

Career Education Advisory Board Minutes
College of the Canyons – Network Technologies and Electronic Systems
3/25/2022
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				
Ed Alvarez	Northrup Grumman Corporation / Workforce Development and Staffing Manager			Present
Erick Frias	Pharmavite LLC	efrias@pharmavite.net		Present
Edward Chuang	Logix Federal Credit Union			Present
Gabriel Gallegos	Information Systems Engineering Manager	Gabriel.gallegos@ngc.com		Present
Robert Dean	Logix Federal Credit Union			Present
Clark Dilling	Logix Federal Credit Union / VP of Core Technology			Present
David Hanighen	Logix Federal Credit Union / Chief Information Security Officer			Present
Bob Jenner	The Network Doctor, Inc.	bjenner@tndi.net		Present
Henrik M	VP of Digital Channels and Logics			Present
Matthew Metoyer	Robert Half Recruiters & Employment Agency			Present
Jeremy Stepan	Resurgence IT / Owner	Jeremy.stepan@resurgenceit.com		Present
Sandy Trudeau	Logix Federal Credit Union / VP of Learning & Resources	strudeau@fcu.com		Present
John	Northrup Grumman Corporation / Information Systems Engineering Manager			Present

Program Chair Justin Hunt	Network Technologies & Electronic Systems Dept. Chair / COC	Justin.hunt@canyons.edu		Present
Dean Nadia Cotti	Dean, School of Applied Technologies / COC	Nadia.cotti@canyons.edu		Present
4-year college discipline instructor(s)				
Student Representative(s)				
K12 discipline instructor(s)				
Discipline faculty				
Parent(s)				
Counselor(s)				
Staff				
Other guest(s)				
Harriet Happel	Dean of Career Education, Integrative Learning, and the Employment Center / COC	Harriet.happel@canyons.edu		Present
Justin Wallace	Director of Business Partnerships and Workforce Engagement	Justin.wallace@canyons.edu		Present

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: 11:05AM Welcome and introductions: All	
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) 	- A full-time instructor will be hired for the Network Technologies Program.	

<ul style="list-style-type: none"> ▪ 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"> - The Network Technologies Program currently offers an Associate’s Degree. - A Cybersecurity Associate’s Degree as well as a Systems Admin Associates Degree will be offered through the Network Technologies Program beginning in Fall of 2022. - The program is working to add an IoT Automation Associates Degree. - The certificates that are offered through the Network Technologies Program are as follows: <ul style="list-style-type: none"> ○ System Associate ○ Network Foundation ○ Network Associate ○ Cloud/Visualization ○ Internet of things - The following certificates are in consideration to be offered through the program: <ul style="list-style-type: none"> ○ Embedded Sys & Services ○ Digital Infrastructure ○ Linux Admin ○ Security and Authentication ○ Database Administration ○ Dev Ops ○ PC Repair - Electronic Systems does not offer a degree. - David Hanighen expressed that Cybersecurity is becoming increasingly more important for organizations and appreciates that a separate degree will be offered. - Erick Frias suggested that Cybersecurity be taught in all of the Network Technology programs. - The Board agrees that a foundational knowledge of IT, such as Systems Admin and IoT, should be had prior to delving into Cybersecurity. - The degree sequences of Sys Admin and Net Tech were shared with the Board. - The Board is in support of the degree sequences. - The Cybersecurity Associate’s degree was shared with the Board. - Bob Jenner expressed that NIST CFS compliance is an industry recognized standardization and should be incorporated into the curriculum. 	
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	<ul style="list-style-type: none"> - Students can obtain up to eleven industry recognized credentials in any given path within the program. 	
<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 ▪ Ride Alongs ▪ Project Based Learning ▪ Internships <p>4.5 Postsecondary Scholarship Creation</p>	<ul style="list-style-type: none"> - Harriet Happel discussed the Comprehensive Local Needs Assessment with the Board and asked industry representatives to answer questions relating to the program. - Jeremy Stepan and Bob Jenner expressed interest in partnering with the college by being guest lecturers, assisting with Work Based Learning projects, and sponsoring internships. - Erick Frias is interested in being a guest lecturer and assisting with Work Based Learning projects. - The Board is in agreement that the program’s curriculum aligns with the skills that are needed within the industry. - The top skills that industry are looking for include the following: <ul style="list-style-type: none"> ○ Customer service ○ Typing skills ○ Good communication skills ○ Interpersonal skills ○ Financial skills ○ The ability to follow-through ○ The ability to take accountability ○ Project management skills ○ Good work ethics ○ Honesty ○ A willingness to learn - It was expressed that there needs to be adaptability within the program in order to keep up with the continuous changes within the industry. 	
<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>		

5.4 What other suggestions do you have for program improvement?		
Motion to Approve Course Curriculum and Continue Operation of the Program was made by: Motion Seconded By: All in favor: Yes All opposed:		
6. Other business 6.1 Additional Items <ul style="list-style-type: none"> ▪ Hiring 6.2 Next meeting time, place, date.	Meeting adjourned: 12:00PM	