DRAFTING TECHNOLOGY
Advisory Committee Meeting
Friday, April 04, 2014
8:30 – 10:30 a.m. Rm. S309

Attending:
Jay Sunyogh, Gary Halvorson, Warren Roberts; Michael Viscetto, Paul Robich, Sean Hughes, Tom Lazear, Steve Carrillo, Javier Jimenez, Mike Slavich, Lina Neto, Maria Juarez, George Euan, Ben Bahr, Rudy Tamez, Virgil Seaman, Joshua Nelson, John Thompson, Fred Ortiz, Richard Martinez, Emily Versace, Steven Toh, Jonathan Llamas, Jacob Melamed, Irene Vu

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. Following the review Gary Halvorson asked for an amendment to the minutes. After a discussion the members recalled the previous discussion and accepted the minutes as amended. Lina Neto moved to accept the minutes as amended and Virgil Seaman 2nd. Motion was passed unanimously.

Purpose and Goal:
The purpose and goal of an advisory committee was explained in 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 when employment is down enrollment goes up and the same is true that when employment is up enrollment goes down. That is what seems to be happening today. All colleges are having trouble filling classes and are showing a lot of empty seats in the general education classes. The plan for Fall 2014 is to keep an eye on fill rates and to cancel classes the week before school starts if they are less than half full. This means we need to get our students to register early.

The State is offering grant money for completers in certain areas such as Apprenticeship, Alternative Energy/Electronics and Engineering. The dollar amount depends upon what the student completes such as a Degree or Certificate. By offering stackable certificates we can better track those who do not transfer to a four year institution and the money can be put back into the program that earned it.

Mike said he is also seeing a trend to “bring your own devices” (BYOD) with software companies offering their software to the students for free for a limited time to use while in the class for the semester.

Mike advised the committee that he has put in a request for a full time instructor in Civil with a Professional Engineer (PE) in their resume to replace Ed Gonzalez. This has been a long time coming.

**Update of Program:**

**A. Facility-Lab Improvements:**
Gary informed the group that the taller chairs that needed repair/replacement, which was discussed at the last meeting, have been repaired in one of the classrooms. The other chairs will be repaired in the next school year.

Other improvements are new updated printers, laser-cut work station and a paint booth.

**B. Enrollment Trends:**
Jay relayed to the group that enrollment was good. We had 400 in the fall semester and 385 last spring and this semester there were 374. Jay was pleased to announce that they have helped place 30 students into jobs.

C. Job Placement & Internships:
Sean Hughes announced that Interns have been placed at the Los Angeles County Sanitation Department and he is in the process of developing new partnerships with smaller firms for future internships.

D. Recruitment Activities:
Gary discussed recruitment activities that will/have been conducted as follows:
Bentley Bash
Open House/Career Days
Counseling 101 and 151 presentations
He has also developed an exam to be given to the high school students on the high school campus prior to graduation which will give the graduating student 3 units of college credit before coming to Rio Hondo.

E. Program Curriculum Review – A.S., Degrees & Certificates:
   a. Gary talked about the fact that the program is currently reviewing the States proposed Transfer Model Curriculum (TMC) for “engineering”. He explained that they are concerned with the proposal for a prerequisite of Trigonometry for the proposed Engineering Graphics course, grouping Civil Engineering with Mechanical and Aerospace requiring Circuit Analysis class, making surveying a recommended elective and other related issues. Gary asked those on the committee that are instructors to go on the site, review it and comment where appropriate.

   b. Gary announced that Student Learning Outcomes are being rewritten to match current expectations for accreditation.

   c. Gary advised that he is currently updating and getting all courses through the curriculum committee that are coming up on being 5 years old.

   d. Gary stated that based on past discussion regarding the concern that the Civil Degree has too many units in it was taken into serious
consideration and revisions were made which included focus areas such as environmental, transportation and piping. The new degree is now at the State level awaiting approval. He requested that the committee recommend that the same adjustments be made to the Civil Certificates. Lina Neto moved to adjust the Civil Certificates to match that of the Degree. Javier Jimenez 2nd. The vote was unanimous.

e. Gary recommended that the program prepare and implement a low unit certificate to assist those students who “job out” early in Technical Drawing. The certificate would be for early entry level positions in Technical Drawing related career fields. The certificate would prepare students for jobs such as making copies, updating / correcting redlines, field data collection, etc. Michael Viscitto moved to implement a low unit certificate for Technical Drawing. Maris Juarez 2
nd. The vote was unanimous.

f. 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.

2. Gary updated the group on the ASEA Student Club and all the great things they have been doing. He explained that the club hosted the tooth pick building contest and will be participating in a sand castle building contest in May.

3. Articulation Agreements:
Gary explained that they have been working hard on articulation with the high schools and universities. Virgil Seaman asked Gary about the articulation with CSLA and wanted to know where they were at with 23 unit drafting plan. Gary thought is was completed but he will look into it. Virgil said it was done but needs to be updated for assist.org.

F. Program Needs: Immediate and Future:
1. The program has put in for the hire of a full time instructor to replace the loss of Ed Gonzalez 2 1/2 years ago. They are looking for a Civil/Architecture instructor who also preferably has a Professional Engineer license (PE). Jay emphasized that the PE was desirable but that more importantly the candidate would be a good communicator able to teach. Lina Neto moved that the program hire a full time instructor for Civil/Architecture preferably with a PE credential to replace Ed Gonzalez per agenda item 1. Joshua Nelson 2nd. The vote was unanimous.

2. There was also a discussion for the request for a full time faculty to expand the program to include an Engineering Transfer Degree (emphasis in Mechanical Engineering Instructor with PE license). This request was first initiated 5 years ago in the department’s last major Program Review Report and was included in several of the annual Program Plans since. Michael Viscetto moved that the program hire a full time Instructor in the area of Engineering transfer to expand the current program, per agenda item 2. Lina Neto 2nd. The vote was unanimous.

3. There have been problems with the air conditioning in T102 where there are expensive computers and the room is too hot for an acceptable teaching environment. George Euan moved that the air conditioning unit in T102 needs to be repaired or replace as soon as possible, per agenda item 3. Rudy Tamez 2nd. The vote was unanimous.

4. There was a discussion regarding the replacement of old carpet and the purchasing of new chairs due to age and over use. Virgil Seaman moved that the carpet and chairs be replaced in rooms S305, S306 and S307 to make the learning experience for students more conducive, per agenda item 4. Rudy Tamez 2nd. The vote was unanimous.

5. There was a discussion regarding the need for improvement of the program with a submission to Perkins IV for funds to acquire a model shop exhaust system and a reverse engineering scanner. Javier Jimenez moved to place the request for an exhaust system in the Perkins IV Grant application per agenda item 5. George Euan 2nd. The vote was unanimous. Jonathan Llamas moved to place the request for a reverse engineering scanner in the Perkins IV Grant application, per agenda item 5. Steve Carrillo 2nd. The vote was unanimous.
6. Jay discussed the need to have a faculty member write the curriculum needed to proceed with the degree/certificate in the area of Landscape Architecture. He is recommending a stipend requested from Perkins IV funds to be paid to Lori Pullman to complete this project. Richard Martinez moved to pay a stipend to Lori Pullman to prepare curriculum and documents needed to be sent to the State for a Landscape Architecture degree and certificate per agenda item 6. John Thompson 2nd. The vote was unanimous.

7. Jay mentioned that 3 years ago the program’s budget for software license maintenance was cut 20% and they have yet to get that back. He is looking for ways to augment this loss with possible donations. Jay asked if anyone could help with donations to offset this loss. He asked if anyone had any ideas. Lina Neto said that Studica software is free and that Jay should look into it. Jay indicated that Studica is typically one version behind the current version. Mike Slavich recommended that the student material fees be raised. Michael Viscetto said that his company never upgrades every year as it is too expensive to train his employees every year. They upgrade every other year. Jay indicated that it is essential the department maintain the AutoDESK and other software providers’ annual maintenance agreement to avoid expensive administrative costs as a result of skipping a year. Fred Ortiz moved that the program should always carry a software maintenance account but should also look into alternatives in addition to the funds earmarked for maintenance, per agenda item 7. Michael Viscetto 2nd. The vote was unanimous.

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. Here is a summary of what was said:

- More Revit/BIM (Building Information Modeling) exposure and experience, such as in courses Arch 260, 261, and 280.
- Hand drawing still important for planning and problem solving process, such as in courses process, such as in courses Engt 101 and Engt 122 Engineering Graphics

Meeting adjourned at 10:32 am.