

**Career Education Advisory Board Minutes
College of the Canyons – Media Entertainment Arts
3/16/2026
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 | | | | |
| Heather Duncan | Independent Film Producer | hduncan@ao-ent.com | | Present |
| Kathryn Weibezahl | Impact & Partnerships Manager/ PBS SoCal | kweibezahl@pmgsocal.org | | Present |
| Program Chair | | | | |
| Dean Andy McCutcheon | Dean, School of Humanities and School of Visual and Performing Arts / COC | Andy.mccutcheon@canyons.edu | | Present |
| 4-year college discipline instructor(s) | | | | |
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| Student Representative(s) | | | | |
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| K12 discipline instructor(s) | | | | |
| Anthony Cook | Film/TV Instructor / Golden Valley High School | acook@hartdistrict.org | | Present |
| Discipline faculty | | | | |
| Jeff Baker | Faculty / COC | Jeff.baker@canyons.edu | | Present |
| David Brill | Faculty / COC | David.brill@canyons.edu | | Present |
| Bavand Karim | Faculty / COC | Bavand.karim@canyons.edu | | Present |
| Joseph Lanthier | Faculty / COC | Joseph.lanthier@canyons.edu | | Present |
| Ron Mita | Faculty / COC | Ron.mita@canyons.edu | | Present |
| Jennifer Overdevest | Faculty / COC | Jennifer.overdevest@canyons.edu | | Present |
| Parent(s) | | | | |
| Counselor(s) | | | | |
| Staff | | | | |

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| Austin Dave | Laboratory Technician / COC | Austin.dave@canyons.edu | | Present |
| Other guest(s) | | | | |
| Raquel De Los Santos | Director of Employer Engagement & Partnerships / COC | Raquel.delossantos@canyons.edu | | Present |
| Harriet Happel | Dean of Career Education, Integrative Learning, & Career Services / COC | Harriet.happel@canyons.edu | | Present |
| Shari Kraidman | CCR Specialist / Hart School District | skraidman@hartdistrict.org | | Present |

AGENDA

| | Notes | ACTION |
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| 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: 6:02PM 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 | <ul style="list-style-type: none"> - Jeff Baker provided an overview of the Animation Program, highlighting its two degrees: Animation Production and Computer Animation. - Jennifer Overdevest shared that a few classes have been added to the Filmmaking Degree. - A proposed Screenwriting AA Degree was submitted to the Curriculum Committee for review. - A course titled, <i>Writing the Short Screenplay</i>, was recently written for the Filmmaking Degree. - MEA-108 and MEA-208 have been added as noncredit courses for Filmmaking; students can earn a Screenwriting Certificate upon completion. - A proposed Noncredit Filmmaking Certificate has been submitted for approval. - There are plans to develop noncredit certificates for Production Assistant, Script Supervisor, and Production Management. | |
| 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"> - Harriet Happel presented the Comprehensive Local Needs Assessment, highlighting the MEA Program's award earners as well as success and retention across gender, age, and ethnicity. - Jeff Baker highlighted upcoming events, including a freelancing workshop with David Heredia and a portfolio review with Gnomon College. | |

- Job Titles
- Median Living Wage
- Validated Need for Training

3.5 Industry Certification (if applicable)

3.6 Program Accomplishments

- There are plans for the Animation Program to host another International Animation Festival next spring.
- A Stop-Motion class was added this semester and is being taught by Sara Caldwell.
- The MEA Filmmaking Showcase will take place on June 4, 2026, from 6:00PM to 9:00PM in Hasley Hall.
- The Filmmaking Program is considering the purchase of Celtx screenwriting software as there is a great need.
- The Filmmaking Club continues in its second year with thirty to forty students participating.
- Filmmaking Club activities include guest speakers and upcoming events such as the Writing Reels Film Festival taking place tomorrow, October 28, 2025, from 2:00PM to 4:00PM.
- Bavand Karim shared success of “The Valley” television project, which provided Filmmaking students with experience and led to several students getting additional gigs.
- The Filmmaking Program received a ten-thousand-dollar grant from the Golden Globes Foundation to produce another project.
- Additional grant money is being requested for facility and equipment improvement.
- In an effort to engage adult learners, Bavand discussed customizing assignments and facilitating an on-campus network for this group of students.
- David Brill provided an overview of the Journalism Program, highlighting its diverse student body and the success of adult learners.
- The importance of incorporating social media and streaming into the Journalism curriculum to meet the evolving demands of industry was emphasized.
- Austin Dave provided an overview of the College of the Canyons media facility, which includes a laboratory classroom with 30 Mac Studies, two editing bays, a podcast station, a full-size control room & studio, and an animation lab that has been converted into a hybrid stop-motion filmmaking studio.

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| | <ul style="list-style-type: none"> - The media facility maintains sixty-two different systems and supports camera work, post-production, and broadcast television. | |
| <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"> - Kate Weibezahl with PBS SoCal discussed the importance of preparing students for multimedia production, digital timelines, and IA integration in public media. - It is important that students develop production management skills and be familiar with AI while ensuring accuracy and quality in their work. - With the growing use of AI filters in hiring processes, students should be urged to prepare their portfolios and resumes accordingly to avoid being automatically filtered out by AI systems. - Sammie Solina shared the importance of vertical video and social media skills for journalists. - Bavand believes that vertical videos are going to be the future of the entertainment market and should be a focus within the MEA Program. | |
| <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> | | |

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| <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: 7:30PM</p> | |