

VENTURA COLLEGE
Minutes of the Automotive – Automotive Advisory Committee
Date: May 17, 2019

Present: Joe Martin, Kevin Coogan, Scott Sandford, Chad Stangeland, Phil Cain, Micah Evans, Chris Case, Chuck Rockwood, Andy Cawelti, Sammy Ayala, Eric Irwin, Russell Gardner, Leslye Muschamp, Kevah Muschamp, Brice Muschamp. Rich Artelle

Recorder: Eric Irwin

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Call to order	The meeting was called to order at 8:00 a.m.			Chad Stangeland
Welcome/Introductions	Everyone present introduced himself or herself to the group.			Chad Stangeland
Graduation Updates	<p>We had 15 TTEN Graduates this year, this is up from the previous years:</p> <ul style="list-style-type: none"> - 2016, 6 grads - 2017, 9 grads - 2018, 14 grads <p>15 TTEN grads per year is the current recurring target Certificate and Degree graduates TBD</p> <p>The group discussed recognition for graduates, including an "ASE Master" dinner for those students who have achieved A1 – A8 ASE certifications, we had 9 "Master" grads this year.</p> <p>Chad and Russell will be taking the "Master" group to a dinner. Cost incursion was discussed</p> <p>Eric mentioned that last year we held an Auto / Dsl graduate ceremony, but this year funding was not available to do so. A request for budget increase to accommodate this has been put in.</p>	Request increase to budget fund for graduation ceremony	Next AY	Chad Stangeland
Dealership Progress Reports	Dealership progress reports are currently on hold for TTEN students as there are issues with the reporting systems that are being worked through.			Chad Stangeland
Staff Master Guide & Service Manager Guide	The StaffMaster guide was produced to alleviate reporting problems related to progress reports. The issues lie in the employer side, the group discussed in detail the method of			Chad Stangeland

	circumventing reporting problems that will allow progress reports to be generated accurately.			
Mentoring Students	<p>Student mentoring is going and can still be improved upon. Lots of personnel changes were noted in workplaces this year.</p> <p>Chad and Russell continue to expand the internships available to students with the addition of Subaru and a Subaru program being of special note.</p> <p>Eric intends to pursue internships in the future as his "role" within the program changes.</p>			Chad Stangeland
ASE Update	<p>ASE take and pass rates are up.</p> <p>We are in progress of completing final reporting for accurate take and pass numbers.</p> <p>All 3 FT Faculty reported higher take and pass rates, numbers TBD.</p>			Chad Stangeland
Program & Curriculum Updates	<p>The new ACE courses have all been approved by the state, program approval is what we are waiting now. The program is expected to launch in the Fall of 2020, pending final approval</p> <p>This year the program rolled out NC3 certifications:</p> <ul style="list-style-type: none"> - 38 8DMM certificates were issued - 26 Pro-Cut certificates were issued <p>Eric reported 27 BAR Level 1 Certificates issued Andy will report additional Level 1, Level 2, Citation, and Update certificates (TBD).</p> <p>The program intends to adopt a new NC3 Torque & Measurements certification next academic year. Training for the instructor still needs to be figured out and is in-progress.</p> <p>A Subaru partnership is being introduced into the program. 5 Students are currently piloting the program. Subaru has already provided a training vehicle and intends to provide additional resources as well.</p> <p>The BMW step program is in place but does not yield high student placement or participation, the program is for very dedicated, and select students who are willing to relocate after they complete our program to pursue BMW technician employment through their step program.</p>			Russell Gardner Eric Irwin

Program Budget Reports	<p>The 2018-19 Budget was never adopted (to program faculty knowledge) which made working on a tentative budget complicated throughout the year.</p> <p>The program receives most of its funding through state / federal funding sources while the general budget (district allocation) needs improvement. This is a continuing work in progress. Ventura college administrators are very helpful, but the district seems to have more control and is not as helpful. Last year we had a \$425 budget, not even enough to cover shop rags for the year.</p> <p>We did well with Perkins funding for the 19-20 AY, and do not yet know for the general or strong workforce budget funds. Perkins is determined where to be spent ahead of time. The program needs a funding source to deal with incidental and unforeseen items, as well as standard operating expenses.</p>			Eric Irwin
ASE Accreditation Compliance Review	<p>Eric discussed with the group for ~45 minutes the process of ASE accreditation, including the mid-point checkup process which the college received a failure to comply notice. Several changes have been made to documentation and processes on the ASE side which has caused much confusion and is the reason for the compliance notice.</p> <p>The advisory group proceeded with a review of ASE standards 1 – 5.</p>			Eric Irwin
Adjournment	The meeting was adjourned at 9:46 a.m.			Eric Irwin