**Committee Name: Industrial Arts Advisory Board**

**Date: December 12, 2019**

**Time: 11:30 am – 1:00 pm**

**Location: Pizza Factory, Ridgecrest**

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| **Attendees** | |
| **Adams, John** | **NAWCWD, Program Manager** |
| **Anderson, Dustin** | **NAFAC, Contractor/ Anderson Air, AC Mechanic** |
| **Dibble, Jeff** | **Searles Valley Minerals, Human Resources Manager** |
| **Franklin, Michael** | **Cerro Coso Student/Trona JUSD Welding Aide** |
| **Hyatt, Mike** | **Searles Valley Minerals, Production Trainer** |
| **Jennings, Robert** | **DOD, Data Analyst** |
| **Kumm, Joseph** | **Cerro Coso, Adjunct Instructor / NAVAR Mechanical Design & Fabrication** |
| **Marcum, Tony** | **Cerro Coso, Welding Lab Assistant** |
| **Navarro, Lacey** | **Cerro Coso, CTE Secretary** |
| **Villacana, David** | **Cerro Coso, Welding Department Chair/Instructor** |

1. **Call to Order**

*Meeting called to order at 11:36 by David Villacana.*

1. **Approval of Agenda**

*Did not discuss. No objections.*

1. **Approval of Minutes and Action Items**

*Did not discuss. No objections.*

1. **Welcome and Introductions**
   1. Please order lunch

*David thanked the members for attending and explained his role as Dept. Chair.*

1. **Purpose and Expectations for Advisory Board**

*The purpose and expectations of the Advisory Board were briefly discussed. Board Members serve by reviewing/approving content and curriculum. Board Member input regarding workforce needs play a vital role in the direction each program takes.*

1. **Program Review**
   1. Program content, course content, and pre-requisites for courses

*The welding department currently offers a process welding certificate. The course requires students take the 12 unit Oxygen course, Mig welding, stick welding, and welding fabrication. If students completed general education, they can receive an AA in Welding Technology.*

* 1. Career Pathways documents
  2. Student Learning Outcomes and assessment

*SLOs and assessments were explained to the Board Members.*

1. **Morning Cohort**

*Welding classes currently run at night to provide opportunities for the students who are employed in the day time. Surveys were sent out to students. The department discussed running a morning cohort in order to capture a different demographic. Most students taking the Oxy class are looking to move on. Pre-requisites are in place for skill building to work up to the more advanced courses. Procrastinators that try to add late are the main contributors for dropped classes.*

1. **Pipe or Metal Donations**

*Prices for metal are extremely high. David Villacana let Board Members know the welding department is able to accept scrap metal and pipe donations. Board Members said they would all keep an eye out and spread the word to other companies/connections.*

1. **New Plant Operations Program Update**

*David Villacana advised the Board that the new Plant Operations Program – Process Technology courses will cover safety, environmental, piping, valves, OSHA, math, Oxy, Mig/Stick, tool/equipment and reading blue prints. David has been researching classes offered in other California colleges. Jeff Dibble, Searles Valley Mineral recruiter, stated that there is a need and an interest.*

*The curriculum is still being built and the program has not gone through CIC. David plans to finish the curriculum over Christmas break. In effort to keep textbook costs down, David Villacana had several copies of a text book that would be beneficial to the program. All the safety and health hazards are adequately covered in the textbook recommended. Board Members were asked to review the textbook and provide feedback.*

1. **Ideas for any other programs**

* *Professor Villacana let Board Members know that we are always looking to the future and asked if there were any programs they would like to see implemented to better serve their companies. If any new components/programs are needed, they can build the program similar to how welding looks.*
* *Board Members stated that some engineers are looking for continuing education courses and some potential students are looking for the minimum to gain entry level positions.*
* *David Villacana explained that he is not certified to provide welding certificates, but he can provide practice tests used in CWS facility. Adding CTE classes takes away from general education and we cannot have a stand-alone class, it must be a part of a pathway. He would also love to have an advanced welding and/or stainless steel class. David will look into this.*
* *Board Members offered job related advice and assistance to the student in attendance. The CTE Administrative Secretary explained the role of the Career Center at the College and the new JobSpeaker platform. She offered to provide Board Member contact information to the Job Development Specialist so she may reach out to recruiters.*
* *Board Members discussed the importance of hiring schedules of local companies for positions and internships. Some employers may routinely hire while students are actively taking class. Board Members inquired if summer welding classes were possible. John Adams encouraged David to ask about hiring cycles in effort to assist students with obtaining employment/internships/apprenticeships.*

1. **Future Meeting Date**

*Future meeting date to be determined.*

1. **Adjournment**

*Meeting adjourned at 12:13pm by David Villacana.*

Meeting Chair: David Villacana

Recorder: Lacey Navarro