

**Career Education Advisory Board Minutes
College of the Canyons – Commercial Music
5/18/2022
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				
Jim Jeffrey				Present
John Fitzgerald				Present
Program Chair				
Bernardo Feldman	Dept. Chair / COC	Bernardo.feldman@canyons.edu		Present
Dean				
4-year college discipline instructor(s)				
Student Representative(s)				
K12 discipline instructor(s)				
Discipline faculty				
Jon Amador	Faculty / COC	Jon.amador@canyons.edu		Present
Joseph Lanthier	Instructor / COC	Joseph.lathier@canyons.edu		Present
Bill McPherson	Faculty / COC	William.macpherson@canyons.edu		Present
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
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AGENDA

	Notes	ACTION
<p>1. Welcome and Introductions (Director, Career and Technical Education)</p> <p>1.1 Statement of Purpose</p> <p>1.2 Review/Approval of Minutes</p> <p><i>Motion to Approve the minutes of the last meeting by:</i></p> <p><i>Motion Seconded by:</i></p>	<p>Meeting commenced: 6:08PM</p> <p>Welcome and introductions: All</p>	
<p>2. Review of Course Sequence</p> <p>2.1 Hart District</p> <p>2.2 College of the Canyons</p> <p>2.3 CSU and UC Articulation</p>		
<p>3. Current Status of Program (Advisory Board Chair):</p> <p>3.1 Numbers of students</p> <ul style="list-style-type: none"> ▪ Special Population/Non Traditional Core Indicators (Perkins) ▪ Reading proficiencies (Hart District) <p>3.2 Student success – completers</p> <p>3.3 Student success - employment</p> <p>3.4 Labor Market Analysis</p> <ul style="list-style-type: none"> ▪ Job Titles ▪ 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 timeline for the installation of the recording studio has been accelerated as a piggyback contract. - With the acceleration of the recording studio installation, courses may be offered in Fall 2022 as opposed to Spring 2023. - COC stands to be one of the first community colleges in the State to offer the entire Pro Tools curriculum through Avid. - Fourteen instructors from the MEA and Commercial Music Departments will receive Avid and Key Code training starting in July 2022. - The Commercial Music and MEA Departments will collaborate as both programs will offer pathways in Pro Tools. 	
<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? 	<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. - The program should continue to bring in guest speakers for students. 	

<ul style="list-style-type: none"> ▪ 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"> - Connections with other institutions that are focused on the arts should be strengthened, including those in other countries. - The college should focus on making strong connections with the K12 schools. - The program should consider creating short videos to be advertised on social media. - Recording YouTube lecture series' and masterclasses are ideas to consider. - It is believed that the program's curriculum aligns with the skills that are needed in the industry. - Students should be prepared to be assistant engineers when starting in the industry. - Teaching business etiquette to students should be a main focus within the program. - The addition of a Professional Practices class could include bringing in guest speakers and assisting students with portfolio presentations and interview skills. - Students would benefit from starting internships beginning semester one as opposed to waiting until the end of the pathway. - A roadshow at the high schools would allow students to learn about the program. - High school students should be invited to tour the college. - Bill MacPherson discussed the idea of adding music therapy curriculum and a Guitar Luthier Program in the future. - Developing a Mariachi class with curriculum that is mirrored from Cal Arts has been discussed. 	
<p>Th5. 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: 7:16PM</p>	