

**Career Education Advisory Board Minutes
College of the Canyons – Commercial Music
10/15/2019
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
Chair				
Business Partners including Industry, Non-Profit and Community Based Organizations				
James Jeffrey	Jeffrey Music	jim@jimjeffreymusic.com		
Steven Klein	Steven Kein's Sound Control Room	skoffice@soundcontrolroom.com		
Jon LeCroix	Bullet Proof Bear	jlacroix@bulletproofbear.com		
Ed Masterson	Sales/Marketing Manager / SOS Entertainment	edmasterson@sosentertainment.com		
Lee Watters	President / The Watters Group	lee@thewattersgroup.com		
Mark Williams	Composer/Owner	mark@ah2music.com		
Program Chair William MacPherson	Department Chair / Faculty / COC	William.macpherson@canyons.edu		
Dean				
4-year college discipline instructor(s)				
Student Representative(s)				
K12 discipline instructor(s)				
Discipline faculty				
Bernardo Feldman	Chair of the Music Department / COC	Bernardo.feldman@canyons.edu		
Parent(s)				

Counselor(s)				
Staff				
Other guest(s)				
Jennifer Smolos	Dean of Visual and Performing Arts / COC	Jennifer.smolos@canyos.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:</i> <i>Motion Seconded by:</i>	Meeting Commenced: 7:12PM Welcome and Introductions: All	
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 ▪ Median Living Wage ▪ Validated Need for Training 3.5 Industry Certification (if applicable) 3.6 Program Accomplishments 	<ul style="list-style-type: none"> - Curriculum has been approved. The next step is designing the facilities. - Bill MacPherson would like to have a recording studio on campus where students can learn the arts and learn how to be interns and assistants. - Bill is working with an instructor on designing certificate programs for Pro Tools. - There has been discussion to turn a classroom on campus into a recording studio. Intermediate and advanced levels of the Live Sound class may be added. - Live Sound will tie in well with Theatre. - The Board was informed about plans to add a recording studio at the Canyon Country campus but they recommend adding one in the Performing Arts Center instead. - Bill discusses the possibility of wiring the classrooms remotely, which allow for better isolation and access to the studio. He believes it would be a good idea to have the Black Box Theatre or main stage wired. 	

	<ul style="list-style-type: none"> - Practice rooms may need to be properly insulated for sound. - A recommendation was made to add floating floors to the rooms for better isolation. - It was recommended that a Logic class be added. - A suggestion was made to use smaller classrooms with the right equipment. - The Board received a tour of the building. - Budget and space will continue to be discussed. - The area is need of people with audio engineering skills. - Effort should be made to find out who the students are and what they want, as they may want to learn the skills for themselves and not to go and work for someone else. - Consider looking at other colleges and recording schools to see what they offering. - Steven Klein discusses the layout of a room that would work best as a recording studio. - Having a control room that satellites to different rooms would be a great idea. 	
<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</p>		

<p>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 ▪ 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>		
<p>Motion to Approve Course Curriculum and Continue Operation of the Program was made by:</p> <p>Motion Seconded By:</p> <p>All in favor: Yes</p> <p>All opposed:</p>		
<p>6. Other business</p> <p>6.1 Additional Items</p> <ul style="list-style-type: none"> ▪ Hiring <p>6.2 Next meeting time, place, date.</p>	<p>Meeting Adjourned: 9:40PM</p>	