**Meeting Minutes**

**West Los Angeles College Real Estate Advisory Committee Meeting**

# April 6th, 2018 12:30 – 2:30 Meeting called by DeAnna Gossett, Adjunct Faculty, WLAC

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| **Attendees:** | DeAnna Gossett, Presiding  Dr. Vanita Nicholas, Francis Young, Kevin Smith, Stan Jackson, Booker Williams, Jan Howell  **Advisory Committee Recommendation**s  Summary of Recommendations  1. Revise current Real Estate Programs to reduce unnecessary courses; the Real Estate Trainee Appraiser Skill Certificate does not require RE 1, 5, 7 or 21.  2. Create all the Certificates of Achievements to align with current California state licensing requirements: i.e. don’t add Principles as a required course to the Real Estate Broker certificate because it is not a required course for DRE.  3. Change the proposed Certificates of Achievement name to Real Estate Appraiser I & Real Estate Appraiser II (instead of Real Estate Appraisal I & Real Estate Appraisal II).  4. The Appraiser II license course suggestions, English – ENG 101, Computer SCI – 901 or 930, Finance – FIN 001, Math – 125.  5. Reinstate previously archived courses: Computer Application in Real Estate, Mortgage Loan Brokering, and Lending.  6. Create new courses, possibly in: Mortgage Finance, Real Estate Sales/Broker & Appraisal exam preparation, or Real Estate Continuing Education (CE) courses.  7. Offer Satellite Real Estate courses to professionals in the field.  8. Implement Internships & Mentoring as part of WLAC’s Real Estate programs.  9. Market Real Estate courses and programs at community fairs and events.  10. Hold additional Advisory Committee meetings in the future. |
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| **12:30 – 12:45** | **Introduction**  The meeting was opened at 12:25. The attendees introduced themselves. Attendees were:   1. Dr. Vanita Nicholas, retired Business Department Chair WLAC, President Rotary Club 2. Francis Young, Real Estate Broker & President of Consolidated Board of Realtist, WLAC Real Estate Adjunct Instructor 3. Kevin Smith, Broker-Owner, KANMCO Real Estate, prior WLAC Real Estate Adjunct Instructor 4. Stanley Jackson, Broker, MHC Properties 5. Booker Williams, Real Estate Agent, First Security Investment Co. 6. Jan Howell, Real Estate Broker & Retired Rotary Club President, WLAC Real Estate Adjunct Instructor 7. DeAnna Gossett, WLAC Business & Real Estate Adjunct Instructor |
| **12:45 – 1:00** | **Item #1**  **Topic:** Review Current Real Estate Programs at WLAC  We reviewed the current Real Estate Offerings at West Los Angeles College. There is currently one Real Estate Associate of Arts Degree, one Real Estate Certificate of Achievement and Two Skill Certificates: Real Estate Assistant and Real Estate Appraiser Trainee. Booker pointed out that the current catalog erroneously listed the Real Estate Trainee Skill Certificate as requiring 18 units when the courses totaled 16 units.  Dr. Nicholas pointed out that the current skill certificates require courses that are not necessary. For instance, only 4 courses are needed for the Real Estate Appraiser Trainee Skill Certificate, not 6.  DeAnna Gossett pointed out that the because the current programs don’t align with State requirements for licensing, we are not getting many completers for our Real Estate Programs. |
| **1:00 – 1:15** | **Item #2**  **Topic:** Review State Education Requirements  DeAnna explained the state requirements for each of the 4 licenses WLAC is targeting with their new Certificates of Achievements.  Salesperson – California Bureau of Real Estate (CalBRE) requires Real Estate Principles and Practices and 1 Elective. Jan Howell suggested that WLAC counselors should advise students to take the Legal Aspects of Real Estate I because makes up a large component of the Salesperson exam.  Broker – CalBRE requires 5 required Real Estate classes and 3 elective courses. There was lengthy discussion regarding the fact that CalBRE removed Real Estate Principles as a required course and made it an elective. Kevin mentioned that when he taught the more advanced Real Estate classes, those students who did not have Principles struggled with the coursework.  DeAnna asked for a vote of who would recommend that we stick to CalBRE’s requirements and who would prefer to add Real Estate Principles as a required course to the Certificate of Achievement. 6 attendees voted to align to CalBRE’s requirement and Jan abstained.  Trainee Appraiser – DeAnna explained that the Bureau of Real Estate Appraisal (BREA) will implement new requirements effective May 2018. There will be a 75-hour real estate appraisal educational requirement for the Trainee Appraiser. There were no comments.  Residential Appraiser – DeAnna explained that BREA will implement a 150-hour real estate appraisal educational requirement for the Residential Appraiser effective May 2018. There were no comments.  Certified Residential Appraiser – DeAnna explained that BREA will implement a 200-hour real estate appraisal educational requirement for the Certified Residential Appraiser effective May 2018. DeAnna also explained that there is an additional General Education requirement that can be met via 1 of 6 pathways. The pathway that WLAC’s Certificate of Achievement mirrors is pathway 3 which requires 30 college-level courses in specific disciplines in addition to the 200-hour real estate appraiser requirement.  BREA also requires up to 2 additional 4-hour regulatory courses: Trainee/Supervisory and Federal and California State Laws and Regulation |
| **1:15 – 1:30** | **Item #3**  **Topic:** Review 4 New Proposed Certificates of Achievements  The four new Certificate of Achievements were discussed at length. The Advisory’s recommendation was to ensure that the Certificates of Achievement align with the State license requirements exactly. A suggestion was made by Dr. Nicholas to change the name of the Appraisal Certificates from Real Estate Appraisal I & II to Real Estate Appraiser I & II. |
| **1:30 – 1:45** | **Item #4**  **Topic:** Review Course Choices for Appraisal II Certification  The committee as about for their input on which English, Computer Science, and Math courses to add to the Real Estate Appraiser II Certificate. The Committee decided to defer to the recommendations of the Department Chairs at WLAC. English 101, Finance 1, Computer Sci 901 & 930 where confirmed as the best courses. |
| **1:45 – 2:00** | **Item #5**  **Topic**: Comments on Existing Programs/Courses & Suggestions for Additional Programs/Courses  DeAnna advised the Committee that WLAC is currently proposing 2 new non-credit courses to meet the 4-hour regulatory courses: Trainee/Supervisory Real Estate Appraiser Course and Fed and State Laws & Regulation Appraisers Course .  Dr. Nicholas suggested that WLAC consider reinstating Computer Applications in Real Estate as it would be the most appropriate for the field.  Kevin suggested that WLAC implement internships/mentoring as part of the Real Estate Programs at WLAC. Stanley suggested that we reinstate Mortgage Loan Brokering and Lending because there is a great need in the industry right now for Mortgage Lenders.  There was also a suggestion by Kevin to create a Real Estate Sales/Broker Exam and an Appraisal Preparation course. He also stated that there is a great need for Continuing Education (CE) courses in Real Estate and WLAC might benefit from offering some non-credit CE courses.  Booker suggested that WLAC consider hosting satellite courses at the Consolidated Board of Realtist. |
| **2:00 – 2:15** | **Item #6**  **Topic**: Open Forum/Q&A  DeAnna asked about ways that WLAC can market its new Certificate of Achievements. Francis suggested that WLAC attend the Consolidated Board of Realtist upcoming fairs. Stanley suggested that the word of mouth is the most effective in the Real Estate market. |
| **2:15 – 2:30** | **Item #7 –**  **Topic**: Adjourn and Schedule next meeting time and place.  The next meeting will be October 5th, 2018, location TBD. The meeting adjourned at 2:34 pm. |