

**Draft**  
**VENTURA COLLEGE**  
**Minutes of the Automotive – T-Ten Advisory Committee**  
**Date: April 13, 2018**

**Present:** Eric Irwin, Russell Gardner, Chad Stangeland, Kevin Coogan, Robert Balderrama, Rudy Gonzalez, Felicia Duenas, Leticia Rodriguez, Scot Sandford, Lupe Vera, Eileen Crump, Jean Preis, Frank Gardea, Matt Haas, Chris Renteria, Michael Sheets, Josh Addison

**Recorder:** Eileen Crump

**Minutes:**

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Call to order	The meeting was called to order at 7:50 a.m.			Chad Stangeland
Welcome/Introductions	<p>Everyone present introduced himself or herself to the group.</p> <p>Eric Irwin motioned to accept the Fall 2017 T-Ten Advisory meeting minutes as is. Chad Stangeland seconded the motion.</p> <p>The Fall 2017 Advisory meeting minutes were approved.</p>			Chad Stangeland
Recruitment Update	<ul style="list-style-type: none"> <li>• Identified locations for future Targeted recruiting               <ul style="list-style-type: none"> <li>– High School Career Education Programs</li> <li>– Boys and Girls Club</li> <li>– Project Lead the Way Schools</li> <li>– STEM Programs</li> </ul> </li> <li>• Since last advisory we have recruited over 200 student leads (Chad Stangeland, Russell Garner, Blane Schloo all help recruit students)</li> <li>• Future Open House Events: Ventura College Automotive Department plans to have one Open House each semester. Chad said he would visit other automotive department Open Houses to get new ideas.</li> </ul> <p>It is better to have dealers at outreach events because students want to hear that jobs are available for them once they finish their training. Dealership support is vital to recruiting new students. It was suggested to have a Career Fair with a skills competition together with an Open</p>			Chad Stangeland

	<p>House.</p> <ul style="list-style-type: none"> <li>Boys and Girls Club Events -Potentially one of our best recruiting resources.</li> </ul> <p>It is best for the advisory committee to work together to recruit students for the automotive program since there are too many events for one person to attend. There was discussion on the fact that high school counselors do not promote the automotive program, so it is crucial for the advisory committee members themselves to promote the automotive program.</p> <p>Currently Chad and Russell are gathering outreach information and entering it into a database.</p> <p>Additional support is needed to gather information such as a list of dealerships, automotive programs, and transportation events. This information would be distributed to advisory committee.</p> <p>There was agreement that an Outreach Coordinator should be hired to oversee recruiting and internship programs. Eric Irwin motioned to do research on hiring a coordinator and Kevin Coogan seconded the motion.</p> <p>Chad Stangeland provides automotive program brochures to all dealerships. PowerPoint slides of the automotive program are also available. Let Chad know if you need brochures and PowerPoint slides.</p>	<p>Eric and volunteers will research hiring an outreach coordinator.</p>		
<p>Mentoring Students at Dealerships</p>	<p>Chad visits dealerships to promote the automotive program and observed that there needs to be better mentoring implementation at the dealerships. Chad suggested that a written career advancement plan should be developed that includes pay, mentorship plan and master stature plan. The Play Plan demonstrates a career path for students</p>	<p>Chad will visit automotive college open houses.</p>		<p>Chad Stangeland</p>
<p>Dealership Progress Reports</p>	<ul style="list-style-type: none"> <li>Currently the dealership progress reports are in a holding pattern.</li> <li>The region is sending out monthly progress reports for now.</li> <li>T-TEN reporting process is currently being reworked.</li> </ul>			<p>Chad Stangeland</p>

ASE Update	<ul style="list-style-type: none"> <li>• ASE Syllabus requirement</li> <li>• ASE Program contract</li> <li>• A6 Requirement moving forward</li> <li>• 2018 T-TEN cohort has a total of 50 ASE's</li> <li>• 2019 T-TEN cohort has a total of 28 ASE's</li> </ul> <p>The increase in the ASE number is attributed to target recruitment and ambitious students. Eric, Chad and Russell encourage students to take the ASE and discuss the value of the ASE with students.</p> <p>The dealerships are encouraged to enter their interns in Staff Master, so the interns get credit before they transfer to Ventura College.</p>			Chad Stangeland
Program-Wide Uniforms	<p>All automotive students will be required to wear uniforms to class. The price of the shirt is \$34. Funding for the shirt will be available through Financial Aid. The uniform shirt may be purchased at <a href="http://www.automotiveworkwear.com/RedKap/SP24TT/Toyota.html">www.automotiveworkwear.com/RedKap/SP24TT/Toyota.html</a></p> <p>The T-Ten students are currently provided with technician shirt.</p> <p>Eventually all students will be required to have their own goggles, pocket screwdriver and uniform shirt.</p>			Russell Gardner
Program Name Change	<p>A vote was taken to rename the automotive program. The two names voted on were:</p> <ol style="list-style-type: none"> <li>1. Automotive Technician Training (ATT)</li> <li>2. Automotive Career Education (ACE)</li> </ol> <p><i>Automotive Career Education</i> unanimously won.</p> <p>Russel motioned to accept the new name change to Automotive Career Education and Kevin seconded the motion.</p>			Eric Irwin
General Program Updates	<ul style="list-style-type: none"> <li>• Establishing dealer/shop contacts</li> <li>• Establishing General Program Committee <ul style="list-style-type: none"> <li>– Feedback from industry is how we can form our program</li> <li>– 2 meetings a year Fall/Spring</li> </ul> </li> <li>• Currently working students</li> <li>• Establishing separate cohort of students through</li> </ul>			Eric Irwin

stackable certificates

Stackable Certificates

- Maintenance Technician
  - V11 (Maintenance), V12 (Electrical 1), V13 (Engine Repair)
  - 11 Units / 385 hrs coursework
  - Achievable in the 1<sup>st</sup> semester
  - No internship requirements
  - Partial ASE G1 prep
- Under Car Technician
  - V11 (Maintenance), V12 (Electrical 1), V21 (Brakes), V22 (Steering & Suspension)
  - 16 Units / 560 hrs coursework
  - Achievable in the 2nd semester
  - 3 units internship / 225 hours
  - ASE A6 minimum requirement
- Line Repair Technician
  - V11 (Electrical 1), V12 (Engine Repair), V33 (Manual Trans), V41 (Automatic Trans)
  - 16 Units / 560 hrs coursework
  - Achievable in the 4th semester
  - 3 units internship / 225 hours
  - ASE A6 + 1 minimum requirement (2 total)
- Master Technician
  - Requires all core courses plus maintenance
  - 43 Units / 1,505 hrs coursework
  - Achievable in the 4th semester
  - 9 units internship / 675 hours
  - ASE A6 + 4 minimum requirement (5 total, A1, A8, and A2 are taken in the last semester but would not be required).

Snap-On / NC3 Industry Certification

- Current / In-Progress Certifications:
  - Currently working on implementing Mitchell ProDemand Certification within the V11 Maintenance course
  - Pro-Cut Certification Kit purchased and expected to be implemented for next spring
- Possible Certifications:
  - DMM Certification/ Electrical 1
  - Measurements & Torque / Engine Repair
  - Scan Tool Diagnosis / Engine Management

	<p style="text-align: center;">&amp; Driveability</p> <p>Kevin Coogan moved to accept the Certifications and Josh seconded.</p>			
Scheduling	<p>New 2/3 Day Class Schedule</p> <p>A motion was taken to approve the new class schedule. Frank motioned to accept the new class schedule and Russell seconded the motion.</p> <p>The Cohorts will be slip into two groups the T-Ten Students and General Automotive Students.</p>			Eric Irwin
Budget Report	<ul style="list-style-type: none"> <li>• Budget plans for next year <ul style="list-style-type: none"> <li>– Perkins application submitted</li> <li>– Request funding to implement program changes, establish and build internship relations with industry, continue student outreach into expanded service areas, purchase certification equipment, provide faculty training, and non-credit course research and development</li> <li>– Additional funding is not known at this time, planning to occur over the summer.</li> </ul> </li> </ul>			Eric Irwin
Adjournment	The meeting was adjourned at 9:53 a.m.			Eric Irwin