

**Career Education Advisory Board Minutes  
College of the Canyons – Commercial Music  
4/20/2021  
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>				
James Jeffrey	Jeffrey Music	jim@jimjeffreymusic.com		
Ed Masterson	Sales/Marketing Manager / SOS Entertainment	edmasterson@sosentertainment.com		
Lee Watters	President / The Watters Group	lee@thewattersgroup.com		
Anthony Zeller	Foley Mixer and Editor / Technicolor Sound Creative Services	fortuitous@mac.com		
<b>Program Chair</b> William MacPherson	Department Chair / Faculty / COC	William.macpherson@canyons.edu		
<b>Dean</b>				
<b>4-year college discipline instructor(s)</b>				
<b>Student Representative(s)</b>				
<b>K12 discipline instructor(s)</b>				
Kaitlin Holt	Choir Director / Saugus High School	kholt@hartdistrict.org		
Molly Peters	Choir Teacher / Rancho Pico Junior High / West Ranch High School	mpeters@hartdistrict.org		
<b>Discipline faculty</b>				

Jon Amador	MEA Department Chair / COC	Jon.amador@canyons.edu		
<b>Parent(s)</b>				
<b>Counselor(s)</b>				
<b>Staff</b>				
<b>Other guest(s)</b>				
<b>Nancy Bailey</b>	Work Based Learning Program Specialist / Hart School District	nbailey@hartdistrict.org		
<b>Jennifer Smolos</b>	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"> <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: 6:04PM  Welcome and Introductions: All	
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>- The program has made significant progress since the beginning of the COVID pandemic.</li> <li>- The following courses will be launched in Fall 2021:               <ul style="list-style-type: none"> <li>○ Introduction to Pro Tools</li> <li>○ Intro to Garage Band and Logic</li> <li>○ Introduction to Sibelius</li> </ul> </li> <li>- Logic Pro courses will be launched in Spring 2022.</li> <li>- A Pro Tools Certificate of Specialization has been developed.</li> <li>- The program is working on an industry-relevant certificate by partnering with Avid Technology to create a Pro Tools certification.</li> <li>- Many students in the program are enjoying remote learning because of the convenience.</li> <li>- Pending approval from Program Viability, the program would create gear bags containing</li> </ul>	

	<p>equipment to be checked-out by students taking online courses.</p> <ul style="list-style-type: none"> <li>- All music courses will continue to be taught remotely in the Fall.</li> <li>- The MEA and Theatre Departments are interested in incorporating the Live Sound course currently in development into their curriculum.</li> <li>- The program is working on developing the recording studio.</li> <li>- Pico Hall 107 is the determined space for the recording studio.</li> <li>- Bill Macpherson shared a video showing the first draft model of the recording studio.</li> <li>- The Commercial Music ensemble recorded full-length CDs in the Spring and Fall of last year.</li> <li>- Bill and Jennifer Smolos will discuss the possibility of going before Program Viability to request that the Commercial Music ensemble continue remotely when in-person learning resumes.</li> <li>- Molly Peters would be interested in high school students participating in the remote ensemble.</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</p>	<ul style="list-style-type: none"> <li>- Jim Jeffrey suggested that the recording studio include analog outboard gear such as compressors and pre amps.</li> <li>- The Board agrees that analog gear should be included in the recording studio.</li> <li>- Lee Watters is seeing a lot of the old gear coming back and being used in recording studios.</li> <li>- It was suggested that Bill look into small API console boxes, modeling software, and pairs of condenser microphones for the recording studio.</li> <li>- Feedback was given that the program is moving in the right direction.</li> <li>- Knowing the basics is important and makes someone valuable in the field.</li> <li>- Having people-skills and studio ethics is also important.</li> <li>- Students should be understand signal flow.</li> <li>- Knowing how to keep track of documentation needs to be taught.</li> </ul>	

<p>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>- Bill asked the industry partners to review the curriculum in development for the Recording Studio Techniques courses.</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 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"> <li>▪ Hiring</li> </ul> <p>6.2 Next meeting time, place, date.</p>	<ul style="list-style-type: none"> <li>- Jon Amador offered to coordinate a one-day workshop with Hart District Faculty to learn Logic.</li> <li>- Jon suggested a meeting with the Hart District Faculty to discuss collaboration on curriculum and how their courses could align with the Commercial Music program courses.</li> </ul> <p>Meeting Adjourned: 7:35PM</p>	