

**Career Education Advisory Board Minutes  
College of the Canyons – Architecture and Interior Design  
11/21/2019  
William S. Hart Union High School District**

NAMES/ TITLES OF ADVISORY COMMITTEE MEMBERS	Name of Company, Business, College, High School and Title	Email Address	Telephone Number	ATTENDANCE Present or Absent
<b>Chair</b>				
<b>Business Partners including Industry, Non-Profit and Community Based Organizations</b>				
Julie Arcelay	SubZero-Wolf and NKBA Representative	Julie.arcelay@subzero.com		Present
Victor Corona	VMC Architecture / Adjunct Instructor	Vcorona@aol.com		Present
Richard Despain	Arcitecture and Design Commissioner, City of Lancaster	Richard.despain@gmail.com		Present
Dan Frank	Higher Ed. Business Development Director / HKS Architects	dfrank@hksinc.com		Present
Maurele Lehman	President / Innerspace Systems, Inc.	mlehman@isifurniture.com		Present
John Turturro	Turturro Design Studio / Adjunct Professor	jturturro@gmail.com		Present
<b>Program Chair</b>				Present
Jason Oliver	Architecture Professor / COC	Jason.oliver@canyons.edu		
<b>Dean</b>				Absent
<b>4-year college discipline instructor(s)</b>				
Christoph Korner	Woodbury University	Christoph.korner@woodbury.edu		Present
<b>Student Representative(s)</b>				
Kimberly Le	AIAS Chapter President / Student / COC	ktle@canyons.edu		Present

K12 discipline instructor(s)				
Discipline faculty				
<b>Holly Hitt-Zuniga</b>	Interior Design Professor / COC	Holly.hitt-zuniga@canyons.edu		Present
Parent(s)				
Counselor(s)				
Staff				
Other guest(s)				
<b>Harriet Happel</b>	Dean of Career Education / COC	Harriet.happel@canyons.edu		Present

## AGENDA

	Notes	ACTION
1. Welcome and Introductions (Director, Career and Technical Education) <ul style="list-style-type: none"> <li>1.1 Statement of Purpose</li> <li>1.2 Review/Approval of Minutes</li> </ul> <i>Motion to Approve the minutes of the last meeting by:</i> <i>Motion Seconded by:</i>	Meeting Commenced: 7:00PM  Welcome and Introductions: All  Motion to Approve the Minutes of the last Meeting by: Dan Frank Motion Seconded by: Holly Hitt-Zuniga All approve	
2. Review of Course Sequence <ul style="list-style-type: none"> <li>2.1 Hart District</li> <li>2.2 College of the Canyons</li> <li>2.3 CSU and UC Articulation</li> </ul>		
3. Current Status of Program (Advisory Board Chair): <ul style="list-style-type: none"> <li>3.1 Numbers of students               <ul style="list-style-type: none"> <li>▪ Special Population/Non Traditional Core Indicators (Perkins)</li> <li>▪ Reading proficiencies (Hart District)</li> </ul> </li> <li>3.2 Student success – completers</li> <li>3.3 Student success - employment</li> <li>3.4 Labor Market Analysis               <ul style="list-style-type: none"> <li>▪ Job Titles</li> <li>▪ Median Living Wage</li> <li>▪ Validated Need for Training</li> </ul> </li> <li>3.5 Industry Certification (if applicable)</li> <li>3.6 Program Accomplishments</li> </ul>	<ul style="list-style-type: none"> <li>- Harriet Happel discusses the Perkins Cored Indicators with the Advisory Committee. The report includes data on Technical Skill Attainment, Completions, Persistence and Transfer, Employment and Non-Traditional Participation.</li> <li>- It is hard for the college to obtain data regarding employment from program graduates.</li> <li>- The Interior Design Program is growing.</li> <li>- There are forty-five courses in the Architecture and Interior Design Programs with two Associates Degrees and six certificates.</li> <li>- Jason Oliver shows the committee the Interior Design website.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Students are met with one on one for advising to discuss what is offered in both programs.</li> <li>- A la cart courses give students flexibility.</li> <li>- The board was asked if a Revit course should be added as a required course.</li> </ul>	
<p>4. Industry</p> <p>4.1 Review Required Skills for Competency:</p> <ul style="list-style-type: none"> <li>▪ Do the program completers meet the current industry standard or industry need?</li> <li>▪ What curriculum modifications would you suggest to meet skill gaps?</li> <li>▪ Review of Assessment Procedures</li> <li>▪ What equipment/ facility needs can you identify that would better prepare students to enter your field?</li> </ul> <p>4.2 What employability skills do workers need in your field?</p> <ul style="list-style-type: none"> <li>▪ Able to think critically, problem-solve</li> <li>▪ Able to find resources</li> <li>▪ Effective interpersonal skills</li> <li>▪ Communication skills - oral, written</li> <li>▪ Adequate time management and organization - prioritization skills</li> <li>▪ Personal qualities - professionalism</li> <li>▪ Able to project manage</li> <li>▪ Other?</li> </ul> <p>4.3 What changes/ trends are occurring in the industry that will affect employer needs?</p> <p>4.4 Work-Based Learning Opportunities</p> <ul style="list-style-type: none"> <li>▪ Classroom visits by industry</li> <li>▪ Informational Interviews</li> <li>▪ Site visits/Field Trips</li> <li>▪ Ride Alongs</li> <li>▪ Project Based Learning</li> <li>▪ Internships</li> </ul> <p>4.5 Postsecondary Scholarship Creation</p>	<ul style="list-style-type: none"> <li>- Feedback was given that knowing Revit is needed for major Architecture companies in addition to AutoCAD.</li> <li>- Knowledge of Revit is looked for on resumes.</li> <li>- Students express the need to know more AutoCAD.</li> <li>- Presentation work is desired but the technology side is missing.</li> <li>- Holly believes that Revit should be added to the Associates Degree.</li> <li>- An Advanced BIM/Revit (ARCH-290) class will be offered in the spring of 2020.</li> <li>- Building Information Modeling (BIM) can be a bridge between Interior Design and Architecture.</li> <li>- Industry: It is necessary for students to have critical thinking skills and creative skills to be able to participate effectively on projects and clearly in presentations/meetings.</li> <li>- Augmented reality (AR) is becoming more and more important for Interior Design work.</li> <li>- Rhino and Grasshopper are other important skills that are used in the field.</li> </ul>	
<p>5. Program plan for improvement</p> <p>5.1 Strengths of program</p> <p>5.2 Weaknesses of program</p> <p>5.3 Labor market information needed to justify new content/ courses</p> <p>5.4 Resources needed and the role of industry: (equipment/ mentoring / scholarships/ awards/ hosting field trips/ serve as a speaker at</p>	<ul style="list-style-type: none"> <li>- There was an opportunity to pursue a National Science Foundation Grant last spring for the Sustainable Architecture Technician Program. The grant would help to enhance potential Sustainable Design curriculum in collaboration with industry and involve an experiential learning component.</li> </ul>	

<p>career events/ other)  5.4 What other suggestions do you have for program improvement?</p>	<ul style="list-style-type: none"> <li>- It will be a three year project if the grant is awarded.</li> <li>- There would be a cohort of six students in the program placed in internships starting in July of 2020.</li> <li>- Students would work four days a week for eight weeks.</li> <li>- Support and positive feedback about the Sustainable Architecture Program was received from industry.</li> <li>- Jason and other faculty involved in the Sustainable Development Committee will be presenting to Jim Schrage and other Administrators on December 5, 2019.</li> <li>- There are plans to refresh the Home Staging Program.</li> <li>- Makerspace has been a great resource or students.</li> <li>- Jason shares with the committee that Makerspace will be used as a Civic and Community Engagement environment.</li> <li>- Architecture and Interior Design students have been very successful in gaining hands-on skill attainment through Makerspace.</li> <li>- Project Based Learning protocols are being done through Makerspace using a cross disciplinary focus.</li> <li>- The board will sign a drafted letter in support of the continued use of Makerspace.</li> </ul>	
<p>Motion to Approve Course Curriculum and Continue Operation of the Program was made by:  Motion Seconded By:  All in favor: Yes  All opposed:</p>		
<p>6. Other business  6.1 Additional Items <ul style="list-style-type: none"> <li>▪ Hiring</li> </ul> 6.2 Next meeting time, place, date.</p>	<p>Meeting Adjourned: 8:42PM</p>	