

3 December 2015

TO: Ventura College and Gibbs International

FROM: Brian Burgess

SUBJECT: Ventura College/Gibbs Diesel Project Curriculum Review 30 Nov 15 Meeting Minutes

1. Attendees:

Dr. Kathleen Schrader	Ed Gibbs
Kimberly Hoffman	Anne King
Charles Rockwood	Andrew Cawelti
Eric Irwin	Brian Burgess
Ed Gibbs	

2. Meeting began at 4:00 pm with opening remarks from Mr. Gibbs and Dr. Schrader. The meeting was turned over to Mr. Burgess to discuss the Descriptive and Trip reports.

3. The committee commenced with several discussions pertaining to following items:

- a. NATEF technical, assumed and supplemental tasks
- b. Effective date 1 Aug 2016
- c. Program and course design
- d. Curriculum
- e. Major equipment and tools
- f. Facilities

4. The following decisions were made:

- a. The program size is 24 students
- b. Lab groups ratios are 4:1 per vehicle/training asset
- c. Six vehicles and major equipment are required to accommodate 4:1 ratio
- d. Gibbs International will provide equipment
- e. The certification and AA programs will include math, writing, and computer science
- f. The central focus is on Diesel technology
- g. Added a fourth semester to break the proposed electrical/electronic and diesel classes into two parts

5. Action Items:

- a. Mr. Burgess and Mr. Rockwell will meet with Mr. Gibbs on 4 Dec 15 to discuss training tasks and facilities.

6. Meeting ended at 6:00 pm.