

Cerritos College Automotive Advisory Committee Minutes

December 19, 2019

Standard 1.1: Annual survey and summary of the results.

- Employers are typically surveyed during the work experience visits but as a department we need to do a better job collecting the data and tracking students once they leave the college.

Standard 4.1: Finances

- \$17,000 in direct instructional supply account to start, only \$2,389.85 remaining
 - Included are open PO's with Office Solutions, Grainger, and NAPA
- \$20,690 in lab materials & fees account, \$9,681.21 remaining
- \$2,000 in non-instructional supply account to start, \$1,912.57 remaining
- \$6,000 in conference account and none spent
- \$1,600 in dues & memberships account to start, \$1,100 remaining after IAGMASEP annual membership dues paid
- \$7,500 in rents & leases account to start, \$1,915.50 remaining after smog machine equipment lease paid
- \$6,500 in repairs & maintenance account to start, \$1,888.84 remaining after Hunter equipment repair and Hoist Services repairs to the lifts.
- \$1,900 in contracted services account to get GM donated engines transported to Cerritos from College of Southern Idaho. There is only \$12.67 remaining.
- \$4,000 in software account to pay for I-CAR, All-Data, Matco scan tools updates, and Mitchell Pro-Demand. There is only \$89.35 remaining.

Standard 6.2: Review of budgeting funds

- Most of the direct instructional supply budget has been spent but we have plenty of money to purchase consumables with lab materials & fees.
- We hope the repair account is sufficient to last us till the end of June 2020.
- The department can get accounts transferred but it takes several signatures and the process takes about a month.

Standard 6.4: Review of curriculum

- ASE Education Foundation renewal in late spring 2020
- Joe will be meeting with Nick, Jose, and Jessica to get all four program applications updated from 2015 and then they will be distributed to Kevin and Leonard for the General program, Jon and Tony for Ford ASSET, Frank and Cesar for Chrysler CAP, and Joe for GM ASE.
- It will be the responsibility of the individuals above to complete the process for the renewal application that needs to be sent back to ASE

- The Manufacture Specialty certificate is currently 48 units but we are in the process of creating smaller stackable certificates. We will keep the existing high unit certificate for students who complete the Ford, Chrysler CAP, or ITTP.
- The GM curriculum has been completely overhauled and the plan is to offer the new courses in fall 2020. The classes will each be 3 units and 90 total hours and will be offered partially online.
- The General Technician certificate is also going to be changed to create both stackable certificates as well as a high unit comprehensive certificate.
- There was a lot of discussion surrounding the certificates especially the General Technician and the Manufacture Specialty certificates.
- The group discussed the best way to pair the small certificates for the General Technician and they were engine/engine performance, electrical/HVAC, brakes/suspension & steering, and automatic trans/manual trans.
- There was discussion about including a few work experience classes, Auto 73, in the general certificates but one advisory member suggested providing more hands-on training in the classes to better prepare students for employment.
- One member who is a FT technician at Timmons Subaru suggested offering a class dedicated to performing vehicle inspections, multi-point vehicle inspections (MPVI), and repair order documentation.
- Several other members echoed the same sentiment regarding a class like this because all of the students who first enter the dealer have to be trained specifically to perform that kind of work who is crucial to service departments
- It could be a separate class or possibly embedded in the Auto 100 class. Further discussion will need to take place within the department to determine which way to go with the idea.

Standard 6.5: Evaluation of instruction, tools, safety, compliances and equipment and facilities.

- We were able to purchase a total of 15 new Sonic toolboxes under Strong Workforce funding to improve lab instruction.
- In terms of instruction we discussed how to better advertise courses within the department and several members suggested having someone dedicated to that effort which we don't have.
- Frank and I talked about the ACE Plan for the non-corporate classes but it is clear not all instructors communicate the next courses to take and a logical progression to students in the program.
- This can be done by each instructor if they are properly trained on the courses offered within the department and should be a priority at the beginning of each semester.

Standard 7.14: Evaluation of instruction – SLOs

- This semester six part-time instructors were evaluated. One was a first semester evaluation and the other five were tri-annual evaluations.

Standard 8.5: Equipment replacement

- The original in ground hoist in bay #2 of the main shop is going to be replaced with an in ground Rotary.
- The old mill in the machine shop was replaced with a brand new mill this semester.

Standard 12.3: E-Learning

- We don't need to supplement e-learning to meet the 1200 total hours of combined classroom and lab instructional activities.
- Our corporate programs require 2085 hours when you include the work experience portion
- Our Auto 100 class is an ideal class to move partially online but currently nobody in the department has gone through the training to be approved to teach online.