

Minutes – NSF Grant 2202236

Wednesday, March 15, 2023

2 PM – 3 PM in T143 and Zoom

Attendees: Christina Anchondo, Maria Andrade-Hernandez, Diana Barbosa, Christopher Cooke, John Frala, Manuel Halim, Hector Lopez, Sara Lopez, Eric Olson, Namrata Patel, Jacqueline Ramirez, Mike Slavich, Edward Villacorta

- I. Call to Order 2:02 PM
Maria Andrade-Hernandez
- II. Introductions – Presenter: Maria Andrade Hernandez
 - a. New staff supporting WINGS-EV
 - i. Christina Anchondo, Counselor
 - ii. Edward Villacorta, Student Services Assistant
- III. National Science Foundation (NSF) Updates – Presenters: Maria Andrade Hernandez and John Frala
 - a. Recruitment of students
 - i. 10 prospective students have been identified across high schools in the areas Río Hondo Colleges (RHC) serves
 - ii. RHC alumni have been contacted and will be a part of recruitment efforts (via avenues such as video interviews and guest speakers)
 - iii. Interest cards suggested to engage interest over long-form interest surveys
 1. Demographic survey advised against by consultant Dr. Namrata Patel, PhD
 - a. Name and RHC student ID number should suffice
 - b. If demographics are necessary, collect that data through other services (such as the RHC application they completed)
 - iv. Next steps
 1. Initial contact needs to be established for the prospective students who will be part of the inaugural collective
 2. Dean Mike Slavich has reserves spaces for individuals to register and take Auto 106 in Summer 2023
 3. Several prospective students have applied to RHC
 4. Waiting to hear back from prospective students at a few high schools
 5. Counselor Christina Anchondo to create educational plans for inaugural collective (starting Fall 2023)
 6. Engage and support students throughout their academic journey through things such as working lunches
 - b. Course status
 - i. As per NSF Grant requirements, discussion on the new Certificate of Achievement, Automotive EV Specialist, (COA) was brought forward by John Frala
1st: Eric Olson 2nd: Dr. Namrata Patel, PhD
12-0-0 Pass
 - ii. Certificate of Achievement (COA) has been created per NSF grant, but must first go through curriculum approval

1. Auto 131 Automotive EV Electronics I (3), Auto 132 Automotive EV Electronics II (3), Auto 157 Automotive Specialized Electronics Training (4), Auto 260 Advanced Hybrid/Electric Vehicle (4), and Auto 290 CWE Intern for Technology (3)
 - a. COA: 17 units
 - iii. Inaugural collective to be part of the general automotive student population
 1. Advised that following a cohort model would require around 20 participants
- IV. Application Status – Presenter: John Frala
- a. Application questions are being created
 - i. Dean Slavich has suggested WINGS-EV application have a similar basis to those of the BS in Automotive Technology and/or Jaguar-Land Rover
 - ii. Focus on questions that align to what we are trying to accomplish through providing this program
 1. Make sure questions are captured that are required per NSF
- V. Website Status and Flyer – Presenters: Manuel Halim and Edward Villacorta
- a. WINGS-EV website in beta; managed by Web Developer Manuel Halim
 - i. Contact form: can be useful to NSF grant data collection
 - b. Video to come to the website from RHC alum working in related fields that represent the target audience – women and underrepresented populations
 - c. Website needs to be finalized prior to mass marketing of the program
 - d. Initial flyer created
 - i. Connect with graphic design vendor Dworsky Design to expand on the initial flyer idea – tasked to Manuel Halim
 1. Retain COA information on flyer
 2. Suggested minimum size 11x17
 3. Add a QR code on flyer that connect to the website
- VI. Logo Review: Presenter – Manuel Halim
- a. Beta logo created in house by Web Developer Manuel Halim
 - i. Fix logo text to match grant (WING-EV to WINGS-EV)
 - ii. Define logo – what does WINGS-EV mean
 1. Ie: vertical with bolded letters, type out “Women in Next Generation Electric Vehicle (WINGS-EV) Technologies”
 - b. Connect with graphic design vendor Dworsky Design to design logo – tasked to Manuel Halim
 - i. Finalized logos to be voted at the next WINGS-EV meeting
- VII. Evaluation Status – Presenter: Dr. Namrata Patel, PhD
- a. Dr. Patel to connect with John Frala offline
- VIII. Budget Updates
- a. Purchase order has been finalized by Contract Management and Vendor Services for consultant Dr. Namrata Patel
 - i. To begin sending invoices
 - b. Look into conferences that will connect WINGS-EV collective to academic and career growth
 - i. Required conferences per NSF
 1. ATE Principal Investigators’ Conference – held annual at the Omni Shoreham Hotel in Washington, DC

2. HI-TEC Conference – held annually; moves location
 - a. Held July 24-27, 2023, in Atlanta, GA*
 - b. RHC must present at this conference
 - c. *Travel restrictions per AB 1887 (Banned States) concern brought up
 - i. Addressed by John Frala and CTE/IO Dean Mike Slavich – should not be a problem
 - c. Marketing
 - i. Once logo is finalized, begin requesting quotes for physical merchandise
 1. To be managed by SSA Sara Lopez and SSA Edward Villacorta
 - d. Other support services
 - i. Look into tutoring services to support WINGS-EV students
- IX. Adjournment 3:01 PM
 Maria Andrade-Hernandez

Next Meeting: Wednesday, April 12, 2023, in T143 and Zoom