new equipment, etc.
		2. Michael commented that he was glad to see that the current program budgets seem adequate, unlike 3-4 years ago. Erik explained that the state budget crisis played a part in those low budget years for the program. Also, Erik thanked the committee for their advocacy with administration back then.
		3. The committee had consensus that the budgets were adequate for the program.
	2. Erik discussed the Strong Workforce Grant that was awarded last year to the program. A dynamometer and BAR 97 were already purchased and installed. Remaining funds can be used for training of staff and for high school outreach. There is a three-year period in which the funds may be spent. Currently, there is $17,000 remaining.
		1. Troy J. and Richard both suggested looking into offering BAR enhanced smog check training, even though we are in a change-of-ownership area. Erik will try to get a sense for the demand on this type of training when he does his routine visits at the shops in the area.
		2. Richard congratulated Erik for taking the time and putting together the lengthy and time consuming String Workforce Grant.
	3. The committee spent 20 minutes in the lab to get a good picture of equipment that is in use, and new and/or used equipment that should be planned for purchasing. After reconvening, and much discussion on the existing equipment and trends in the industry, the committee agreed that an up to date headlight aimer should be the next piece of equipment that is purchased. Also, the committee agreed that the hand tools are adequate for student needs.
3. NATEF requires an annual follow-up of program graduates. Ken Sooter and Erik plan to visit shops throughout Calaveras County to see how graduates are doing in those work sites. Tom Dibble and Erik plan to do the same in Tuolumne County. Erik explained that the Strong Workforce Grant funds could be used to pay for substitutes. Troy B. stated that he feels it is critical for the automotive teachers to stay in touch with the automotive shops, and so this is a good way to do so. Also, Troy felt that by assessing graduates in the workforce, the College’s automotive program will be assessed accurately for job preparation.
4. Review of Curriculum
	1. Erik explained that three courses have been approved for the typical five-year reviews that each course must have. Also, course content changes typically only occur for textbook updates and for NATEF compliance.
	2. Also, a follow up discussion took place regarding a new program certificate for “Under Vehicle Repair” and “Drive Train Technician”. Erik developed the new Drivetrain Technician program on the advice of the committee. It has been approved by the curriculum committee, but a form must be completed to send to the State Chancellor’s Office.
	3. The committee reviewed the new certificate requirements. The committee unanimously agreed that the required coursework ties in well with under vehicle repair work requirements in the industry.
5. Occupational Olympics
	1. This year’s Olympics is scheduled for March 16th. Debbie will again coordinate judges.
6. Other
	1. Troy J. suggested taking the class on a field trip again to take the Brake and Lamp license exams. The committee agreed. Erik said he would “put it on his list” for the Spring semester.
	2. Richard wanted to follow up from last year’s discussion regarding high school automotive classes shadowing the college program and students. Erik explained it is pretty easy to arrange on the college end, but the high school teachers have more obstacles. Still, Tom Dibble stated that he would like to do this.

Meeting adjourned at 9:25 am.