

**Career Education Advisory Board Meeting Minutes
College of the Canyons Architecture and Interior Design
5/14/2020
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
Chair				
Business Partners including Industry, Non-Profit and Community Based Organizations				
Stephanie Moretta-Hildago	Lewis Ross Associates / CAD Drafter / Former COC Student	ssmoretta@my.canyons.edu		
Rod Shreckengost	RA Consulting SVC Construction Mgmt. / President	rodshreckengost@gmail.com		
Program Chair				
Jason Oliver	College of the Canyons / Professor, Architecture	Jason.oliver@canyons.edu		
Dean				
Don Carlson	College of the Canyons / Dean, School of Business / Interim Dean, School of Applied Technologies	Donald.carlson@canyons.edu		
4-year college discipline instructor(s)				
Hessam Ghamari	CSUN / Interior Design Program	hessam.ghamari@csun.edu		
Rodica Kohn	CSUN / Interior Design Program	rodica.kohn@csun.edu		
Student Representative(s)				
K12 discipline instructor(s)				
Discipline faculty				

Victor Corona	College of the Canyons/ VMC Architecture / Adjunct Instructor	Victor.corona@canyons.edu		
Orlando Flores	College of the Canyons/Pride Industries / Adjunct Instructor/Design Manager	Orlando.flores@canyons.edu		
Holly Hitt-Zuniga	College of the Canyons / Professor, Interior Design	Holly.hitt-zuniga@canyons.edu		
Parent(s)				
Counselor(s)				
Staff				
Other guest(s)				
Heather Flood	Woodbury University / Undergrad Architecture Program Director	heather.flood@woodbury.edu		
Harriet Happel	College of the Canyons / Dean of Career Education	Harriet.happel@canyons.edu		

AGENDA

	Notes	ACTION
1. Welcome and Introductions (Director, Career and Technical Education) <ul style="list-style-type: none"> 1.1 Statement of Purpose 1.2 Review/Approval of Minutes <i>Motion to Approve the minutes of the last meeting by: Victor Corona</i> <i>Motion Seconded by: Holly Hitt-Zuniga</i>		
2. Review of Course Sequence <ul style="list-style-type: none"> 2.1 Hart District 2.2 College of the Canyons 2.3 CSU and UC Articulation 		
3. Current Status of Program (Advisory Board Chair): <ul style="list-style-type: none"> 3.1 Numbers of students <ul style="list-style-type: none"> ▪ Special Population/Non Traditional Core Indicators (Perkins) ▪ Reading proficiencies (Hart District) 3.2 Student success – completers 3.3 Student success - employment 3.4 Labor Market Analysis <ul style="list-style-type: none"> ▪ Job Titles 	<ul style="list-style-type: none"> - The Governor’s revised budget for the month of May will not affect the Perkins Grant. - With the funding increase this year, efforts can continue to be made towards the articulation agreements with the four year colleges for both the Interior Design and Architecture programs. - Funding will also go towards student advising. 	

<ul style="list-style-type: none"> ▪ Median Living Wage ▪ Validated Need for Training <p>3.5 Industry Certification (if applicable)</p> <p>3.6 Program Accomplishments</p>	<ul style="list-style-type: none"> - The Cares Package will provide funding that will go towards the purchase of laptops that students can use for distance education. - Five Architecture and two Interior Design Associate Degrees/Certificates on going evolution - Attrition that is affected by the COVID-19 pandemic is currently hard to measure as students have stopped showing up for class yet haven't officially dropped courses or filed for an excuse withdrawal. - Classroom guidelines should be given to students as they navigate the distance education format. - The Academic Senate has determined that Instructors will be required to provide an orientation letter class schedules so that students know what is expected of them. 	
<p>4. Industry</p> <p>4.1 Review Required Skills for Competency:</p> <ul style="list-style-type: none"> ▪ Do the program completers meet the current industry standard or industry need? ▪ What curriculum modifications would you suggest to meet skill gaps? ▪ Review of Assessment Procedures ▪ What equipment/ facility needs can you identify that would better prepare students to enter your field? <p>4.2 What employability skills do workers need in your field?</p> <ul style="list-style-type: none"> ▪ Able to think critically, problem-solve ▪ Able to find resources ▪ Effective interpersonal skills ▪ Communication skills - oral, written ▪ Adequate time management and organization - prioritization skills ▪ Personal qualities - professionalism ▪ Able to project manage ▪ Other? <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"> ▪ Classroom visits by industry ▪ Informational Interviews ▪ Site visits/Field Trips 	<ul style="list-style-type: none"> - Businesses will need to consider different arrangements that will need to be made in order to ensure social distancing. - There is an increase in a request for residential Landscape Designers as people will be spending more time at home and interested in improving the site areas of their property. - Consider digital and distance means by which to tour homes and design. - As people spend more time at home, there will be more focus on home improvement and home staging. 	

<ul style="list-style-type: none"> ▪ Ride Alongs ▪ Project Based Learning ▪ Internships <p>4.5 Postsecondary Scholarship Creation</p>		
<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 career events/ other)</p> <p>5.4 What other suggestions do you have for program improvement?</p>	<ul style="list-style-type: none"> - The CAD certificate has increased from fifteen units to eighteen units. - The courses for the CAD certificate will hopefully all be offered online in the near future. - An Advanced Building Information Modeling (BIM) class was added to the Architectural Drafting certificate and taught for the first time this semester (ARCHT-290). - This Advanced BIM class is going well and the students enjoy it. - Jason would like to build the Advanced BIM class into the articulation agreements with CSUN and Woodbury. - An articulation agreement with CSUN should be finalized over the summer. - The articulation agreement with Woodbury will continue to evolve/adjustment. - An articulation agreement with Cal Poly Pomona has been established. One COC student was accepted for 2020 and will transfer in the fall. - An articulation agreement with San Luis Obispo has been in the works for a few years and will hopefully be finalized soon. - The Sustainable Architecture Technician NSF/ATE grant submittal for 2019-20 was not approved, but a revised application will be resubmitted for 2020-21. - The Home Staging and Set Decorating programs need to continue evolving to keep up with industry trends. - An Advanced Kitchen and Bath class will be offered this summer where students will learn 2020 Design. - Students may not be able to use MakerSpace until Fall 2020 or Spring 2021. - MakerSpace may be hit with a significant funding cut. 	

	<ul style="list-style-type: none"> - Water Talks was a student participation project that got them involved with the community and it was very successful. The Arch/ID program would like to continue with these types of projects. - LinkedIn has been the platform used the last couple of years for advertising gig freelance work and local Arch/ID job postings. - Career Services will switch to Job Speaker as a platform where students can build their LinkedIn profile and have access to LinkedIn Learning. 	
<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"> ▪ Hiring 6.2 Next meeting time, place, date.</p>	<ul style="list-style-type: none"> - Jason Oliver will email a survey to the Advisory Board with questions relating to the Sustainable Architecture Technician program. Responses will assist in the revisions to the grant proposal. 	