Meeting Minutes

MEETING CALLED BY	Claude Oliver
TYPE OF MEETING	CIDG/MERT/ELCT/CIS Program Advisory Meeting
DATE & TIME	April 17, 2018 at 6pm
FACILITATOR	Claude Oliver
NOTE TAKER	Claude Oliver
ATTENDEES	See sign in sheet (26 participants)

Agenda topics

TOPIC: Architecture and Engineering Drafting	PRESENTER: Claude Oliver

DISCUSSION/CONCLUSIONS

1. Discussed the change from CIDG program name to ARCH & ENGD program name for all Architecture and Engineering Drafting courses. These new program names will be aligned with the state top codes and the public's understanding of our programs. Advisory members agreed to these changes and shared the benefits and positive outcomes. **(Advisory committee members agreed with the program name changes)**

2. Discussed the need to update the current three certificates (Architectural CADD Technician 1 certificate of career preparation, CADD Technician 1 certificate of career preparation, and Engineering Drafting 1 certificate of carreer preparation) from 9 units to 15 units. Handed out a flyer with the proposed courses to increase these three certificates to 15 units. Also, it will be necessary to create A.S. degrees for Architecture and Engineering Drafting. **(Advisory committee members agreed with the certificate updates and unit changes as well as the creation of the new A.S. degrees)**

3. Discussed the possible addition of an Interior Design program and related certificate. **(Claude was going to speak with the counseling staff to find out what kind of interest there has been in Interior Design from incoming students)**

4. Discussed the need to change CIDG 95 Intro to Solidworks and CIDG 110 Intro to AutoCAD to 4 unit courses and make them CSU/UC transferable. CSU Long Beach would like to start a satellite Engineering program at VVC similar to the one at Antelope Valley College. These course and unit changes will require the certificates to be updated. **(Advisory committee members agreed with the course updates and unit changes and the certificate updates)**

5. Discussion regarding breaking the CIDG 101 Intro to Drafting course into 2 separate 2 unit courses entitled Intro to Engineering Drafting and Intro to Architectural Drafting. They would be offered as two 8-week courses and would run back to back in the first and second 8-weeks. The corresponding certificates would need to be updated as well. **(Advisory committee members agreed with the course updates and unit changes and the certificate updates)**

6. Discussed the merging of CIDG, MERT, Electronics, and Physics departments into one new department entitled Engineering. Each program would retain its separate new names (Animation, Architecture, Engineering Drafting, Electronics, and Physics) and program prefixes. This merger would allow the programs to work more closely together when creating the new Pre-Engineering A.S. degree. **(Claude and Khalid along with Michael B. from Physics will be approaching administration and VVCFA to create and sign an MOU for this merger)**

7. Create a Pre-Engineering A.S. degree consisting of approx. 72 units of course work. and pathway for students. **(Advisory committee members agreed with the idea of creating a Pre-Engineering A.S. degree that will consist of approx. 72 units of course work.**

ACTION ITEMS	PERSON RESPONSIBLE
Update curriculum, certificates, and change CIDG to ARCH and ENGD	Claude Oliver
Change 95 & 110 to 4 units and make 95 transferable to CSU/UC	Claude Oliver
Create a new Architecture AS and Engineering Drafting AS degrees	Claude Oliver
Work on CSULB Engineering program here at VVC	Khalid Rubayi, Michael Butros, Claude Oliver
Create a Pre-Engineering pathway and A.S. degree.	Khalid Rubayi, Michael Butros, Claude Oliver

TOPIC: Animation	PRESENTER: Steve Nelle

DISCUSSION/CONCLUSIONS

1. Combining courses in CIDG and MERT changing prefix to ANIM. Naming more appropriately in line with what we do. Better visibility in catalog and on WebAdvisor. . **(Advisory committee members agreed with the program name changes)**

2. Courses and Certificates being revised and updated in CurricUNET. Have added a couple more certificates. Certificates also being updated with new ANIM prefixes. Need to add 'Narrative' to each certificate – IMPORTANT. **(Steve N., Jeff, Michael, and Steve B. will be working in CNET over the next few months to complete the course and certificate updates.)**

Meeting Minutes

3. Couple of courses (all MERT and CIDG 65) not currently transferable. Connecting with 4 year schools to make those arrangements. Finding comparison courses. Also plans to create an AA degree in 3D Animation (Steve N., Jeff, Michael, and Steve B. will be working in CNET over the next few months to complete the course and updates to make the CIDG 65 and ALL the MERT courses CSU/UC transferable. Once those steps are completed then work will begin on creating an A.S. degree in 3D Animation)

8. **Program Upgrades**: New Green Screen – Compositing, 3D Printer, Whisper rooms, Voice Over Recording, Animation / Video Prod, Network Upgrade
9. **Outreach Efforts**: Continue to make in Lab presentations for visiting high schools, participated in high school Career Days, GUID Career Planning classes – VVC Counselors, Promotional Presentations, Video / Flyers, Career Pathways – Chris Piercy, Created colored 2-page brochure (handout). Have emailed to high school 'pathways' counselors. (Steve N., Jeff, Michael, and Steve B. will continue to work on Outreach efforts and will also create new brochures and flyers after the program name changes and the certificates changes are completed.)

Industry Trends / Employer Comments

Both curriculums go thru on-going updating to stay current. Every 2 years required. CIDG typically done annually.

Maya and 3ds Max – continue to be 2 of the most sought after software apps in industry and by employers. Not always what software you know gets the job…employers looking for outstanding talent.

Jobs still very competitive. Opportunities down the hill…need to be willing to re-locate or commute. Jobs hired project to project. 1st job hardest to get…2nd job and on typically based on both ability and how well you're liked. Strong communication skills, team player, problem solver, reliable…still all highly sought after attributes. Networking a must!

Most employers seek 'generalist'. Swiss Army knife-type abilities (jack of all trades). Makes for more valuable individual in production pipeline (pick up on other responsibilities…ex. modeling, textures, lighting)

Demo Reel continues to be 'lead in' to getting foot in the door employment-wise. Fewer hard copy submissions…more and more submissions being done online. Quality over quantity with suggested length 2-3 minutes. Visual resume more important than school degree or a certain certificate.

Curriculum has added new modeling and texturing techniques (accurate placement) to fit with industry needs. Polygon modeling skills highly sought after. Also subdivision surface shaping techniques remain as needed. Industry continues to use new softwares (ex. Substance Painter) for advanced texturing and design placement. Program should consider the possibility of adding should funds be available.

Industry progressing to now using higher end solutions (ex Arnold) or plug ins (ie V-Ray, Red Shift, etc) for creating lighting and rendering photorealism.

Hearing from more employers about the need for job seekers to be good storytellers (on demo reel). Not all say same…many still simply search for the most talented individual.

1. Added Lab green screen seen as positive as most employer's value individuals who are skilled in various compositing techniques. Compositing has been included in 3ds Max curriculum for some time now. Program could benefit from adding special compositing software (Adobe After Effects) as a stand-alone course should funding and instructor availability be possible.

ACTION ITEMS	PERSON RESPONSIBLE
Updates to Website Current class schedule and new student work added	Jeff Stalians
Update curriculum, certificates, and change CIDG/MERT to ANIM	Steve Nelle, Jeff Stalians, Steve Benedict, Michael Clark
Make all MERT and CIDG 65 transferable to CSU/UC	Steve Nelle, Jeff Stalians, Steve Benedict, Michael Clark
Create a new 3D Animation AA degree	Steve Nelle, Jeff Stalians, Steve Benedict, Michael Clark
Update program flyers and other outreach materials	Steve Nelle, Jeff Stalians, Steve Benedict, Michael Clark

TOPIC: Electronics	PRESENTER: Khalid Rubayi

DISCUSSION/CONCLUSIONS

1. Khalid discussed the current status of the electronics department to the CTE advisory committee, I mentioned that we currently offer Associate Degree in Electronics which takes 2 years to complete, and several certifications which takes a year or less to complete, such as the CompTIA A+, and Cisco CCNA.

Meeting Minutes

2. Khalid also mentioned to the committee, the department's upcoming certificates and degrees such as being part of the engineering degree in coloration with CSULB, developing certifications for avionics, and industrial controls/automations. **(Khalid will be working in CNET over the next few months to complete the course and certificate updates.)**

3. Kahlid also told the committee we are in the middle of a major revision of our curriculum to meet accreditation standards and chancellor's office requirements, also to reflect technology updates and current industry standards, requirements and demands. Also mentioned the updates are moving slow due to staff shortage and, and curriculum committee backlog. **(Khalid will be working in CNET over the next few months to complete the course and certificate updates.)**

4. In our one-to-one meeting with our advisory committee, they emphasized the needs for trained candidates in the field of networking and specifically network security, also mentioned that the industry in the high desert and vicinity is facing shortages in trained electronics technicians in the field of industrial controls/automations and avionics because of the growth in SCLA airport in terms of companies dealing with avionics and warehouse/heavy industries that deal with industrial automations. **(Khalid will be working in CNET over the next few months to complete the course and certificate updates.)**

5. We are working with the guidance of the advisory committee to concentrate in developing and new certificates and training to bridge the gap and fulfil the needs of the industry and also to improve and update our current courses, certification and degree offerings. **(Khalid will be working in CNET over the next few months to complete the course and certificate updates.)**

ACTION ITEMS	PERSON RESPONSIBLE
Update curriculum and certificates in CNET to match industry demand.	Khalid Rubayi
Order equipment and supplies for new and existing course curriculum	Khalid Rubayi
Work on CSULB Engineering program here at VVC	Khalid Rubayi, Michael Butros, Claude Oliver
Create a Pre-Engineering pathway and A.S. degree.	Khalid Rubayi, Michael Butros, Claude Oliver

TOPIC: CIS	PRESENTER: Paul Tonning

DISCUSSION/CONCLUSIONS

1. Paul introduced the new certified ethical hacking course and the cyber security pathway. **There was unanimous agreement to continue this pathway.**

2. Paul discussed the rationale for substituting the programming python course and the deactivation of the visual basic course as a change on the Programmer I certificate as an update. **The attendees were unanimous in agreement regarding the deactivation and substitution of the course.**

   3. One member of the committee who was not in attendance was Dr. George Georgiou from CSUSB. In an email dated 4/16/2018, **Dr. Georgiou expressed the same agreement,** the email discussion is attached.

ACTION ITEMS	PERSON RESPONSIBLE
Create new certified ethical hacking course and the cyber security pathway	Paul Tonning, Ed Berg, Shane Thomas, Reiji Cass
Update the Programmer I certificate	Paul Tonning, Ed Berg, Shane Thomas, Reiji Cass

TOPIC:	PRESENTER:

DISCUSSION/CONCLUSIONS

1.

ACTION ITEMS	PERSON RESPONSIBLE