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 of the minutes Jim Poper moved to accept the minutes as written, Maria Jimenez 2nd the motion and a vote was taken and the motion was passed unanimously.

Jay reviewed for the group some of the items in the minutes from the last meeting that have been accomplished. Jim Poper commented on the heat problem that has been occurring in some of our classrooms as being an engineering problem. He also stated that by combining the funds from two different areas he now has the funds to fix the problem. He will be meeting with President Dreyfuss next week for final approval.

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 offset 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. We are trying to do more recruitment.

Mike explained that the State is giving financial incentives for students who complete certificates and degrees. He would like to see this area shave down the certificates to a more manageable size as they are too large. If we create stackable certificates a student could finish a portion at a time and we would get credit for this.

Mike advised the committee that he has put in a request for a full time instructor in general drafting and ranked third at the staffing meeting. This instructor will be hired in fall for a spring start.

Update of Program:

A. Facility-Lab Improvements:
Gary informed the group that new chairs have been purchased and they are mesh instead of fabric which should make them cleaner longer. He also announced that they now have a new engineering copier with scanning capabilities. Jay indicated instructional camera systems would be installed in S304 and S305 manual drawing classes so what the instructor is drawing can be projected on to a screen for all the class to see.

B. Enrollment Trends:
Mike announced that the intersession has been brought back. We only offer one course during the 4 week session as this session is also counted in the spring semester and could possibly hinder financial aid recipients. John Para said that there is an overload form that can be filled out to help with the 18 unit maximum rule for financial aid. Mike also mentioned that for Perkins recipients there is a need for articulation which sometimes is difficult to do. Now the high schools are asking us to teach our courses on their campus trying to bring back career technical education courses. Doing this gives us dual enrollment which is as good as articulation.

C. Job Placement & Internships:
Jay announced that 60 students were placed last year. He stated that we have very strong internship partners and are always looking for more. Jeremy Patapoff stated that his company offers paid internships in Civil. Sean Hughes told Jeremy that they should talk. Alana Bachor suggested holding resume writing and interview skills workshops.

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.

Gary explained that this year the open house was done differently. Instead of high schools
 bussing students up during school hours the junior and senior students received an invitation
 at their homes for a parent and the student to attend the open house on a Saturday. Mike
 said that the turnout was low but those who did attend were very interested in what we had
to offer. It was a first attempt and next year he thinks he will run an ad in the local papers.

Tom Lazear asked if there were any continuing education courses offered for the employees
 out in the workforce. Sean Hughes stated that he is consulting with Claudia to obtain a step
 by step video to help industry students with the application process and registration.
Jeremy Patapoff suggested advertising to industry as most companies have an education
 budget and coming to Rio Hondo would be much cheaper than private educators.

**E. Program Curriculum Review – A.S. Degrees & Certificates:**
a. Gary explained that all students begin with the same core classes and then branch out into
 their specialty areas. This summer we are offering a Statics class which Sean Hughes is
teaching and now that he is on board full time with his PE he will be able to teach engineering
courses. Mike said that we will be taking over the engineering classes. Joshua Nelson moved
that once the State approves the transfer model curriculum for engineering the Career
Technical Education division should take it over. Sean Hughes 2nd the motion. A vote was
taken and it was unanimous.

b. Gary announced that Student Learning Outcomes need to be updated and some created
for non-credit courses.

c. Gary advised that all courses have been updated and approved by the curriculum
committee except for Landscape Architecture courses.

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 stated that it was such a big change that the
State is treating it like it is new instead of revised. After a review of the new Civil A.S.
degree Sean Hughes moved to accept the degree as written. Joshua Nelson 2nd the motion.
A vote was taken and it was unanimous.

e. Gary stated that after the last meeting the program has put together a low unit
certificate to assist those students who “job out” early in Technical Drawing as suggested by
the committee. After review of the proposed certificate Carl Walls moved accept the
certificate as presented. Jeremy Patapoff 2nd the motion. A vote was taken and it was unanimous.

Gary updated the group regarding talks of creating a degree/certificate for landscape architecture and project management. The landscape architecture degree will be written with transfer readiness in mind. Alfredo Lopez moved to create a degree/certificate for landscape architecture and project management. Alana Bachor 2nd the motion. A vote was taken and it was unanimous.

**F. Program Needs: Immediate and Future:**

1. The program has put in for the hire of a full time instructor to teach general drafting with no specialty. Carl Walls moved that the program hire a full time instructor for general drafting. Fred Ortiz 2nd. The vote was unanimous.

2. Gary explained that S304 and S310 were in need of new stools. Sean Hughes moved for the purchase of new stools in the above mentioned labs. Paul Robich 2nd the motion. The vote was unanimous.

3. The ASEA Student Club is still going strong. They participated in the tooth pick building contest.

4. There was a discussion regarding a stipend for curriculum writing of both the degree/certificate courses for landscape architecture and project management. Maria Jimenez moved that a stipend should be paid to faculty for creating courses for the above mentioned degrees/certificates. Alfredo Lopez 2nd the motion. The vote was unanimous.

5. There was a discussion regarding the reissuance of the 20% cut in the software maintenance budget from 3 years ago. Steven Ramon moved to have the monies placed back into the software maintenance budget. John Cina 2nd the motion. The vote was unanimous.

6. There was a discussion regarding professional development funds for division staff in the areas of 2D and 3D CAD Modeling. Sean Hughes moved to obtain funds for professional development funds for division staff training in 2D and 3D CAD Modeling. Javier Jimenez 2nd the motion. The vote was unanimous.

7. There was discussion of the need to improve upon the existing exhaust system in the model shop. Mike Slavich and Jim Popper indicated that they would arrange to meet in S306D (model shop) to assess the possibility of modification/removal of T-Bar ceiling tiles to add volume above equipment for improvement.

**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:
- Hand drawing still important for planning and problem solving process, such as in ENGT 101, ENGT 105, ENGT 122, and ARCH 115.
- Reality Modeling
- Water Modeling
- Rail Modeling

Meeting adjourned at 10:32 am.