

**ALTERNATIVE FUEL/AUTOMOTIVE TECHNOLOGY  
JOINT ADVISORY COMMITTEE MEETING  
THURSDAY, NOVEMBER 17, 2011**

**MINUTES**

**I. Call to order**

Steve Tomory called to order the regular meeting of the Joint Advisory Committee 5:03 p.m. on November 17, 2011 in Room T143, Rio Hondo College.

**A. Roll call**

Introductions were conducted and served as roll call. The following persons were present:

Brian Stranahan	Matco Tools
Pat McInturff	Cal State San Bernardino
Dick Dixon	Cal State San Bernardino
Carl Semenza	NGK Spark Plugs U.S.A.
Keith Mew	Cal State Los Angeles
John Frala	Rio Hondo College
Mike Slavich	Rio Hondo College
Steve Tomory	Rio Hondo College
Michael Dighera	Rio Hondo College
Marius Dornean	Rio Hondo College

**B. Approval of Minutes from Last Meeting**

John Frala made a motion to approve the minutes of October 21, 2010 Joint Advisory Committee. Mike Dighera seconded the motion. A vote was taken and the minutes were unanimously approved as written.

Mike Slavich went through the minutes of the last meeting hitting some action items that were discussed and informing the committee of the status. He said that most of the action items will be discussed later during this current meeting. He wanted to update the committee on the Welding program. The division will be hiring a part-time instructor to review the lab and curriculum to see if there is a need to update either or both areas. Then it is his plan to offer fee based courses in the fall semester of 2012. He also announced that interviews will take place for a full time automotive instructor on December 9<sup>th</sup> and 16<sup>th</sup> for a start date in spring 2012.

Steve discussed a telephone conference meeting which was held on August 4, 2011 in an attempt to make it easier for those with busy schedules to attend.

Unfortunately there was not a quorum and conference advisory meetings will no longer be attempted. He did talk about what was discussed during that conference call. The proposed general technician program was approved. He reported that Honda representatives listed three categories of employees under their company.

They were Maintenance Technician, Repair Technician and High End Diagnostic Technician, which is the smaller percent of the three listed. There was a discussion about the California Automotive Teachers (CAT) conference and Steve announced that it was successful. The group approved the creation of an Electrical Utility Technology program. Steve announced that this has been completed and approved.

## **II. Program Update**

### **A. Brief status report of program:**

- Steve announced that the automotive NATEF certification would expire in December 2012. Steve will be preparing for the re-certification and will need volunteers to review documents prior to NATEF's visit. Drew Blandis and Brian Stranahan volunteered. The Automotive Training Standards (ATTS) recertification is at the same time and this certification is for California State only.
- Mike told the group that he was contacted by the Superintendent of ROP from the El Monte High School District requesting that Rio Hondo College hold automotive classes in their remodeled auto shop which is vacant at this time. Mike announced that we will be offering an Introduction to Automotive (AUTO 101) in the spring semester which will run from the end of January to the beginning of June. This course will be open to both our students and El Monte High School students. If this works well they also want us to hold classes at their South El Monte High School.
- Steve gave an update on the WIP grant (Workforce Innovation Pathway) to bring Advanced Transportation and Alternative Energy to the middle schools. The project is to bring Tech Math to the Math teachers so they will be equipped to teach Math to the tech trade student. He also announced that 24 small engines were donated to aid in this endeavor for hands on activity in bio-fuels, chemistry and math.
- Steve discussed some changes in the smog program. The smog techs must take some classes and the time of renewal but instead of being retested the classes taken will be enough to renew. He also said that faculty can now write curriculum and submit it to the Bureau of Automotive Repair for approval. If approved technicians renewing their license can take the course for renewal. Steve Plans on submitting one for diesel technicians as there is a real need for such a class.
- Steve discussed a real need to purchase new vehicles especially in domestic vehicles. John Frala announced that he acquired a 2010 Ford Focus with 44,000 miles on it. It will be useful in multiple classes. He was also able to get a 2006 Prius Gen II. He did say there is still a need for a diesel vehicle. Mike Slavich added that these vehicles were purchased by benefit of grant funds.
- Steve reviewed the ATTE final report from 2012-2011. He explained that since we did not receive any money directly from the grant we just had to report what outside contract work we did to be added to the cumulative final report. He announced that we did better last year with no money. We had a

great match of \$259,000.00. He also stated that they did not reveal everything in the final report due to administration request.

## **B. Curriculum**

- Steve announced the creation and approval of TCED 070 & TCED 080, Foundation Skills for Technical Trades I & II. These courses will be designed to bring Tech Math to student through activities. It was extremely important on how the wording of the course was written so that the Math department would not quash the whole course. These courses were written by one of our part-time civil engineer faculty with the help of our MESA Coordinator. They will be very beneficial to the students and through beta-testing we are going to have the students, upon completion of the two courses, take the assessment test to see if they will pass it to the level of MATH 050/070 which is the Math necessary to graduate from Rio Hondo College.
- Steve also handed out copies of three certificates of achievement that have been approved by the Chancellor's Office. They are Advanced Engine Performance, Advanced Engine Technician and Diesel Fuel and Emission Systems.
- Steve handed out a copy of the flyer of our Heavy Equipment Maintenance Program for their information.
- John Frala discussed a new Certificate of Achievement and Degree he would like to propose in Battery Electric Vehicle Technician. He handed out and discussed the Bureau of Labor Statistics pointing out the median wages and demand for this career. He also passed out and discussed the official California Occupational Guide for Alternative Fuel Technician. Steve Tomory moved to have John move forward and bring back a more refined form of curriculum at the next meeting. Brian Stranahan seconded. The vote was unanimous. Dick Dixon was amazed at how far ahead Rio Hondo College's Auto programs were compared to other community colleges and gave his kudos to what we have accomplished.
- Steve requested input from the group regarding the insertion of TCED 070 & 080 into the General Service Technician (GST) Certificate/Degree. Dick Dixon is all for the classes being made mandatory. Brian Stranahan moved to add TCED 070 & 080 to the GST degree/certificate. Dick Dixon seconded. The vote was unanimous.

## **C. Student Progress**

- John informed the group of the 41 students who received scholarships totally \$243,000.00 and 9 who gained employment. This year there is 125,000.00 in scholarships to be had. He has 6 students and is looking for 2 more. John also announced that one

of his students got a \$3,000.00 scholarship from the Women's League and he wasn't even female but he had the best essay. Dick Dixon said that Specialty Equipment Market Association (SEMA) has scholarships and there is money available for Community Colleges. Some of the money is not used because no one applies. Pat McInturff informed John that the application process for SEMA begins December 1<sup>st</sup> and advisor recommendations are very important to the review process.

#### **D. Placement/CWE**

- Steve informed the group that Mike Dighera and John Frala both do an excellent job with job placement and CWE. Dighera is the head force in handling all of the CWE students. Mike Slavich has gotten permission to offer non-paid CWE by procuring workers compensation for the students at no cost to the employer.

#### **E. Budget**

- **Rio Hondo is holding its own. The department is always looking for grants and projects to help offset the income.**

### **III. Program Improvement / Industry Input**

- Drew Blandis said that at his company the economy has been a big factor. He also had 2 Rio Hondo Students and they did a fine job. Rio Hondo College is really preparing students for the real world. Brian Stranahan has been visiting a lot of community colleges and Rio Hondo College's CAT Conference is the subject of talk as it was so successful. No other school does what Rio does. Pat McInturff is very impressed with the state-of-art facility at Rio Hondo College. Dick Dixon said the department is well equipped and the students should be proud. He suggested that we market to the real world. Join industry counsels and connect with industry. Networking with key players is crucial. Join SEMA.

### **IV. Conclusion**

#### **A. Future Meeting Date**

The next Regional Advisory Committee meeting is scheduled for April 25, 2011.

### **IV. Adjournment**

Meeting adjourned at 6:31 p.m.



## **DRAFTING TECHNOLOGY**

**Advisory Committee Meeting**

**Friday, April 23, 2010**

**8:30 - 10:30 a.m.**

**S309**

### **Attending:**

Jay Sunyogh, Gary Halvorson, Ed Gonzalez, Warren Roberts; Roxann Hardy; Brian Dolim, Nabil Zaki, Rupa Purasinghe, Flint Tabata, Paul Robich, Tom Lazear, Richard Martinez, Virgil Seaman, Jose Casanova, John Para, Ruben Agus, Caesar Hernandez

### **Call To Order**

Jay welcomed everyone and thanked them for coming. He passed out the minutes from the previous meeting for review. There were introductions around the room.

Tom Lazear was chosen as chair to facilitate the meeting.

The minutes from the last meeting were distributed for review and accepted. Roxann Hardy moved to accept the minutes as read and Jose Casanova 2<sup>nd</sup>. Motion was passed.

After the passing of the minutes Jay took time to discuss some of the contents of the minutes of the last meeting to inform the committee that the department will be receiving newer computers and other monies for equipment, software and other needs that were derived from the committee's suggestions.

Gary talked about the High School contest and how they did not have one this year due to among other reasons, that the draw from the high schools have become less and less due to faculty retirement and the schools non-interest in replacing them due to budget constraints. He also explained the need to revamp the contest to attract students not in high school drafting programs possibly targeting math and science classes. He has already sent out a letter to all Math and Science teachers in the

District. Ed also told the group that they will also be reaching out to the middle schools to get them on track for college preparation.

### Update of Program:

#### A. New Facility:

Gary advised the group that the old drafting tables were refurbished in December and they look great.

#### B. Enrollment Trends:

Gary advised the group that during economic times such as the one we are experiencing tends to increase enrollment. Warren announced that his GIS classes are all full. He wants to improve the on line courses to include the students ability to access the server to avoid an inability to down load software. Jay announced that enrollment is up but that due to economic times there will only be three classes offered during the summer semester. He also explains the retention is solid. We now have three students transferring to Cal Poly Pomona, School of Architecture and two students have landed jobs out of the program.

#### C. Recruitment Activities:

Gary discussed recruitment activities that will/have been conducted as follows:

Open House

High School Visitations/Career Days

Counseling 101 and 151 presentations

The best recruitment comes from the counseling 101 and 151 presentations.

Tom Lazear talked about the successful Bentley Bash Seminar held here at Rio Hondo College. Ed discussed the possibility of using the Bentley Bash as a recruitment tool and explains that plans have been included to the Perkins IV Plan to cover maintenance for next years event.

#### D. Program Curriculum Review - A.S., Degrees & Certificates:

Gary explained that during the Program Review process all courses are current. He also explained that all of the DRAF courses have been changed through curriculum to ENGT courses to follow the other schools in the area of Engineering Technology. Also all of the credit courses offered have been turned into non-credit courses to help industry people update their skills without dealing with prerequisites/corequisites.

Ed announced that all of the brochures have been changed to represent the curriculum changes Gary spoke of.

Jay told the group they are always looking for new opportunities for internships for the students. He explained that the L.A. County Sanitation District Offices takes students in the spring semester. He asked that everyone take a look at the opportunity for both the company and the student. He also explained that there has been the addition of Revit Architecture, Bentley Architecture, In Roads, Civil 3D, Landscape Architecture and GIS to the program.

#### E. Articulation Agreements:

Gary announced that many past Rio Hondo students are now teaching in the high schools. Rio Hondo also has a good relationship with CSLA who now accepts 23 units as transferable. Virgil Seaman explained that Cal States are cutting 9% across the board so students who want to attend the fall semester must be accepted in November. Rupa Purasinghe announced that all civil courses are accepted for transfer at CSLA except the design class.

#### F. Program Needs: Immediate & Long Term - Facility, Budget & Software/Hardware Maintenance:

It was announced that the department will be receiving new computers as voted on by the Technology Committee. Virgil Seaman asked about new servers. Ruben replied that he will see how it goes and explained that Revit eats up a lot of hardware. He will be connecting the computers a little at a time to see how the server handles it.

#### G. Perkins IV Funds:

This grant has new requirements regarding Professional Organization Affiliation & Required unit plan information. Tom Lazear once again

recognized the outstanding work, curriculum and facility of the ACEDD-GIS Program on behalf of the U.S. CAD Society (Professional Organization). The application package for Perkins IV this year is complete. These monies off set cost in software, training, and conferences.

Activities that have been completed and planned are the through the Campus Club who participated in the on campus competition, Rio Olympic, for which they took 2<sup>nd</sup> place. There is a plan in effect for the students to establish a natural garden in a local orphanage that will be a place of refuge for the girls by the American Society of Engineers and (ASEA) Architects. There will be annual essay contests for scholarships.

We now offer Learning Communities in Speech as well as Art to help the student acquire the general education courses for graduation. There is a Rio Cad Blog and alumni group.

### III. Industry Input: Assessment and Recommendations:

It was requested that every member give input as to what the program needs or what is needed by the industry from Rio Hondo College. Richard Martinez requested training in the new Revit program for industry. Jay explained to him that in the fall semester we will be offering courses both day and evening.

Brian Dolim believes we should be targeting the displaced workers and make them aware of the college.

Nabil Zaki said the current market is picking up. He stated that 3D is a very important component, however, there is still a balance between 2D and 3D.

Jose Casanova said that the area of civil engineering was hardest hit, however, transportation is more lucrative. Students need to learn more In Roads and Civil 3D, especially in the area of rail and transportation.

Roxann Hardy believes Revit will be the leading software in the future.



Virgil Seaman had some suggestions to add Craigs List and Lynda.com as good places for students to find jobs. He also suggested that we recruit at Home Depot and Lowes to get home owners interested. He agrees that 3D is the area to study.

Jose Casanova made a motion to continue to pursue additional AutoCAD licenses each year until the goal of 50 is reached. (Currently at 25 licenses).  
Roxann Hardy 2<sup>nd</sup>.  
Vote was unanimous.

Gary made a motion to find monies to update and possibly using a lease approach to the 3D Rapid Prototype equipment.  
Tom Lazear 2<sup>nd</sup>.  
Vote was unanimous.

The next meeting is tentatively set for April 2011.  
Meeting adjourned at 10:30 am.



## **DRAFTING TECHNOLOGY**

**Advisory Committee Meeting**

**Friday, April 6, 2012**

**8:30 - 10:30 a.m.**

**S309**

### **Attending:**

Jay Sunyogh, Gary Halvorson, Warren Roberts; Nabil Zaki, Paul Robich, Richard Martinez, Mike Scaduto, Sean Hughes, Tom Lazear, John Parra, Carl Walls, Matt Langan, Kook Dean, Keiji Uesugi, Robert Pipin, Virgil Seaman  
Mike Slavich, Ruben Agus, Caesar Hernandez

### **Call To Order**

Tom Lazear chaired the committee and welcomed everyone and thanked them for coming. He passed out the minutes from the previous meeting for review. There were introductions around the room.

The minutes from the last meeting were reviewed and accepted. Virgil Seaman moved to accept the minutes as read and Sean Hughes 2<sup>nd</sup>. Motion was passed unanimously.

### **Purpose and Goal:**

The purpose and goal of an advisory committee was explained that it was necessary to get information from industry as to their needs for future employees. Industry committee members were encouraged to provide the department with information and trends to update the program so that the faculty can garner funds through the Perkins grant based on their recommendation. These monies off set cost in software, training, and conferences.

### **State of College and Career Technical Education Division:**

Mike Slavich talked about the college and state budget concerns. He explained that the community college is always 3-5 years behind when it comes to feeling the budget cuts. He believes that we are on a downward spiral and will feel the effects hard in spring of 2013 and will continue

through the next year. He believes that we need to get more efficient and explained that this department is in very good shape. The department has requested more software license seats but the reality is that we cannot afford to maintain them at this time if the department exceeds their current budget. He also explained that after re-evaluating his part time budget he discovered he was over spending and had to cut two classes out of every department. The reason the school is in the great shape it is has to do with the skills of our VP of Finance, Teresa Dreyfuss.

### Update of Program:

#### A. New Facility:

Jay stated that although a lot was updated to the classrooms they were still in need of 100 new chairs for S306, S305, S304 and S310.

#### B. Enrollment Trends:

Jay announced that enrollment is up thanks in part to the increase in GIS students and strong retention in Advanced Architecture and Engineering Drawing Courses. Gary explained that summer courses are offered in the late start session to have courses available for high school and university students.

#### C. Recruitment Activities:

Gary discussed recruitment activities that will/have been conducted as follows:

Open House, and Bentley Bash  
High School Visitations/Career Days  
Counseling 101 and 151 presentations

#### D. Program Curriculum Review - A.S., Degrees & Certificates:

Gary explained that they have added Introduction to Civil as one of the core classes to give the students an added area of knowledge. He announces the creation of additional Landscape courses and a second level Revit course as well as a second level Arch Studio course.

Gary discussed the possibility of creating a CORE Certificate of Achievement. It will have a positive impact on how students feel accomplished and will enable the college to track completers that do not transfer. Gary announced that they are also working on a Landscape Architectural degree/ certificate.

Jay talked about the Learning Community Program and its success with Art and Speech classes being combined with the ARCH courses.

Jay explained that the internship program is working well and that they are always looking for more businesses to place student interns. Mike explained that now the students can work for no pay as the school will cover their workers compensation insurance.

Jay updated the group on the ASEA Student Club and all the great community service they have been doing.

#### E. Articulation Agreements:

Gary explained that they have been working hard on articulation with the high schools and universities. He also explained that as high school teachers have retired the programs have been closed instead of hiring another full time drafting teacher.

Gary explained that funding from the State may be tied to completion. Mike Slavich said because there is limited course transfer course to course to the 4 year institution it is difficult to track the completers. Because of this students will have taken 45-50 units without general education classes and then transferring they will basically be starting over.

Everyone was given copies of the core class curriculum pages that show the course description and exiting skills. They were asked to review them and email either Gary or Jay with any comments or suggestions in an attempt to determine a minimum core of classes for a new certificate of achievement.

Virgil Seaman suggested stair step certificates and to include math. He believes there should be a 2 tier certificate and to make some of the

courses with and "either/or" option. Keep the units low by offering a 2 or 3 tier certificate program. Keiji suggested that LAND 102 be offered as part of the core classes.

#### F. Program Needs: Immediate & Long Term - Facility, Budget & Software/Hardware Maintenance:

A discussion was held on moving quickly concerning the replacement of Ed Gonzalez. It was mentioned that a partnership with the MESA (Math Engineering Science Achievement) Program was being considered which would make the hire of an instructor with a P.E. (Professional Engineer) degree desirable. As there was a difference of opinion as to hiring a professional engineer it was decided that "a PE is preferred" should be put on the application. Carl Walls moved to replace Ed Gonzalez as discussed, Sean Hughes 2<sup>nd</sup>, motion was passed unanimously.

Ruben discussed the need to conform the website for mobile applications. It was recommended that an outside contractor be hired through Perkins funds.

Jay expressed a need for funds to fix or replace the A & B size copier for student work in the department that is over 8 years old and also a need for a server to replace an 8 year inadequate server. He also wanted to get the most up to date software for the upcoming semester. Mike again mentioned the state of the economy and that this department is the most expensive in the division. He then asked Kook Dean if the DWP gets new software as soon as it comes out. Kook Dean said no. Nabil Zaki recommended that we wait until all the bugs have been worked out before purchasing. Carl Wall suggested that they look into the Cloud technology to keep pace with advancing technology and software recommended configurations.

#### III. Industry Input: Assessment and Recommendations:

It was requested that every member give input concerning what the program needs or what is needed by the industry from Rio Hondo College graduates.

Robert Pipin stated that all private engineering drafting areas are hurting right now and he doesn't see any signs of improvement in the near future.

Keiji Uesugi said he was surprised to see so many of his students finding jobs.

Carl Walls stated that he has been working  $\frac{1}{2}$  and  $\frac{1}{4}$  time until recently when his company received a military grant resulting in an increase work load and full time employment.

Richard Martinez expressed a need for Revit and MEP (mechanical, electrical, plumbing AEC) users as well as leaders, creative thinkers and problem solvers.

Paul Robich is looking for communication skills and is pleased with the graduates from Rio Hondo College Architecture/CAD Department.

Nabil Zaki, Sean Hughes and Mike Scaduto communicated a need for technical people and would like to see Civil include environmental applications.

Kook Dean suggested that students be referred to the DWP website for job postings. He also would look for computer savvy people who could use multiple applications, someone who communicates well with others, and the need for listening skills.

Virgil Seaman said the size of this committee works well, that other meetings he attends he never has a chance to provide input.

Tom Lazear confirmed the increase of large projects and jobs related to piping and plant designers. He concluded the meeting by stating he serves on numerous advisory committees and finds the ACEDD-CAD/GIS program to be the best and most proactive, always staying current and relevant.

Meeting adjourned at 10:35 am.



## **GEOGRAPHIC INFORMATION SYSTEMS**

**Advisory Committee Meeting**

**Tuesday, April 23, 2013**

**12:30 - 2:30 p.m.**

**S309**

### **Attending:**

Warren Roberts, John Tantenberg, Veronica Rojas, Lina Neto, Jon Gipson, Jennifer Fernandez, Gleen Troman, Marianne Jeffeos, Douglas Morales, Angie Saldivar, Jay Sunyogh, Fred Dominguez, Sean Christian, Gary Halvorson, Mike Slavich

### **Call To Order 12:46 pm**

#### **Welcome/Introductions:**

Veronica Rojas, chaired the meeting, welcomed everyone and thanked them for coming. There were introductions around the room.

#### **Minutes from Last Years Meeting:**

The minutes from the last meeting were reviewed. Jennifer Fernandez moved for approval of the last meeting minutes. Lina Neto seconded the motion. A vote was taken and passed unanimously.

#### **Presentation Prezi (<http://goo.gl/LRaXo>):**

Warren gave a short presentation regarding the division of Career Technical Education and its areas. He showed the purpose of the division and how Geographical Information Systems (GIS) fits into all the other areas.

He reviewed the lab equipment and discussed the assistance he has received from ESRI.

#### **Update of Program:**

Ruben Agus gave an update on new lab equipment and the upgraded servers to deal with the ability of students to do their work off campus. He discussed the new 3D laser modeling equipment and showed the group a terrain model that was made for one of the drafting classes.

Warren asked the group if they felt an exit exam was needed or if they felt it was important. John Tantenberg said he is not a big test fan and

that the results are not really measurable. Lina Neto said that Cal Poly opted not to have an exit exam.

Warren announced to the group that he is sending the GIS certificate through the State Chancellor's office for approval for a certificate of achievement. Right now it is a certificate of proficiency and not as official as coming through the Chancellor's office. The request has to go through a couple of organizations for approval before being sent to the Chancellor's office. The first step was to the LA/OR Regional Consortium for approval, which has already been done. The next step is the Rio Hondo College Curriculum Committee and after their approval we can send it to the Chancellor's office.

Glenn Troman and Marianne Jeffeos from the Public Works Division of Los Angeles County presented an inner-office communication regarding proposed creation of a countywide geographic information system (GIS) classification series with data and job descriptions attached. Mike Slavich said that based on this information it will be possible to create an associate's degree in GIS. Marianne also wanted it noted that there was a need for Assets Management and was hoping that Rio Hondo would consider adding it somewhere in the curriculum. She also said that a new software that reads numbers is being used called Python.

The discussion turned to articulation and Warren stated that there is not much articulation done with the upper division schools. Lina offered to create a road map with Rio Hondo and Cal Poly for students from both schools to be able to complete courses. Mike Slavich told Warren to get together with Lina and work out an articulation between Rio Hondo and Cal Poly. The folks from the County of Los Angeles Department of Public Works requested having GIS courses offered on their property for their employees also stating that it would also be offered to the public. Mike said to leave a card with him and they could work on it.

#### **Perkins Funding 2013-2014:**

Warren listed the following as items he would like to ask for in his application for Perkins funding and asked for the groups support:

- Lab remote access (cloud computing)
- Professional Development (ESRI, CalGIS, GeoDesign)
- Stipend for Career Development Presentation (GeoSpatial)
- Stipend for creation of Landscape Architect Degree/Certificate



Veronica Rojas moved to pursue the items mentioned in the application for Perkins funding. Lina Neto 2<sup>nd</sup> the motion. A vote was taken and it was unanimous.

John Tantenburg moved that the certificate of achievement in GIS be sent to the State for approval. Lina Neto 2<sup>nd</sup> the motion. A vote was taken and it was unanimous.

**Recommendations:**

Recommendations were made as follows:

- Need for Statistics as part of the program
- Need for Assets Management course
- Need for GIS databases that analyze data-new frontier

The meeting adjourned at 2:30 pm



Business Management Advisory Committee Meeting  
Friendly Hills Country Club  
8500 S. Villaverde Dr.  
Whittier, CA 90605

November 30, 2010

### Minutes

**Attendance:** Jane Courcy, Alison Rodriguez-Balles, Ron La Brada, Mark Lewis, Marc Weiss, Rita Thakur, Kristine Munson, Mack Moore, Larry Young, Marsha Miller, Eugene Page, Diana Clarke, Jon Whitford, Julie Huang, Gene Blackmun, Mike Slavich and Jan Duncan.

**Meeting called to order:** 12:22 pm.

**Welcome and Introductions:** Gene Blackmun welcomed everyone and self introductions were made by all.

Gene Blackmun thanked those who participated in our Business Career Success Conference last spring. We had 300 plus students from our campus and neighboring high school seniors. This event takes place every other year. We would like to extend an invitation to everyone here to come participate in the next one.

Julie Huang and Jon Whitford both extended invitations to all to attend the International Business and Logistics Management Advisory Committee meetings.

**Business Advisory Committee Chair:** Our Advisory Committee meetings are held once a year. At this time we are looking for a Chair to facilitate these meetings. Mark Weiss volunteered and Marsha Miller nominated Larry Young as Co-Chair. Eugene Blackmun second them both. All were in favor. None were opposed. The Business Division will prepare the agendas and coordinate the meetings. The duties of the Chair persons will be to lead the discussions at the meetings.

**Previous Meeting Minutes:** Discussion of December 8, 2009 minutes.

Revisions:

- Mark Lewis is involved with a program through California State Long Beach that mentors students.
- Unified Grocers has a summer program for students who are just out of high school.

Eugene Blackman motioned the minutes be approved and Eugene Page second. All were in favor. None were opposed.

**Status Report Print Out:** Our enrollment numbers over the last couple of semesters are up. Not all the classes are offered every semester. Some classes are offered every 2 years. We made some moderate cut backs due to the budget. Rio Hondo College cut backs were minimal compared to other colleges. Even with the cut backs the Business Division enrollment is up 3%. The numbers on the report reflect the number of students who have completed the course.

We are finding students are enrolled at several colleges. We average 40% from the surrounding areas and 60% are from out side our area. A trend that we are seeing on all of the career side is students are taking classes that will make them more employable. The average age of our students is 28-29 years old.

**Business Marketing Program:** Many of the 2 year colleges in our area have had Business Marketing programs when we did not. We are pleased to announce our curriculum committee and the school board has approved our 2 year Business Marketing Degree and Certificate. At this time, the paper work is at the chancellor's office. In the fall semester we are offering an online Marketing 171 Consumer Behavior course. We currently have 32 enrolled. We have several elective classes that will be offered in the spring for this program. We have a Small Business Marketing/Advertising course and one on Business Promotion.

**Online Business Courses:** The completion rate of an online class is significantly lower than that of an on campus course. As a rule Gene Blackmun has over 50% of his students completing his online courses. Online courses fill up faster than others due to it giving students more flexibility. Business Management courses have a cap of 45 students where 6 years ago it was 55. Online courses are more work for the instructor. This comes from preparing the web site and materials. Discussion boards work best when linked to the work sheets.

We have a new instructor Melissa Some de Cerff who is teaching our online Business Management courses. She has a higher completion rate than others. This could be a result of her teaching techniques or her interaction with the students. Students either like or hate online courses. It is one extreme to another.

Marsh Miller at Unified Grocers says they are moving more online to control costs. More business are leaning more in that direction for the same reason.

**Hybrid Courses:** Mike Slavich has found state wide in the community colleges; hybrid courses have the lowest success rate. Success rate varies based on the course. As a whole hybrid Business courses have a 60% success rate.

Gene Blackmun feels it depends on the location and population. We offer a course at Smart & Final in the city of Commerce that is always successful. Having an industry partnership works great. The retention rate is 50% across the board. When there is no money involved there's a 75% retention rate.

**High Tech High Touch:** Ron La Brada finds there are many college districts now working with all the stages of technology and applying that technology in the classroom. Ron encourages the Business Division to bench mark and find those community colleges where the virtual classroom is being taken to a higher level.

Cisco currently has software that enables computers to do things it never has in the past. Jon Whitford is on a new committee that will be addressing the application of technology in our learning environment. We have representatives from all divisions at the college who are on this committee. The first meeting will be in February 2011.

Gene Blackmun explained we are looking for best practices at other schools. On campus we have Virtual College. Part of the virtual college is a platform that we launch our distance education through which is Blackboard. As great as it is there are limitations to what can be integrated with that. Jon Whitford explained the new committee will be looking into this.

Eugene Page finds the older students have a longer attention span. The younger generation students now have a greater ability to multitask. They're able to be on blackboard while being on their iPod and playing with their iphone and have music going all at the same time. It's a new generation of students we are now seeing.

**CIT Class Removed from Degree and Certificate:** With the removal of a CIT class 2 of our Business Degrees Small Business / Entrepreneurship now have a negative number of units required. Gene Blackmun proposes electives be added for students to choose from. Mike Slavich suggests we send an email with all the titles and descriptions of the courses:

- Leave CIT 155 and 156 – 6 units to choose from
- Add Marketing 174, Management 150 and Logistics 101

The committee agrees an email would be best. The committee would also like a grid with all the possible courses so that they can list them by preference.

Ron La Brada asked, "Why are we being asked for input on this? Why would the department not be the ones to make these decisions? Gene Blackmun explained, the department can guess at what we think works best, but you all are out in the field each day. We need another set of eyes looking at this. If we go to curriculum, they are going to ask us for advisory committee meeting minutes because it's a Career Technical Education top code. It's not an academic piece.

**Previously Approved Meeting Minutes:** Mike Slavich would like this meeting to reflect once more what the committee approved at the last meeting a year ago.

- International Business Associates Degree
- Marketing Associates Degree and Certificate
- Logistics Management Associates Degree

**Consumer Behavior:** The course itself gets updated every 5 years. The business area is now using a new text book. The book is in a magazine style. Our books are updated every 18 months. The cost to the student is a fraction of the previous one. Full and part time faculty use the same books when possible. We are focused on bringing in new materials. We also have a Business lab for our department.

**Coverage of Ethnic Marketing Topic:** Ron La Brada asked how embedded is the topic of Business Ethnic Marketing. Gene Blackmun explained every course covers this subject even though it's difficult to teach. Gene reverts to the code of conduct within individual companies.

#### **Meeting Overview:**

**Marketing Degree:** The committee agrees changes to the format of the Marketing degree and certificate are needed.

- The Business office will be emailing everyone the course information along with a grid that will allow them to list preferences.

**Evacuation Plan Handout:** We are currently under construction. The Business building will be remodeled. The Business building is behind the times. We recently upgraded 5 classrooms with; desktop computers, overhead projectors, drop down screens, surround sound, VHS and DVD machines.

- The committee recommends the remaining Business classrooms be up dated as well.

**Business Division Technology:** Gene Blackmun asked, "What do you think from our advantage point in delivering education to would be employees, are the bare bones minimum in terms of technology and classroom layout, that you would like to see in our buildings?"

- Current Technology
  - Smart Board – electronic
  - Computers with touch screens
  - Lexus system in every computer
- Lecture Hall:
  - Combine two classrooms to make teard seating for 100 students

**Comments:** Invite students to next advisory meeting.

**Adjournment:** 1:40 pm