



# **Ventura County Community College District**

## **Substantive Change Proposal**

**Identified Change: New Diesel Mechanics Program**

**Institution name: Ventura College**  
4667 Telegraph Rd.  
Ventura, California 93003

**Submission Date: March 28, 2016**

**Prepared by:**  
Kim Hoffmans, Vice President of Academic Affairs and Student Learning  
Kathleen Schrader, Dean of Career & Technical Education  
Rachel Marchioni, Career & Technical Education Program Specialist

# Contents

A. Ventura College Substantive Change Proposal.....	4
A.1 Description of Change.....	4
A.2 Relationship of Change to Mission: .....	4
A.3 Rationale for Change.....	5
B. Program Description .....	5
B.1 Description of Diesel Mechanic Program .....	5
B.2 Education Purpose for the Change .....	6
B.3 Eligibility Requirements, Accreditation Standards and Commission Policies related to Student Learning Programs and Services .....	6
C. Description of the Planning Process.....	13
C.1 Change's relationship to the institution's planning, evaluation and stated mission .....	13
C.2 Assessment of Needs and Resources That Has Taken Place.....	13
C.3 Anticipated Effect of the Proposed Change on the Institution .....	13
C.4 A clear statement of the intended benefits what will result from the change.....	13
C.5 Description of the Preparation and Planning Process for the Change .....	14
D. Evidence that the institution has analyzed and provided of adequate resources necessary to initiate, maintain, and monitor the change .....	14
D.1 Adequate and Accessible Student Support.....	14
D.2 Professional Development for Faculty and Staff to Effect and Sustain the Change .....	14
D.4 Appropriate Equipment and Facilities.....	15
D.5 Sustainable Fiscal Resources.....	15
D.6 Comparative Analysis of the Budget, Enrollment and Resources for the Proposed Change and an Analysis of Fiscal Impact on the Institution's Budget .....	15
D.7 Plan to Monitor Achievement of the Desired Outcomes of the Proposed Change.....	15
D.8 Evaluation and assessment of student learning outcomes, achievement, retention, and completion .....	15
E. Evidence that the Institution has Received Internal or External Approvals.....	15
F. Evidence that the Eligibility Requirements will be Fulfilled .....	16
G. Evidence That the Accreditation Standards Will be Fulfilled.....	19
Appendix A: Labor Market Statistics .....	21
Appendix B: Major Gift Proposal .....	31
Appendix C: Diesel Program Timeline .....	34

Appendix D: MOU .....	36
Appendix E: Part Time Faculty Job Hire Announcement .....	39
Appendix F: Brian Burgess Resume .....	42
Appendix G: Diesel Mechanic Program Schedule of Classes .....	46
Appendix H: Diesel Mechanic Course Descriptions .....	53
Appendix I: Diesel Mechanic Program Projected Costs/Income .....	55
Appendix J: Prerequisites, Co-requisites and Recommended Preparation for DM.....	56
Appendix K: Gibbs International Inc. MOU Amendment .....	57
Appendix L: Diesel Mechanic Advisory Minutes .....	59
Appendix M: California Community College Chancellor’s Office DM Course Approval Letters.....	60
Appendix N: Organizational Chart.....	64

## **A. Ventura College Substantive Change Proposal**

### **A.1 Description of Change**

In alignment with its educational mission and in response to an identified need that was supported by a subsequent Labor Market Study (Appendix A), Ventura College (VC) has collaborated with an industry partner and plans to initiate a new Diesel Mechanic Training Program with the admission of twenty-four students in the fall of 2016.

### **A.2 Relationship of Change to Mission:**

#### **College Mission:**

*At Ventura College, we transform students' lives, develop human potential, create an informed citizenry, and serve as the educational and cultural heart of our community. Placing students at the center of their learning experience, we serve a highly diverse student body by providing innovative instruction and student support, focusing on associate degree and certificate completion, transfer, workforce preparation, and basic skills. We are committed to the sustainable continuous improvement of our college and its services.*

Ventura College, founded in 1925, is the oldest of three colleges in the Ventura Community College District. Located in Ventura, California, Ventura College's designated service area includes the cities of Ventura, Santa Paula, Ojai, Oak View, and Camarillo, the towns of Fillmore and Piru and portions of the city of Oxnard.

The current FTES of Ventura College as of 2014-2015 is 9,692 with an unduplicated headcount of 13,085 students. The College offers thirty-four Associate of Art (A.A.)/Associate of Science (A.S.), sixteen associate transfer degrees (ADT) and twenty-seven certificate programs approved by the State Chancellor's Office according to data currently published in the Ventura College Catalog. Also offered by the College are twenty Proficiency Award areas for students. There is great diversity in the program offerings from Art, and various Sciences, to Nursing and Welding. Recent emphasis by the California Community Colleges Chancellor's Office has been placed on the expansion of Career and Technical Education (CTE) courses for a strong workforce. Approximately, 25% of Ventura College course section offerings are part of CTE programs.

Ventura College provides a positive and accessible learning environment that is responsive to the needs of a highly diverse student body through a varied selection of disciplines, learning approaches and teaching methods including traditional classroom instruction, distance education, experiential learning, and co-curricular activities. It offers courses in basic skills and English-language learning; programs for students seeking an Associate's Degree, certificate or license for job placement and advancement; curricula for students planning to transfer; and training programs to meet worker and employee needs.

With its commitment to workforce development in support of the State and region's economic viability, Ventura College takes pride in creating career technical education opportunities that promote success, develop students to their full potential, create lifelong learners, enhance personal growth, and foster positive values for successful living and membership in a multicultural society. The Diesel Mechanic program aligns with the College's mission and its commitment to student success in meeting Ventura County workforce needs.

### **A.3 Rationale for Change**

As part of Ventura College's continuing efforts to expand student opportunities and provide skilled labor to the local community, Ventura College plans to offer a Diesel Mechanic Training Program. This program aligns with the college's "workforce preparation" mission allowing Ventura College to meet the growing needs of its current students and local industry. The program will also fulfill its commitment as part of the VC Innovates Grant program by providing a new career pathway for students moving from middle school to high school and on to a career-focused training programs at Ventura College.

According to the Bureau of Labor Statistics (Appendix A), job opportunities in the diesel mechanic or medium/heavy truck engine repair fields are expected to grow 9% from 2012 to 2022 with median hourly earnings of \$25.23 in Ventura and surrounding counties. The business of truck sales continues to grow with projected sales nation-wide of over 300,000 units this year. History has shown that individual owners or small fleets rely heavily on local dealers to repair their diesel trucks. Small repair shops have traditionally had a portion of this business, but with the increased use of electronic technology related to diagnostic testing and repair of truck engines, small shops haven't been able to keep up with the increased training demands and costs. Bigger trucking fleets possess greater repair capabilities and normally employ their own diesel technicians. Most dealerships employ 15-40 technicians at each one of their locations and are consistently unable to find new replacements. According to Ed Gibbs, CEO, of Gibbs International Truck Centers' six state-wide locations, there is a constant and urgent need for 7-10 additional technicians. This need is similar at other truck dealers state-wide.

Although traditionally diesel mechanics have received much of their training "in house," as a result of the increased training demands and costs mentioned earlier, "on the job training" is no longer a viable option for most diesel repair facilities. Educated workers with technical expertise, as well as, problem-solving and "soft" skills are required. Current employment prospects in the diesel repair industry will make a Diesel Mechanic training program attractive to many Ventura College students who are seeking high wage, high demand jobs.

## **B. Program Description**

### **B.1 Description of Diesel Mechanic Program**

Classes in the proposed Diesel Mechanics Program at Ventura College are slated to begin in August, 2016. Students could elect to pursue a Certificate of Achievement, and/or an Associate of Science Degree in Diesel Mechanics. The Diesel Mechanics program will provide hands-on, work-based training experience and classroom curriculum required for careers in diagnosis and repair of the electronics, engines, and various equipment in medium/heavy duty trucks.

A Certificate of Achievement in Diesel Mechanics would require 36 to 40 units of core coursework involving the Diesel Mechanic major courses. In addition, courses in "soft skills" such as job readiness, customer service, workplace ethics, documentation, foundations of English, Math and computing skills would also be included.

An Associate of Science Degree in Diesel Mechanics would require an additional 36 to 40 units of general education beyond the core classes outlined in the Certificate of Achievement. The

“soft skills” courses discussed above, would also be incorporated into the general education requirements.

## **B.2 Education Purpose for the Change**

The Associate of Science degree and Certificate of Achievement in Diesel Mechanic at Ventura College is designed to prepare students for immediate employment in the Ventura County diesel engine repair workforce. Students will be groomed in the advanced knowledge and high technology skills that will prepare them as diesel technicians for the 21<sup>st</sup> Century. The program curriculum incorporates lecture and lab activities correlated around competencies in; maintenance and inspection of heavy-duty diesel engines, technical, operational, and diagnostic skills of diesel electrical systems, power train units, steering and suspension components, brakes, electrical and fuel systems.

## **B.3 Eligibility Requirements, Accreditation Standards and Commission Policies related to Student Learning Programs and Services**

Included in this proposal are the revised Eligibility Requirements and Accreditation Standards (2014 version) related to starting a new educational programs. The Eligibility Requirements and Accreditation Standards are covered separately in Sections F and G. This section of the proposal addressed the Commission policies for the elements related to new Educational Programs.

### ***1. Evidence that the new program is within the scope of the institutional mission.***

The proposed Diesel Technology Program is consistent with Ventura College’s mission. Refer to section A.2 for details.

### ***2. Description of the analysis undertaken to determine need for the new program.***

Based on the Labor Market Study initiated at the industry’s request for a diesel training program, a decision was made to pursue a partnership with industry to develop a Diesel Mechanics program at Ventura College. In May 2015, Ventura College Foundation wrote a major gift proposal to be presented to Gibbs International Truck Centers (Appendix B). July 7, 2015, Ventura College and Gibbs Truck Centers developed an implementation of a partnership timeline (Appendix C).

During a series of four, two-hour meetings, Gibbs, Ventura College administrators and automotive faculty developed a Memorandum of Understanding (MOU) signed in August, 2015 (Appendix D) outlining the partnership of each entity for the development and management of the Venture College Diesel Mechanic Training Program

Gibbs Truck Center would:

- Provide lab facilities, tools, core blocks, used trucks for training purposes, curriculum support and recruitment and placement assistance to students. All the equipment donated by Gibbs International would be identified with Gibbs corporate logo.
- Actively participate in the Diesel Technology Advisory Committee and provide advice for the curriculum and program effectiveness in order to ensure the business community will receive highly skilled diesel technicians.
- Provide a \$75,000 cash gift and approximately \$800,000 in gift-in-kind contributions over 5 years. The \$75,000 cash gift will support the curriculum development and the

cost of refurbishing a classroom. The cash donation and gift-in-kind will be accepted, processed and acknowledged by the Ventura County Foundation.

- Indemnify, defend, and hold the Ventura County Community College District and Ventura College, its Board of Trustees, officers, agents and employees harmless from any and all claims, damages, losses, causes of action and demands, including reasonable attorney's fees and costs, incurred in connection with or in any manner arising out of the performance of the work contemplated by this Agreement. Acceptance of this Agreement constitutes that Gibbs Truck Center and their employees are not covered under the Ventura County Community College District's general liability insurance, employee benefits or workers compensation. It further establishes that Gibbs shall be fully responsible for such coverage.

Ventura College would:

- Establish and provide a Diesel Technology Program.
- Establish the program/administration beginning with the retention of a subject matter expert in the field of Diesel Mechanics, qualified to create curriculum and learning outcomes as required by the Ventura College's curriculum review committee.
- Provide faculty and classroom space
- Assist students with internship placement.
- Start the program in fall 2016 semester.
- Pursue National Automotive Technicians Education Foundation's (NATEF) Medium/Heavy Duty Truck certification.
- Establish a stackable diesel technology certification curriculum including:
  - a. Certificate of Achievement
  - b. Associate of Science Degree
- Develop curriculum that would include coursework in technical, applied, academic and workplace skills.
- VCCCD, shall indemnify, defend, and hold Gibbs Truck Center, its officers, agents and employees harmless from any and all claims, damages, losses, causes of action and demands, including reasonable attorney's fees and costs, incurred in connection with or in any manner arising out of the performance of the work contemplated by this Agreement. Acceptance of this Agreement constitutes that VCCCD and their employees are not covered under Gibbs' general liability insurance, employee benefits or workers compensation. It further establishes that VCCCD shall be fully responsible for such coverage.

### ***3. Evidence of official approval by the governing board.***

The Diesel Mechanic Program is being approved in phases starting with the courses in semester one (Click on hyperlinked date below to view agenda details):

- DM V10: Approved by the Ventura County Community College (VCCCD) Board of Trustees on [01/19/2016](#)
- DM V10L: Approved by the VCCCD Board of Trustees on [01/19/2016](#)
- DM V12: Approved by the VCCCD Board of Trustees on [01/19/2016](#)
- DM V12L: Approved by the VCCCD Board of Trustees on [01/19/2016](#)

Courses to be offered in the second semester include:

- DM V26: Approved by the VC Curriculum Committee (CC) on 03/08/2016. Edited with recommendations from District Technical Review Workgroup- Instruction (DTRW-I) ([agenda](#)) on 03/10/2016. On the Board of Trustees agenda for 04/12/2016
- DM V26L: Approved by the CC on 03/08/2016. Edited with recommendations from DTRW-I ([agenda](#)) on 03/10/2016. On the Board of Trustees agenda for 04/12/2016

The remaining Diesel Mechanic Program courses, certificate and degree are in various stages of approval to be completed in Spring- Fall 2016.

**4. *Evidence of sufficient fiscal and physical resources to support and sustain the new program and an analysis of fiscal impact on the institution's budget as well as plans for sustainability.***

Ventura College as part of the planning process estimated a 6-year revenue-cost analysis to plan for total cost of ownership to sustain the Diesel Mechanic program (Appendix I). In this year designated as “start-up,” the College anticipates contributing around \$48,000 is one-time money to balance the budget. For year one through three, the budget estimates show anticipated revenue excesses of \$14,000- \$78,000 in fiscal years 2017-2019. By year 2020, the Diesel Mechanic program will be self-sustained without the need for additional funding through grants.

Gibbs Truck Center has committed sizeable financial contributions to the program in the form of an initial donation of \$45,000 and a pledge of an additional \$100,000 for tools and equipment, and will also provide an in-kind contribution of approximately \$800,000 in trucks, engines, equipment and training space (one truck service bay removed from production and dedicated solely to the students' training laboratory). Along with CTE training grants it is anticipated that this expensive program will be well-funded until it can become a viable and contributing component of the college's academic offerings.

Ventura College currently has a classroom designated for lecture and lab demonstrations in the Automotive Education Program (AEP) building, located directly across from the automotive lab and lecture facilities. In addition to the original donation of \$45,000, Gibbs Truck Center has donated another \$30,000 (for a total of \$75,000 this year) for technology and other improvements in the classroom. The room will be outfitted with two large dry erase white boards (8W X 4H) at the front of the classroom and one dry erase white board (8W X 4H) on each side of the classroom and current teaching technologies (projector, computer, and document camera). Models for simulation and demonstration will be placed along the back of the classroom when in use and when not needed, will be stored in a Conex storage box (20' X 8' X 8'.6") placed on the left side of the AEP building

After visiting three community colleges with Diesel Mechanic programs to ascertain the required square footage for implementation of a Diesel Program, it was determined that the optimum laboratory facility would be 23,000 sq. ft. or larger. As a result, it was evident that one bay (donated by Gibbs) would not be sufficient to accommodate the program laboratory

needs. Therefore, the College is renting a second bay to expand the space. Refer to Appendix K for the amendment to the original MOU- Appendix D.

**5. *Evidence that the program is designed to meet student needs; description of how outcomes of the new program will be assessed.***

The predictive demographics of the students who may be interested in the Diesel Mechanic Program are high school or GED graduates. Another student population is most likely our adult students who are seeking new skill-sets to cross train into another career field.

Course and program student learning outcomes for Diesel Mechanics (DM) will be assessed on an ongoing basis (5-year cycle) that are consistent with all instructional programs at Ventura College ([VC Student Learning Outcomes web page](#)). Program level outcomes for DM are:

Upon successful completion of the Diesel Mechanics program, students will be able to:

1. Practice safety in the repair and service associated with diesel mechanics;
2. Select the proper method to diagnose and repair diesel systems;
3. Demonstrate proficiency in the use of automotive diagnostic equipment to evaluate system performance and determine needed repairs.

**6. *Description of how the program will be reviewed compared with other programs, including student achievement, assessment and improvement student learning outcomes (SLOs).***

Annually through program review, faculty and staff reflect on the successes and challenges of their programs to consider how they can improve. Using quantitative and qualitative data, including student learning outcomes analysis, faculty and staff create initiatives to be implemented for continuous quality improvement. Further details of the process can be found on the [College's Program Review](#) web page.

**7. *Description of how expertise in this new field is to be acquired in order for a quality curriculum to be developed.***

Ventura College offers robust professional development opportunities throughout the academic year to support faculty and staff expertise ([Professional Development Calendar](#)). In addition, CTE faculty have the opportunity to attend discipline specific training using Perkins funding.

**8. *Evidence of sufficient and qualified staff for the program; description of processes for hiring and evaluating staff.***

Currently, Ventura College has three full-time automotive faculty who possess much of the needed expertise in the diesel automotive field. However, the College is in the process of hiring part-time faculty member with specific diesel experience to teach in the Fall semester ([job announcement and Appendix E](#))

Lectures and labs courses will be taught by instructors who meet the California Community Colleges job requirements for Diesel Mechanics instructors ([Minimum Qualifications of Faculty and Administrators of the California Community Colleges](#), p. 26; 2014). Per these requirements applicants must possess:

- Any bachelor's degree and two (2) years of professional experience; OR
- Any associate degree and six (6) years of professional experience; OR
- An appropriate California Community College Credential; OR
- Request equivalency

According to the National Automotive Technicians Education Foundation (NATEF) accreditation requirements, program instructors must also possess Medium-Heavy Duty Truck ASE (Automotive Service Excellence) Certifications: T2 Diesel Engines, T3 Drive Train, T4 Brakes, T5 Suspension & Steering, T6 Electrical/Electronic Systems, T7 Heating, Ventilation & Air Conditioning (HVAC) and T8 Preventive Maintenance Inspection. Faculty will be hired with criteria requiring the minimum qualification by the California Community College Chancellor's Office with preferred qualifications in NATEF standards.

**9. *Description of the process for creating and revising curriculum for the program.***

Ventura College has a robust Automotive Technology Program with strong support from Toyota demonstrating a successful model for the College to follow for the Diesel Mechanics Program. Full-time faculty members in the automotive program have worked with a diesel mechanic professional expert, Brian Burgess (Resume for Burgess-Appendix F) to develop the curriculum using the standard College processes in the table 1 below. Following initial approvals, discipline experts revise/review CTE curriculum every two years as necessary to stay current with industry and educational standards.

Table 1

<b>Responsible Party</b>	<b>Process</b>
Faculty Member	Initiates new course, course revision, new program, program revision and submits additional distance
Department and Division Review	All members of the department/discipline and the Division Dean, are given an opportunity to review and make suggestions for the proposed new course, course revision, new program, or program revision
Technical Review Workgroup	This workgroup of the Curriculum Committee meets twice a month to review submitted curriculum. Membership includes the following individuals: <ul style="list-style-type: none"> <li>• Curriculum Committee Tech Review Faculty</li> <li>• Curriculum Faculty Co-Chair</li> <li>• Vice President of Academic Affairs</li> <li>• Articulation Officer</li> <li>• Instructional Data Specialist</li> <li>• Curriculum Technician</li> <li>• Curriculum proposing faculty lead as necessary</li> </ul>
Curriculum Committee	The Curriculum Committee meets semi-monthly to review and approve new course proposals, course revisions, new program proposals, program revisions, and graduation requirements. The committee is co-chaired by a faculty member appointed by the Academic Senate and by the Vice President of Academic Affairs.  Link to Diesel course outlines in <a href="#">CurricUNET</a> . CurricUNET is the system Ventura College utilizes for curriculum course outline of records. Courses in red are active and approved, courses in black or revised or pending approval.
<a href="#">District Technical Review Workgroup (DTRW-I)</a>	Approved Curriculum from the campus is submitted to the District-wide Technical Review for ensuring technical and legal accuracy. Membership includes: <ul style="list-style-type: none"> <li>• Chancellor’s Representative</li> <li>• One of the following from each college: <ul style="list-style-type: none"> <li>○ Faculty Curriculum Chair</li> <li>○ Academic Senate President or designee</li> <li>○ Vice President of Academic Affairs</li> <li>○ Articulation Officer</li> </ul> </li> </ul>
Chancellor’s Cabinet	Following review from DTRW-I, curricula is verified and placement on Board of Trustees Meeting Agenda
Consultation Council	District-wide review of the Board of Trustees Agenda, in which curriculum to be presented to the Trustees is reviewed.
Board of Trustees	Curriculum is reviewed and approved at the monthly meetings.
State Chancellor’s Office	Items for which authority is not delegated locally to the Board of Trustees are submitted to the State Chancellor’s Office for approval.

## ***10. Description of program course requirements.***

The “Core” Diesel Mechanics program is four semesters (see Appendix G) in length and is comprised of sixteen (16) courses (see Appendix H). The first two (2) semesters will provide a student with a Basic Diesel Technician Certificate. A Master Diesel Technician Certificate will be provided after successful completion of the fourth semester. An Associate of Science degree can be achieved by completion of additional required general education units that can be incorporated into the full two-year program. Complete course outlines are available in a [PDF Version](#) or [CurricUNET](#)

Books that incorporate all the 2014 National Automotive Technicians Education Foundation (NATEF) training tasks and provide excellent online support services and tools for students were adopted as the program texts and include:

- (2016) Owen Duffy/Gus Wright, *Fundamentals of Medium Heavy Duty Commercial Vehicle Systems*, Jones and Bartlett Learning, Burlington, MA.  
Based on the 2014 National Automotive Technicians Education Foundation (NATEF) *Medium/Heavy Truck Tasks Lists* and *ASE Certification Test Series* for truck and bus specialists, *Fundamentals of Medium/Heavy Duty Commercial Vehicle Systems* is designed to address these and other international training standards. The text offers comprehensive coverage of every NATEF task with clarity and precision in a concise format that ensures student comprehension and encourages critical thinking.
- (2016) Gus Wright, *Fundamentals of Medium Heavy Duty Diesel Engines*. Jones and Bartlett Learning, Burlington, MA.  
Based on the 2014 National Automotive Technicians Education Foundation (NATEF) *Medium/Heavy Truck Tasks Lists* and *ASE Certification Test Series* for truck and bus specialists, *Fundamentals of Medium/Heavy Duty Diesel Engines* is designed to address these and other international training standards. The text offers comprehensive coverage of every NATEF task with clarity and precision in a concise format that ensures student comprehension and encourages critical thinking.

This program was designed to meet NATEF (National Automotive Technicians Education Foundation) requirements for a Medium/Heavy Duty Truck Repair program. Full accreditation from NATEF will be sought in the first year of program operation. Lectures will average 3 hours per week/course with 9 hours per week/course per lab sections. Students are expected to do an additional at-home study of three (3) hours for every one (1) hour of lecture per week (9 hours/week).

Students must pass all written and performance assessments. With a passing score of 70%, grading will encompass the following:

1. Accumulative end of unit assessments (35%),
2. Performance progress checks (35%);
3. Assigned homework (30%).

Classes will be offered on-ground in a face-to-face classroom and laboratory format and setting. Lectures will be offered in a classroom on campus that normally seats 35 students. Twenty four (24) students will comprise the initial cohort. Simulation work will be conducted in the new Applied Science’s CTE Training Room and will utilize state-of-the-art

simulators for training on electrical systems, hydraulics and other principles of diesel technology. Hands-on laboratory sessions will be offered in a dedicated service bay at Gibbs Truck Center.

***11. Description of student support services for the program.***

Diesel Mechanic students will have access to the all of the support services available at Ventura College. A comprehensive list and details of these services can be found on the [Ventura College web page](#).

***12. List of prerequisites and admission requirements.***

No prerequisites or special admission requirements are specified for enrollment in Diesel Mechanic Courses. Lecture and corresponding laboratory classes are designed as co-requisites to reinforce learned classroom material in a laboratory (hands on) setting. Diesel Mechanic courses have recommended preparation course sequencing suggestions building on prior knowledge. Refer to Appendix J spreadsheet for details on prerequisites.

***13. Evidence of labor market analysis that includes wage/salary data and opportunities for employment.***

According to the Bureau of Labor Statistics (Appendix A), job opportunities in the diesel mechanic or medium/heavy truck engine repair fields are expected to grow 9% from 2012 to 2022 with a median hourly earnings of \$25.23 in Ventura and surrounding counties.

## **C. Description of the Planning Process**

**C.1 Change's relationship to the institution's planning, evaluation and stated mission**

The proposed change does not affect the relationship of Ventura College's planning, evaluation and stated mission and are anticipated to enhance our ability to provide greater student access to workforce preparation.

**C.2 Assessment of Needs and Resources That Has Taken Place**

Assessment of needs and resources can be found in the previous sections: A.3 and B.3.2.

**C.3 Anticipated Effect of the Proposed Change on the Institution**

As a result of the new Diesel Mechanic program, Ventura College anticipates an increase in student enrollment and workplace preparation while maintaining high quality instruction to support student success. In addition, the Diesel Mechanic program will support local industry to reduce their employment deficit of qualified mechanics with the knowledge and skills necessary to perform diesel automotive diagnostics and repairs.

**C.4 A clear statement of the intended benefits what will result from the change**

Refer to C.3 for intended benefits of the Diesel Mechanic program for students, the college and community.

## **C.5 Description of the Preparation and Planning Process for the Change**

Description outlining the analysis, preparation, fiscal/physical resources, and other planning processes are found in section B.3.

## **D. Evidence that the institution has analyzed and provided of adequate resources necessary to initiate, maintain, and monitor the change**

### **D.1 Adequate and Accessible Student Support**

Diesel Mechanic students will have access to the all of the support services available at Ventura College. A comprehensive list and details of these services can be found on the [Ventura College web page](#).

### **D.2 Professional Development for Faculty and Staff to Effect and Sustain the Change**

In addition to the information specified in section B.3.5, Ventura College provides faculty and staff training that supports professional development through fully online training, face-to-face teachings, and other staff development activities as well as individual help on an as-needed basis. Additionally, the faculty at VC share learning from each other with regard to teaching and industry best practices and provide shared support through organized mentoring and support groups.

Examples from professional development opportunities for faculty include (as taken from 07 and 08 Flex lists):

- Creating Effective Library Assignments
- Engaging Students Online
- Getting it Write: *Making the Most of LRC Technology in the Composition Classroom*
- Teaching and Learning Consortium
- TTEG – Great Teachers Seminar Participants,
- Helping Students Transfer
- Desire to Learn Course Management System,
- Canvas Learning Management System, our next Learning Management System to be adopted in April 2016 by the district office
- Increasing Student Engagement using “Clicker” Technology or Poll Everywhere in face to face courses
- Bridging the Gap: Writing Strategies for ESL and 1.5 Generation Students.
- Library/LRC Tour: What’s New?
- Using online Data Basis
- Using the BEACH—Practical Classroom Usage,
- Gamification to increase student involvement
- Creating audio and video files for online classes that are captioned.
- Using the state adopted rubric for online success
- Using gradebook in D2L for student awareness
- Assuring your online class is ADA compliant
- Update on Student Learning Outcomes Assessment,
- Intro to CurricuNET Workshop: Online Curriculum Development & Workflow Automation

- Preventing High-Tech Plagiarism and Cheating, Turn It In
- One Book, One Campus, One Community: Civic Engagement,
- New Technologies (Wiki's Second Life Avatars, Web Conferencing and more)
- Using the Luminis Portal
- CurricUNET
- Great Teachers Seminar
- Grades First and how it helps
- Equity for Student Success
- Group discussions online
- Collaborative Learning in online classes
- Facilitating student engagement
- And more

#### **D.4 Appropriate Equipment and Facilities**

Gibbs Truck Center has generously donated money, equipment, and time to ensure Ventura College has the necessary equipment and facilities for the Diesel Mechanic Program (Appendix L- Advisory Meeting Minutes). Through the closure of a Southern California Boeing facility and donations, Ventura College has received much of the needed equipment for the Diesel Mechanic program at little to no cost. ([Equipment list and pictures from Boeing donation](#)). As a result, Ventura College has the resources necessary for a high quality Diesel Mechanic program.

#### **D.5 Sustainable Fiscal Resources**

Details on Ventura College's sustainable fiscal resources for the Diesel Mechanic program can be found in section B.3.4.

#### **D.6 Comparative Analysis of the Budget, Enrollment and Resources for the Proposed Change and an Analysis of Fiscal Impact on the Institution's Budget**

Budget details and fiscal impact can be found in section B.3.4

#### **D.7 Plan to Monitor Achievement of the Desired Outcomes of the Proposed Change**

Program Review and student learning outcomes for the Diesel Mechanic program can be found in sections B.3.5 and B.3.6.

#### **D.8 Evaluation and assessment of student learning outcomes, achievement, retention, and completion**

Evaluation and assessment of student learning outcomes, achievement, retention and completion will be reviewed annually as part of Program Review. Refer to B.3.5 for details.

### **E. Evidence that the Institution has Received Internal or External Approvals**

Title 5 requirements set forth by the State Chancellor's office and local standards of curriculum processes set forth by the college Academic Senate and approved through the college's Curriculum Committee, ensure a curriculum whose breadth, depth, and rigor are appropriate to an institution of higher learning. All programs receive regulatory approval by the California Community College

Chancellor's Office. Refer to Appendix L for DM V10, DM V10L, DM V12, and DM V12L approval letters.

## **F. Evidence that the Eligibility Requirements will be Fulfilled**

On February 7, 2014, Ventura College received notification that the Accrediting Commission for Community and Junior Colleges (ACCJC) reaffirmed its accreditation. The decision to continue affirmation of accreditation was based on Ventura College's Midterm Report that was submitted to the ACCJC in October 2013. Refer to this link for [ACCJC action letter and Midterm Report](#). The next comprehensive evaluation for accreditation is scheduled for September 26-29, 2016.

1. **Authority.** The authority for Ventura College is the Board of Trustees. The Board derives its authority from California Education Code 70902. Ventura College is authorized to operate as an educational institution and to award degrees by the state of California (ref. California Code of Regulations, Title 5, division 6). Developing and offering online course falls within the scope of this authority (ref. California Code of Regulations, Title 5, div 6, chap. 6 subchapter 1, article 3, §552-5 &seq.).
2. **Operational Status.** Ventura College is operational with 13,085 students' actively taking courses with over 80% pursuing degrees and certificates.
3. **Degrees.** The majority over 90% of Ventura College educational offering lead to a degree with over 80% of students pursuing degrees and certificates.
4. **Chief Executive Officer.** The Chancellor of the District serves as the Chief Executive Officer of the Ventura County Community College District. The President, Dr. Greg Gillespie, of Ventura College serves as the Chief Executive Officer of Ventura College. Both the Chancellor and the President of the college are appointed by the Board of Trustees with requisite authority to administer Board policies. The Chancellor and the College President are in support of growth and development in the area of online learning.
5. **Financial Accountability.** Ventura College annually undergoes an external independence financial audit by a Certified Public Accountant.
6. **Mission.** The mission statement of Ventura College defines the college's broad educational purposes, its intended student population, and its commitment to achieving student learning. The mission statement of Ventura College states:

“At Ventura College we transform students' lives, develop human potential, create an informed citizenry, and serve as the educational and cultural heart of our community. Placing students at the center of their learning experience, we serve a highly diverse student body by providing innovative instruction and student support, focusing on associate degree and certificate completion, transfer, workforce, preparation, and basic skills. We are committed to the sustainable continuous improvement of our college and its services.”
7. **Governing Board.** The Ventura County Community College District is governed by a five-member locally elected Board of Trustees and a student board member. The five trustees are elected in even-numbered years to four-year terms by the voters of Ventura County. The Board of Trustees is responsible for adopting policies that direct all activities relating to conducting the business of the district and its colleges. The Chancellor, the district's chief executive officer, is responsible for carrying out policies approved by the Board of Trustees. (Board website: [http://www.vcccd.edu/board\\_of\\_trustees](http://www.vcccd.edu/board_of_trustees)).

8. **Administrative Capacity.** Ventura College has administrative staff in adequate numbers that are appropriately trained and prepared to support the mission and goals of the college. As the college grows the college planning committee makes recommendations for new support positions as needed. There is a Dean of Distance Education that provides administrative oversight of the Distance Education program. Refer to Appendix N for Organizational Charts.
9. **Educational Programs.** Ventura College offers a wide range of educational programs, in both academic and vocational areas. The general education, transfer and vocational education degree and certificate programs are consistent with the mission of the college, the initiatives of the Board of Trustees for the district and the state guidelines. The institution offers collegiate-level programs in recognized fields of study leading to degrees and certificates. Refer to section A for details regarding educational programs and distance education.
10. **Academic Credit.** Ventura College awards academic credit based on the generally accepted practices in the Program and Course Approval Handbook published by the California Community College Chancellor's Office. The criteria for credit are published in the college catalog along with the institutional policies and transfer requirements. All sections of the same course receive the same credit regardless of modality in which the course is taught.
11. **Student Learning and Achievement.** Ventura College conducts an annual review of its programs through report and committee. The goal of the program review is not limited to assessing the needs of the program, it also addresses the student outcomes and how they are evaluated. Ventura College places student learning at the core of all program reviews and essential to the success of the student is the use of established student learning outcomes in all programs and courses. Each department is responsible for producing up-to-date student learning outcomes for all courses and overall outcomes for the departments and programs.
12. **General Education.** The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and promote intellectual inquiry. For degree programs students are required to demonstrate competency in written communication, scientific and quantitative reasoning, and critical analysis. General education curriculum includes English communication Mathematical concepts and quantitative reasoning, arts and humanities, social and behavioral science, physical and biological science, languages, and lifelong understanding and self-development. Degree credit for general education programs is consistent with levels of quality and rigor appropriate to higher education. The core of the online education program at Ventura College has been to develop offerings in the area of General Education at the same level and rigor as the on campus equivalents.
13. **Academic Freedom.** It is published in the Ventura College catalog that it is the policy of Ventura County Community College District (VCCCD) that all academic employees, regardless of their employment status, should enjoy the privileges and exercises the responsibilities inherent in academic freedom as defined by the AAUP statement. In addition, all VCCCD employees enjoy the same protection and responsibilities within the context of their obligations. Furthermore, faculty tenure constitutes the strongest procedural safeguard of academic freedom and individual responsibility, and as such, is essential for the maintenance of intellectual liberty and high standards in teaching and scholarship.
14. **Faculty.** Ventura College has qualified and experienced full-time (141) and adjunct (320) faculty to lead and support the educational programs and goals of the institution. The faculty hired all meets the district standards for teaching and subject matter competency in their respective areas. At this time no faculty person is hired to teach exclusively online, all faculty must pass the same hiring processes and then be approved by department, dean and Distance Education program dean as being suitably prepared to teach online. Professional development and training opportunities are provided for all faculty

15. **Student Services.** Under the direction of a Vice President, Ventura College provides appropriate student services and development programs to all students, consistent with the institutional mission. Students may apply online, register online, complete a college orientation online, pay fees online, review grades online, find general student information and “how-to’s” in addition students will have the option to request additional support from the counseling office via online form which began in Fall 09. Soon to come is online counseling.
16. **Admissions.** Ventura College adheres to open access admissions policies consistent with its mission that specify the qualifications of students appropriate for its programs. Ventura College adheres to the open access policy for California community colleges. Some programs may specify qualifications for admitting students depending on the guidelines and regulations in those cases the specific program requirements are outlined in the course catalog.
17. **Information and Learning Resources.** Ventura College has a learning resources facility that consists of a tutoring center, media services, a lab, staff and faculty development center, and the library. The Learning Resources lab contains 369 computer work stations and provides instructional support through technology to several academic and vocational disciplines. The Library serves its student population of faculty and is open to the community. In support of our academic curriculum, the library holds within its collection 63,529 book volumes, 341 periodical titles, and 142 microfilm titles. It also provides access to several online databases, many of which are updated daily, in full-text and abstract format. The databases provide access to approximately 2500 general periodicals and newspapers; 1200 leading nursing and health journals; 237 popular and professional general science journals; 200 ethnic, minority and native press publications; biographies for over 900,000 individuals; bibliographies and critical analysis of more than 120,000 novelists, poets, essayists, journalists and other writers with in-depth coverage of 2500 of the most studied authors; and book summaries and reviews for more than 700,000 books. Students, faculty and staff of Ventura College have online access to these databases via [MyVCCCD](#). Community patrons are allowed access to these databases on campus in the Library. The Library functions as a resource laboratory for classes working on term papers, speeches, and a vast number of other classroom research assignments. It also serves as a study area for students before and after classes.
18. **Financial Resources.** The institution documents a funding base, financial resources, and plans for financial development adequate to support its mission and all of its educational programs and to assure financial stability. Allocations to Ventura College are made as a part of a model that is intended to support the needs of three colleges and a district office. Budget goals and assumptions are developed annually through a shared governance process and shared with campus constituencies. As part of a three college district, the Ventura County Community College District maintains a minimum 5% reserve fund.
19. **Financial Accountability.** The institution regularly undergoes and makes available an external financial audit by a certified public account or an audit by an appropriate public agency. Ventura College adheres to board-approved policies and procedures governing the responsible allocation of funds to support its educational programs and support services.
20. **Institutional Planning and Evaluation.** Ventura College systematically assesses [learning outcomes at the institutional, programs, and course levels](#) in a Program Review process formalized in fall 2006 yet continually transforming for improvement. Rubrics are used to identify completion of goals and establishment of new objectives. In addition, student success data ([retention, course completion](#)) success is compiled annually. In terms of planning, strategic and annual planning is undertaken by major shared governance committees. The college adheres to an Educational Master Plan, this plan documents the integration of the college’s planning efforts, including educational, financial, staffing, facilities, and technology including Distance Education. A new plan is being developed in 2016.

21. **Public Information.** Ventura College publishes an Annual Catalog which includes the mission, courses, programs and degrees as well as student services information, board policies, and processes both local and district level. The catalog also gives information about the application process, financial aid process, and graduation and transfer requirements. This information is also available online at the college website, which links to the district website for information about the district management and governing board.
22. **Integrity in Relations with Accrediting Commission.** Ventura College is in good standing with the Commission and complies with all Commission requests for information. The submission of the substantive change report demonstrates Ventura College's commitment to complying with the Commissions standards.

## **G. Evidence That the Accreditation Standards Will be Fulfilled**

### **Standard I: Mission, Academic Quality, Institutional Effectiveness, and Integrity:**

Ventura College has recently updated the mission statement during the Educational Master Planning process. As discussed in Section A.2, the current mission statement clearly states in that it provides for innovative education delivery "...providing innovative instruction and student support," Distance Education is one of the innovative instruction methods by which education will be provided to students in order to meet the needs of the diverse population served by Ventura College.

Ventura College has made a commitment to improving institutional operations and effectiveness in an ongoing process outlined in the recent [Educational Master Plan status/outcome update](#). These steps include maximizing the use of instructional technologies, enhancing the research and assessment capacities to further support data driven decision making and a commitment to continue the evaluation of the effectiveness of College Programs through the Program Review Process. Academic quality related to distance education course offering can be found in Section D.8.

### **Standard II: Student Learning Programs & Services:**

Ventura College's (VC's) instructional programs align with its mission to support associate degree and certificate completion, transfer, workforce preparation, and basic skills. VC offers Associate of Art (AA) and Associate of Science (AS) degrees in 34 majors. The College also offers Certificates of Completion and Proficiency Awards in 47 career and technical education (CTE) areas of study.

Under the leadership of their department chairs, faculty develop new courses and revised and/or update degrees and certificates, with the review and endorsement of the Curriculum Committee, (a subcommittee of the Academic Senate), and the approval of the Board of Trustees. In addition, CTE courses and programs are reviewed for occupational relevance and currency by advisory committees. Student learning outcomes are identified for each course, degree or certificate through the process described in section B.3.9.

Ventura College awards course credit, degrees, and certificates based on the attainment of learning outcomes. Student Learning Outcomes (SLOs) are recorded on the official COR for each course and are listed on course syllabi. All degree and certificate programs regularly assess program-level SLOs. Discipline faculty discuss the level of learning required to earn a degree or certificate during the initial stages of curriculum development, during the content review process that is required every five years, and during departmental meetings each semester when faculty evaluate student achievement relative to student learning outcomes.

The College supports student learning and achievement by providing a wide variety of learning support services including a popular selection of current textbooks (available for both semester-length loan and for in-library use only), reference materials, information literacy instruction and reference assistance, research

databases, and circulating materials. Learning support services such as the Learning Center, supplemental instruction (SI), and tutorial services are similarly under the administrative oversight of the Dean of English, Communications, Languages, and Learning Resources and the learning resources supervisor. There is also a grant-funded Math Center that remains under the oversight of the learning resources supervisor with extensive participation by members of the Math Department.

Ventura College offers a wide array of quality support services that assist students in achieving their goals. These services include Admissions and Records, Assessment, Assistive Technology, California Work Opportunities and Responsibility to Kids (CalWORKs), Career Center, Child Care Center, Counseling, Disabled Students Programs and Services (DSPS) through the Educational Assistance Center (EAC), Extended Opportunities and Program Services (EOPS), Financial Aid, Freshman Year Experience, International Students, Mathematics Engineering Science Achievement (MESA), Outreach Services, Student Activities and Clubs, Student Government, Student Health Center, Veterans' Services, and the Welcome Center.

### **Standard III: Resources**

Human Resources: Ventura College has sufficient human resources to support the Diesel Mechanic program. Refer to section B.3.8 for details.

Physical and Technology Resources: Ventura College has sufficient physical and technology resources to meet the needs of a new Diesel Mechanic program. Refer to section B.3.4 for details.

Financial Resources: Ventura College has been fortunate to receive support in donations and grants to start an expensive Diesel Mechanic Program with an anticipation of being self-sufficient fiscally by 2020. Refer to section B.3.4 for details.

### **Standard IV: Leadership and Governance:**

Leadership and Governance: Ventura College operates within the standards of the commission regarding shared governance and participatory leadership and decision making. With regard to Distance Education the College in 2011 assigned Distance Education to an experienced instructional Dean to further formalize the leadership of this program. This position has an advisory group made up of faculty and staff called the Distance Education Advisory Council, which meets once a month to provide input into all program decisions. Additionally, the Distance Education Dean and faculty representatives participate in the Technology committee.

# Appendix A: Labor Market Statistics

## Occupation Overview

EMSI Q4 2015 Data Set

March 2016



4667 Telegraph Rd  
Ventura, California 93003-3872  
(805) 654-6400

# Parameters

## Occupations

Code	Description
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists

## Regions

Code	Description
6029	Kern County, CA
6037	Los Angeles County, CA
6079	San Luis Obispo County, CA
6083	Santa Barbara County, CA
6111	Ventura County, CA

## Timeframe

2016 - 2022

## Datarun

2015.4 - QCEW Employees

## Bus and Truck Mechanics and Diesel Engine Specialists in 5 Counties

Bus and Truck Mechanics and Diesel Engine Specialists (SOC 49-3031):

Diagnose, adjust, repair, or overhaul buses and trucks, or maintain and repair any type of diesel engines. Includes mechanics working primarily with automobile or marine diesel engines.

Sample of Reported Job Titles:

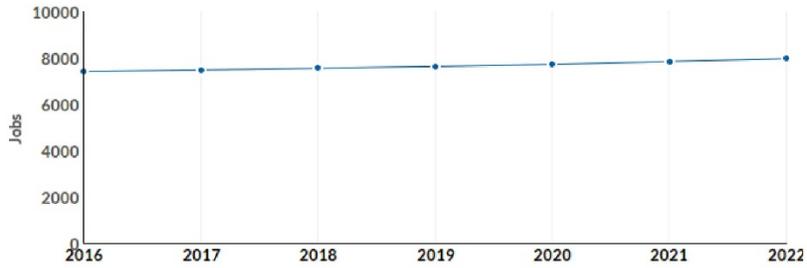
Diesel Mechanic  
Trailer Mechanic  
Fleet Mechanic  
Diesel Technician  
Truck Mechanic  
Transportation Mechanic  
Transit Mechanic  
Service Technician  
Mechanic  
General Repair Mechanic  
Related O\*NET Occupation:  
Bus and Truck Mechanics and Diesel Engine Specialists (49-3031.00)

### Occupation Summary for Bus and Truck Mechanics and Diesel Engine Specialists

<b>7,366</b> Jobs (2015) 20% <b>below</b> National average	<b>+7.5%</b> % Change (2016-2022) Nation: <b>+6.2%</b>	<b>\$25.23/hr</b> Median Hourly Earnings Nation: \$21.27/hr
--	--	---

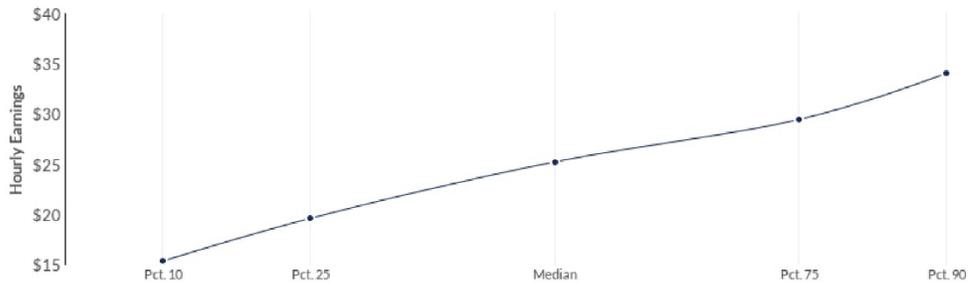
### Growth for Bus and Truck Mechanics and Diesel Engine Specialists (49-3031)

<b>7,428</b> 2016 Jobs	<b>7,982</b> 2022 Jobs	<b>554</b> Change (2016-2022)	<b>7.5%</b> % Change (2016-2022)
---------------------------	---------------------------	----------------------------------	-------------------------------------

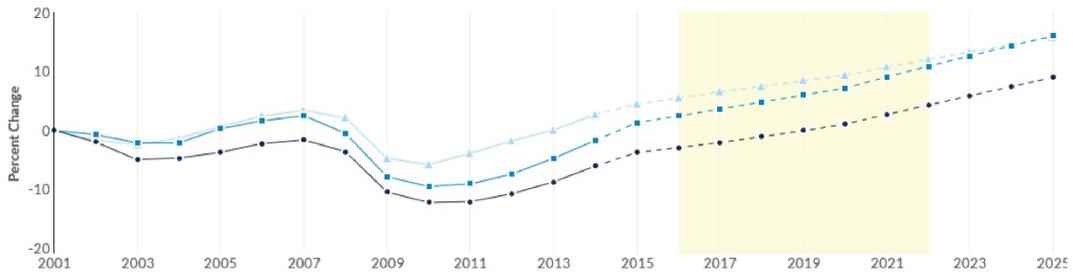


### Percentile Earnings for Bus and Truck Mechanics and Diesel Engine Specialists (49-3031)

<b>\$19.58/hr</b> 25th Percentile Earnings	<b>\$25.23/hr</b> Median Earnings	<b>\$29.46/hr</b> 75th Percentile Earnings
---	--------------------------------------	---



## Regional Trends



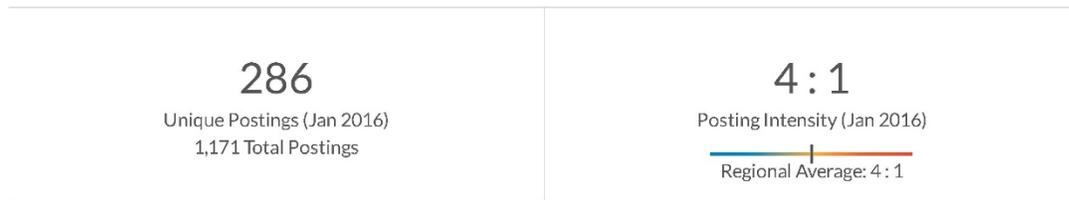
Region	2016 Jobs	2022 Jobs	Change	% Change
● Region	7,428	7,982	554	7.5%
■ State	23,158	25,070	1,912	8.3%
▲ Nation	249,691	265,280	15,589	6.2%

## Regional Breakdown



County	2022 Jobs
Los Angeles County, CA	6,439
Kern County, CA	748
Ventura County, CA	395
Santa Barbara County, CA	207
San Luis Obispo County, CA	193

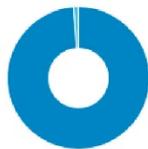
## Job Postings Summary



There were 1,171 total job postings for *Bus and Truck Mechanics and Diesel Engine Specialists* in January 2016, of which 286 were unique. These numbers give us a Posting Intensity of 4-to-1, meaning that for every 4 postings there is 1 unique job posting.

This is close to the Posting Intensity for all other occupations and companies in the region (4-to-1), indicating they are putting average effort toward hiring this position.

## Occupation Gender Breakdown



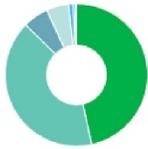
Gender	2015 Jobs	2015 Percent
● Males	7,285	98.9%
● Females	81	1.1%

## Occupation Age Breakdown



Age	2015 Jobs	2015 Percent
14-18	19	0.3%
19-24	493	6.7%
25-34	1,495	20.3%
35-44	1,798	24.4%
45-54	2,147	29.1%
55-64	1,221	16.6%
65+	193	2.6%

## Occupation Race/Ethnicity Breakdown



Race/Ethnicity	2015 Jobs	2015 Percent
White	3,431	46.6%
Hispanic or Latino	3,006	40.8%
Asian	423	5.7%
Black or African American	371	5.0%
Two or More Races	77	1.0%
Native Hawaiian or Other Pacific Islander	30	0.4%
American Indian or Alaska Native	28	0.4%

## National Educational Attainment



Education Level	2015 Percent
Less than high school diploma	14.5%
High school diploma or equivalent	48.9%
Some college, no degree	23.3%
Associate's degree	10.1%
Bachelor's degree	2.9%
Master's degree	0.3%
Doctoral or professional degree	0.0%

## Occupational Programs

CIP Code	Program	Completions (2014)
47.0605	Diesel Mechanics Technology/Technician	66

**1**  
Programs (2014)

**66**  
Completions (2014)

**339**  
Openings (2014)

## Industries Employing Bus and Truck Mechanics and Diesel Engine Specialists

Industry	Occupation Jobs in Industry (2015)	% of Occupation in Industry (2015)	% of Total Jobs in Industry (2015)
Local Government, Excluding Education and Hospitals	922	12.5%	0.4%
General Automotive Repair	513	7.0%	4.6%
Motor Vehicle Supplies and New Parts Merchant Wholesalers	490	6.7%	5.4%
General Freight Trucking, Local	380	5.2%	3.5%
Elementary and Secondary Schools (Local Government)	355	4.8%	0.1%

## Appendix B: Major Gift Proposal



### Major Gift Proposal

Presented to Gibbs International Truck Centers

By the Ventura College Foundation

May 2015

For over 30 years, the Ventura College Foundation has provided financial support to the students and programs of Ventura College. Through this continued support, the Ventura College Foundation assists the College in facilitating student success and grows the impact and legacy of Ventura College as a vital community asset.

In partnership with the Ventura College administration, the Ventura College Foundation is able to identify and directly target the most pressing needs of the Ventura College family. The Foundation is proud to partner with businesses in the community to enable wider access to varied programs for students, and to forward the college's goal of workforce development. Ventura College takes pride in creating transfer, career technical and continuing education opportunities for *all* students.

### **Proposed Diesel Service Technician Program at Ventura College**

As part of Ventura College's continuing efforts to expand student opportunity and provide skilled labor to the local community, Ventura College proposes to offer a Diesel Service Technician Program. This program will not only allow Ventura College to meet the growing needs of current students and local industry, this program will also fulfill a commitment as part of the VC Innovates program in which Ventura College has pledged to expand its current Auto Technology program to include Diesel Technology.

According to the Bureau of Labor Statistics, job opportunities in the field are expected to grow 9% from 2012 to 2022. Although traditionally Diesel Service Technicians have received much of their training "on the job," due to the increased use of electronics and diagnostic testing equipment, "on the job training" is no longer a viable option for most diesel repair facilities. Educated workers with technical expertise, as well as, problem solving and "soft" skills are required. Current employment prospects make a Diesel Service Technician training program attractive to many Ventura College students. Locally, Gibbs International Truck Centers, with a location in Oxnard, as well as other local diesel service and repair facilities, are in need of trained diesel mechanics. Gibbs, for example, is reported to employ over 100 mechanics company-wide, and has current openings at all seven of their locations.

While Ventura College faculty and staff possess the academic acuity to create, administer and educate students in the Diesel Technology program, a corporate partner who can provide real world advice, logistical support and additional training opportunities for students is absolutely vital to the program's success. For that reason, Ventura College proposes to initiate the new Diesel Technology program as a joint venture with Gibbs International Truck Centers, with a location in Ventura County. As a leader in the Diesel Automotive Sales / Repair Industry, Gibbs International will bring an expertise and experience which can only be achieved as an experienced industry insider.

Classes in the proposed Diesel Service Technician Program at Ventura College would begin in August, 2016, and will be NATEF approved. Students could elect to pursue either a Certificate of Achievement, and/or an Associate of Science Degree in Diesel Technology. The Diesel Technology program will provide hands-on, work-based training experience and the classroom curriculum required for careers in diesel electronics and diagnosis, and in diesel engines and repair.

### **Courses of Study**

#### Certificate of Achievement in Diesel Technology

A certificate of Achievement in Diesel Technology would require 36 to 40 units of coursework spread across the Diesel Technology major courses and would also include courses in "soft skills" such as job readiness, customer service, workplace ethics, documentation, basic English, basic Math and basic personal computing skills.

#### Associate of Science Degree in Diesel Technology

An Associate of Science Degree in Diesel Technology would require an additional 36 to 40 units of general education. The "soft skills" courses discussed above, would be incorporated into the general education requirements.

### **Costs for Diesel Service Technician Program at Ventura College**

Please see attached summary of estimated costs for the program—years one through five.

### **Partnership**

In order to initiate the proposed Diesel Technology program at Ventura College, the college is in need of a community partner/leader to provide lab facilities, tools, core blocks, used trucks for training purposes, curriculum support, and ultimately recruitment and placement assistance to students.

Ventura College will in turn establish the program / administration, beginning with the retention of a professional expert in the field of Diesel Technology, qualified to create curriculum and learning outcomes as required by the curriculum review committee. The college will provide faculty, classroom space, workbooks and assist students with job / intern placement.

In addition to the courses currently proposed, Ventura College would like to expand the program to accommodate a second class in three to five years, possibly at the Santa Paula campus.

In consideration of Gibbs International's invaluable contribution to the Diesel Technology program, Ventura College would like to extend to Gibbs the opportunity to be a founding member of the Advisory Committee for the program, and offer Gibbs a three year co-chair position shared with the program instructor. This would provide Gibbs with the opportunity to review the curriculum and offer advice, in order to ensure that the business community is getting the desired highly skilled workforce it needs, and that Ventura College is offering its students the high level training program required to be successful as a Diesel Service Technician.

In addition, all equipment donated by Gibbs International would be identified with Gibbs corporate logo in order so that faculty and students are aware of Gibbs' contribution to the program.

### **Conclusion**

In order to provide cutting edge training and lucrative career technical development opportunities to its students, Ventura College plans to add a new Diesel Technology Program. Ventura College seeks a corporate partner in Gibbs Trucks Centers. Ventura College is requesting a \$75,000 cash gift to match Ventura College's expenses in addition to approximately \$800,000 in gift-in-kind contributions over 5-years. The \$75,000 cash contribution will cover initial curriculum development and the cost of refurbishing the existing lecture bay in the auto office building.

We appreciate your consideration and look forward to formalizing our joint venture.

## Appendix C: Diesel Program Timeline

### Ventura College and Gibbs Truck Centers Diesel Program Implementation and Partnership Timeline

July 7, 2015

- MAR '15:** Ventura College (VC) Workgroup meet to reframe proposal and draft timeline
- APR '15:** Forward timeline to Gibbs Team  
Set next meeting date with Gibbs Team  
Send 2<sup>nd</sup> draft of proposal to Gibbs Team at the end of April
- MAY '15:** Meet with Gibbs Team to frame long-term partnership; verbal agreement  
Begin development of formal curriculum to establish permanent certificate and degree programs
- JUL '15:** Memo of Understanding with VCCCD drafted, reviewed and submitted to the District Board of Trustees for Approval
- AUG '15** Memo of Understanding signed  
Working Timeline Reviewed and Established  
Gibbs forwards \$45,000 to trigger curriculum specialist hiring process  
Program Trust and Agency account forms submitted  
VC recruits 3 members into Diesel Program Advisory (DAC)—NATEF, student, master technician, and/or preceptor  
Gibbs recruits diesel business executives to DAC  
Curriculum specialist hiring begins; Gibbs invited to be on interview team
- AUG/SEP '15:** Prep meeting with Ed Gibbs re: 1<sup>st</sup> Agenda for DAC; proposed agenda items:
- i. Review program structure, curriculum, and application to SCRC
  - ii. Plan recruitment of full-time faculty position
  - iii. Discuss internship placement for students across industry
  - iv. Confirm equipment list to set up lab
  - v. Schedule dates for 1<sup>st</sup> and 2<sup>nd</sup> meeting
- SEPT '15:** First and second semester curriculum finalized  
Send curriculum to VC Curriculum Committee
- SEPT/OCT '15:** First DAC meeting
- NOV '15:** Part-time faculty position requested thru Program Review
- DEC '15:** Second DAC meeting at Gibbs:
- i. Update and follow-up on 1<sup>st</sup> meeting agenda items
  - ii. Lab site visit
  - iii. Timeline on lab site preparation confirmed with Gibbs
- DEC/JAN '16:** Send diesel curriculum to Ventura County Community College District (VCCCD) Board of Trustees after approval by VC Curriculum Committee

- FEB '16:** Send VCCCD curriculum to the State Chancellor's Office and SCRC  
**Third DAC Meeting:**
- i. Update and follow-up on previous agenda items
  - ii. Internships and placement (Fall '17/'18 semesters)
  - iii. Preceptors (Fall '17/'18 semesters)
- MAR '16:** Diesel Program curriculum appears in class schedules and the Ventura College catalog  
 Hire part-time faculty
- APR '16:** **Fourth DAC Meeting:**
- i. Internships and preceptor plans follow-up and update
  - ii. Set 1x per semester DAC meeting schedule
- APR/MAY '16:** Begin fall student recruitment and enrollment into the Diesel Program in collaboration with Gibbs
- SEPT '16:** Start of the Fall Semester; first Diesel Program classes begin

**Other notes:**

1. Gibbs to advise us on equipment needs in lab and lecture space to support curriculum
2. Timeline for lab site preparation needed and done in collaboration with Gibbs
3. Request International Harvester (and other appropriate companies) diesel instructor code internet access to service information websites for lab instructor and students with Gibbs
4. Preceptors: they are industry mentors and do oversight of interns; training needed (use nursing industry as a guide)
5. Internships and placements must be throughout the industry
6. Confirmation on diesel program/VC lecture location and planned refurbishment timeline needed to be added to this document to trigger the \$30,000 restricted cash donation from Gibbs to pay for it
7. Discuss International Harvester certification with Gibbs in the future
8. Board of Trustees Pres. Diane McKay has requested that VC Team and Gibbs representatives appear at meeting to be thanked and celebrated
9. PR plan to be developed and stewarded by VC Foundation staff and vendor
10. Official launching of program date needed and event planned
11. Initially, prior to the hiring of full-time staff, Andy Cawelti and Eric Irwin will be Gibbs primary contacts

**ORANGE:** Items that will be done by or in partnership with Gibbs

**BLACK:** Items done by Ventura College faculty and staff

# Appendix D: MOU

MEMORADUM OF UNDERSTANDING  
BETWEEN  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT (VCCCD) AND  
GIBBS INTERNATIONAL INC. dba GIBBS TRUCK CENTERS  
FOR THE DIESEL TECHNOLOGY PROGRAM

**RECEIVED**  
AUG 13 2015  
Business Services

**The Purpose of the MOU**

As part of Ventura College's continuing efforts to expand student opportunity and provide skilled labor to the local community, Ventura College proposes to offer a Diesel Technology Program. This program will also fulfill a commitment as part of the VC Innovates program in which Ventura College has pledged to expand its current Automotive Technology program to include Diesel Technology.

Vital to the program's success is a corporate partner who can provide real world advice, logistical support and additional training opportunities. As a leader in the Diesel Automotive Sales/Repair Industry, Gibbs International Inc. dba Gibbs Truck Centers, will bring expertise and experience.

This Memorandum of Understanding (MOU) establishes the terms and conditions between the Ventura County Community College District (VCCCD) and Gibbs International Inc. dba Gibbs Truck Centers (Gibbs International).

This agreement will be effective August 12, 2015 through May 31, 2021.

The following statement of responsibilities describes the commitments and assignments that must be completed by each party.

**Gibbs International:**

1. Provide lab facilities, tools, core blocks, used trucks for training purposes, curriculum support and recruitment and placement assistance to students. All the equipment donated by Gibbs International will be identified with Gibbs corporate logo.
2. Actively participate in the Diesel Technology Advisory Committee and provide advice for the curriculum and program effectiveness in order to ensure the business community will receive highly skilled diesel technicians.
3. Provide a \$75,000 cash gift and approximately \$800,000 in gift-in-kind contributions over 5 years. The \$75,000 cash gift will support the curriculum development and the cost of refurbishing a classroom. The cash donation and gift-in-kind will be accepted, processed and acknowledged by the Ventura County Foundation.
4. Gibb's International, shall indemnify, defend, and hold the Ventura County Community College District and Ventura College, its Board of Trustees, officers, agents and employees harmless from any and all claims, damages, losses, causes of action and demands, including reasonable attorney's fees and costs, incurred in connection with or in any manner arising out of the performance of the work contemplated by this Agreement. Acceptance of this Agreement constitutes that Gibbs

International and their employees are not covered under the Ventura County Community College District's general liability insurance, employee benefits or workers compensation. It further establishes that Gibbs International shall be fully responsible for such coverage.

**Ventura College:**

1. Establish and provide a Diesel Technology Program.
2. Establish the program/administration beginning with the retention of a subject matter expert in the field of Diesel Technology, qualified to create curriculum and learning outcomes as required by the curriculum review committee.
3. Provide faculty and classroom space
4. Assist students with intern placement.
5. Start the program in fall 2016 semester.
6. Pursue National Automotive Technicians Education Foundation's (NATEF) Medium/Heavy Duty Truck certification.
7. Establish a stackable diesel technology certification curriculum including:
  - a. Certificates of Achievement
  - b. Associate Science Degree
8. The curriculum will include coursework in technical, applied academic and workplace skills.
9. VCCCD, shall indemnify, defend, and hold Gibbs International, its officers, agents and employees harmless from any and all claims, damages, losses, causes of action and demands, including reasonable attorney's fees and costs, incurred in connection with or in any manner arising out of the performance of the work contemplated by this Agreement. Acceptance of this Agreement constitutes that VCCCD and their employees are not covered under Gibbs International general liability insurance, employee benefits or workers compensation. It further establishes that VCCCD shall be fully responsible for such coverage.

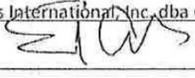
VCCCD is not responsible for any damages or theft which occurs with use of Gibbs equipment or facilities. VCCCD assumes no liability or responsibility for any personal property of Gibbs International, its employees, agents, representatives, guests, or invitees during the term of this MOU.

Gibbs International shall not assign this MOU, or any interest therein, and shall not allow another party to occupy or use the premises without prior written consent of VCCCD.

Either party may suspend or terminate this Agreement without cause upon sixty (60) days advance written notice to the other Party prior to the requested end date of May 31, 2021.

Each party may terminate the Agreement upon the other Party's material breach of any provisions of this Agreement. A party intending to terminate this Agreement pursuant to this subsection shall provide the breaching Party with written notice at least 30 days before the effective termination date. Such notice by the non-breaching Party shall specify the provision of this Agreement that was breached, and the corrective action or remedy requested from the breaching party, and provide the breaching party with an opportunity to cure the material breach within 30 days of the notice.

Gibbs International, Inc. dba Gibbs Truck Centers:



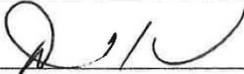
8/3/15

Date

\_\_\_\_\_

Date

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT/Ventura College:



9-25-15

Name: David Keebler

Date

Title: Interim Vice Chancellor, Business

Reviewed:



9/24/15

Name: Tim Harrison

Date

Title: Interim Vice President, Business Services, Ventura College

# Appendix E: Part Time Faculty Job Hire Announcement

Job Bulletin

Page 1 of 4



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
invites applications for the position of:

## Instructor in Diesel Mechanics Part Time pool

---

**SALARY:** Not Displayed

**OPENING DATE:** 02/16/16

**CLOSING DATE:** Continuous

**DESCRIPTION:**

This is a continuous open pool to fill part-time instructor positions at any of our three colleges (Oxnard, Moorpark, and Ventura) for the Summer 2016, Fall 2016, and Spring 2017 semesters. If you have applied for previous pools in this discipline, you will need to apply to this pool to continue to be considered.

Under the general direction of a dean, an Instructor (Non-Contract/Temporary) provides comprehensive classroom instruction to students from diverse backgrounds for the purpose of facilitating the attainment of their academic or vocational objectives. In accordance with the provisions of Education Code sections 87482.5, Instructors (Non-Contract/Temporary) may be employed up to 67% of a full-time assignment.

**REPRESENTATIVE DUTIES:**

Provide academic instruction to students through lecture, lab, or performance courses; assess and develop cognitive abilities, communication skills, and higher order thinking skills among students through appropriate assignments and activities in one-on-one, classroom, and distance mediated instructional settings. *E*

Advise and instruct students regarding programs of study, other institutions of higher education, lifelong learning resources, and effective study skills; refer students to support services, programs, resources, and other professionals as appropriate. *E*

Observe and evaluate student performance in meeting course objectives and student learning outcomes through assignments, projects, discussions, and examinations; provide feedback in a timely manner to student inquiries in class, online, or during established consultation office hours. *E*

Plan and organize instruction according to approved course outlines and student learning outcomes to maximize student learning in alignment with department, college, and district goals; implement the student performance objectives as listed on the official course outline of record. *E*

Maintain current, accurate records of course enrollment, attendance, student academic progress, course curriculum, and student learning outcomes; prepare and submit data and reports related to course and student progress in a timely manner. *E*

Evaluate and select instructional materials such as textbooks, manuals, software, and tools in collaboration, as appropriate, with discipline faculty; order instructional materials according to campus bookstore procedure to ensure timely delivery. *E*

Revise and update course content and materials of instruction in accordance with new theory,

[http://agency.governmentjobs.com/vcccd/job\\_bulletin.cfm?jobID=1382198&sharedWindow...](http://agency.governmentjobs.com/vcccd/job_bulletin.cfm?jobID=1382198&sharedWindow...) 3/21/2016

application, and industry developments within the discipline or area of specialization. **E**

Update syllabi; collaborate with discipline faculty on a regular basis to assess and revise measurable student performance indicators for each course. **E**

May participate in curriculum and program development; may provide input into the development of student learning outcomes.

May attend and participate on committees and in department, division, campus, and district meetings.

May participate in articulation and matriculation related activities.

May provide work direction to others.

Perform related duties as assigned.

**E** = Essential duties

### **MINIMUM QUALIFICATIONS:**

Candidates must possess the minimum qualifications for the discipline as approved by the California Community Colleges Board of Governors and defined in the Minimum Qualifications for Faculty and Administrators in California Community Colleges handbook. The minimum qualifications for this discipline are as follows:

Any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience; OR the equivalent\* OR possession of an appropriate California Community College Credential.

All coursework must be from a recognized accredited college or university.

\*Applicants must meet the stated minimum qualifications or complete the Supplemental Questionnaire for Equivalency if they wish to be considered. If the title of your degree as indicated on your transcripts does not match one of the degree titles listed in the minimum qualifications, you must complete the Supplemental Questionnaire for Equivalency and attach it to your application if you wish to be considered.

For further details regarding equivalency and the criteria by which equivalency may be granted, please click on the following link: <http://www.boarddocs.com/ca/vcccd/Board.nsf/goto?open&id=83LDBP0DD9E5>.

### **SUPPLEMENTAL INFORMATION:**

#### Preferred Qualifications:

Recent Medium/Heavy Duty Truck mechanic experience within the last five (5) years including tear down and overhaul of diesel engines and working with diesel fuel management systems preferred. Experience with align equipment/machinery; ability to develop test equipment calibrate and program budget is highly desirable. Previous teaching and/or in-service experience preferred.

#### LICENSES OR OTHER REQUIREMENTS:

Medium-Heavy Duty Truck ASE Certification Requirements Upon Hire: T2 Diesel Engines, T6 Electrical/Electronics Systems and T8 Preventive Maintenance Inspection.

Medium-Heavy Duty Truck ASE Certification Requirements Within Six (6) Months of Hire: T3 Drive Train, T4 Brakes, T5 Suspension & Steering, and T7 Heating, Ventilation & Air Conditioning (HVAC).

#### **SALARY RANGE:**

Part-time faculty are paid between \$1,515 and \$2,575 per semester per .1 load. Placement on the salary schedule is based on education and experience. Faculty may be assigned any combination of lecture, lab or lecture/lab classes. Following is an example of a 3 unit class:  
3 hour per week lecture = .2 load

[http://agency.governmentjobs.com/vcccd/job\\_bulletin.cfm?jobID=1382198&sharedWindo...](http://agency.governmentjobs.com/vcccd/job_bulletin.cfm?jobID=1382198&sharedWindo...) 3/21/2016

3 hour per week lecture/lab = .15 load  
 3 hour per week lab = .1333 load (Except for those listed on Appendix F of the VCCCD/AFT Contract calculated at 75% of regular load.)

**STARTING SALARY:**

\$1,515 and \$2,196 starting pay per semester per 10% load. Part-time faculty salaries are governed by the collective bargaining agreement between the VENTURA COUNTY FEDERATION OF COLLEGE TEACHERS, AFT, LOCAL 1828, AFL-CIO and the VENTURA COUNTY COMMUNITY COLLEGE DISTRICT. To review the contract, go to: [http://www.vcccd.edu/departments/human\\_resources/contracts.shtml](http://www.vcccd.edu/departments/human_resources/contracts.shtml).

For more information about how salaries are determined for part-time faculty assignments, please click on the following link: [http://www.vcccd.edu/sites/default/files/files/departments/human\\_resources/part-time\\_faculty\\_salary\\_explanation\\_version\\_7.pdf](http://www.vcccd.edu/sites/default/files/files/departments/human_resources/part-time_faculty_salary_explanation_version_7.pdf).

**APPLICATION PROCEDURE:**

The following must be submitted for your application to be considered:

- \* Completed Application for Academic Employment
- \* Resume
- \* Letters of recommendation (recommended, not required)
- \* Supplemental Questionnaire for Equivalency, if applicable.
- \* Official or unofficial college/university transcripts demonstrating attainment of minimum qualifications (An official copy of your transcripts will be required upon being hired. Instructors will not be allowed to start working until official transcripts have been received.)

NOTE: Foreign transcript evaluation is required for foreign coursework used to meet minimum qualifications and must be included with your application materials. For a list of recognized organizations providing transcript evaluation services, visit <http://www.naces.org/members.htm>.

Candidates not possessing the minimum qualifications as stated above must complete the Supplemental Questionnaire for Equivalency and explain in detail how their qualifications are equivalent to those above. The Supplemental Questionnaire for Equivalency is available on our website at <http://jobs.vcccd.edu/applicants/static/customers/320/Supplemental%20Questionnaire%20for%20Equivalency%208%2023%2010.doc>.

**SELECTION PROCESS:**

A screening committee will review and screen all applications and associated materials. Those candidates deemed by the committee to be most qualified for the position will be invited to an interview. When completing the application and the supplemental questionnaire, it is important to outline in detail your education, training (classes, seminars, workshops), and experience. You will be evaluated based upon the information provided.

Applicants with disabilities requiring reasonable accommodation during the selection process must inform the Ventura County Community College District Human Resources Department, in writing, of the need for a reasonable accommodation no later than the filing date stated on the job announcement. The request should include a description of the type and extent of the accommodation being requested.

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.vcccd.edu>

Position #0081  
 INSTRUCTOR IN DIESEL MECHANICS PART TIME POOL  
 NA

255 W. Stanley Ave., Suite 150  
 Ventura, CA 93001

[hrrmail@vcccd.edu](mailto:hrrmail@vcccd.edu)

---

**Instructor in Diesel Mechanics Part Time pool Supplemental Questionnaire**

- \* 1. What are your areas of specialization within the discipline?

[http://agency.governmentjobs.com/vcccd/job\\_bulletin.cfm?jobID=1382198&sharedWindo...](http://agency.governmentjobs.com/vcccd/job_bulletin.cfm?jobID=1382198&sharedWindo...) 3/21/2016

## Appendix F: Brian Burgess Resume

	<p><b>BRIAN A. BURGESS</b> 3644 Olds Road, Oxnard, CA 93033 (805) 271-4328 (home) (805) 890-3417 (cell)</p>
	<p><b>Professional Experience</b></p>
Sept 10 - Present 40 hours per week	<p><b>USAF Vehicle Management School</b> Naval Base Ventura County, Port Hueneme, CA, 93043 <i>Instructional Systems Specialist (Civilian GS-11)</i></p> <p>Charged with managing 20 vehicle maintenance courses for the Department of the Air Force. Performed annual reviews on 2,172 curriculum hours; correct discrepancies, revise course control documents to reflect new additional specialty training standards (STS) requirements, update measurement plans and crosswalks, coordinate with Training Manager (TM) to implement changes. Developed effective training literature for students and animated PowerPoints. Rewrote instructor lesson plans, performance and written performance checks, and written block tests. Validated new instructional material; monitors long-term evaluation program. Implemented Automated Testing and completes Classical Test Item Analysis on 340 questions. Developed plan of action with milestones (POAM) with TM, Training Element Chief, and Subject Matter Experts (SME) to implement 124 training requirements. Compiled end-of-course and field evaluation survey data and generates reports, routes reportable comments to sections, tracks progression through chain of command, and compresses surveys into monthly report for parent command. Currently overseeing development for \$1.2M assets and \$25M of vehicles.</p>
Oct 07 – Sep 10 40 hours per week	<p><b>USAF Vehicle Management School</b> <i>Special Purpose Vehicle and Equipment Maintenance Instructor (Civilian GS-9)</i></p> <p>Conducted courses in Diesel Engine Maintenance, Vehicle Diagnostics, and Global Deicer Maintenance. Instructed advance students in troubleshooting techniques pertaining to Caterpillar, Cummins, Ford, GM, Detroit Diesel, and International medium and heavy duty diesel engines. Used scan tools, multimeters, and special tools to isolate and repair computer controls, fuel, emission, turbochargers, blowers, and electrical systems. Applied similar techniques when instructing the Vehicle Diagnostic course. Used computer software programs when educating students on troubleshooting procedures for starter, charging, ignition computer controls, fuel, and emission systems on gasoline engines. Traveled to multiple locations, training military and civilians how to maintain the Global aircraft deicer. Used manufacturer's specific techniques to teach air blast, hydraulic, electrical, and 3.4M BTU heater system. Provided 934 hours of instruction to over 180 students; used Technical Training Management System (TTMS) to maintain student counseling, grades, washbacks, and academic status.</p>
Aug 03 - Oct 07	<p><b>USAF Vehicle Management School</b> <i>Career Development Course Writer (Master Sergeant)</i> <i>Special Purpose Vehicle and Equipment Instructor Supervisor (Master Sergeant)</i> <i>Special Purpose Vehicle and Equipment Maintenance Instructor (Technical Sergeant)</i></p> <p>Authored Global deicer book for nonresident correspondence course. Performed a training needs analysis to identify necessary equipment, personnel, training time, and budget; coordinated with Training Development Element to develop course control documents, lesson plans I/II, course crosswalk, resource spreadsheet, and measurement plan; designed course in accordance with (IAW) identified STS; wrote learning objectives; analyzed course content and target population to select a simple-to-complex instructional method strategy; created student guide, lesson plans, PowerPoint presentations; produced written and performance measurements; identified/purchased tools, test equipment, and training aids; created supplemental electrical schematic to reduced training time and course cost; trained four instructors; implemented/validated course IAW AETC standards; evaluated feedback to revise/modify any follow-up actions.</p> <p>Instructor Supervisor--supervised activities of 17 instructors and 350-student class load annually; maintained current instruction training methods, materials for eight in-residence courses and three mobile training team (MTT) courses; scheduled instructors for faculty or proficiency training; managed new or existing course and course materials; procured latest in diagnostic test equipment, purchased various training aids; responsible for \$1.3M training equipment and vehicles; prescribed Community College of the Air Force (CCAF) reports to ensure compliance with CCAF affiliation policies; coordinated training activities directly with MAJCOM bases, AETC, and CCAF; solicited inputs from AETC units. Performed two major course validations required by Utilization &amp; Training Workshop (U&amp;TW). Taught both in-resident and MTT courses; provided 1100 hours of instruction to over 200 students.</p>

Aug 02 - Aug 03

**USAF Department of Defense Military**

554<sup>th</sup> RED HORSE Squadron Osan Air Base, Korea

*Vehicle Maintenance Customer Service Supervisor (Technical Sergeant)*

Supervised Customer Service Center-- reviewed vehicle discrepancy reports to determine work required; performed visual, diagnostic, road test inspections, confirmed discrepancies, and performed scheduled and unscheduled service inspections; isolated major and minor repairs for 330 construction equipment/special purpose vehicles valued at \$22M. Provided vehicle maintenance management in direct support of a \$10M combat engineering construction projects throughout the Korean Peninsula. Performed over-the-road vehicle maintenance for peninsula wide convoys; supported construction sites, and contingency operations.

Apr 98 - Aug 02

**USAF Vehicle Management School**

*Special Purpose Vehicle and Equipment Maintenance Instructor (Staff Sergeant)*

Instructed in-resident and MTT AF unique and AF/Navy Inter-service vehicle maintenance courses--led 8 to 24 students per class in achievement of training objectives; evaluated student laboratory performance and administered written tests; provided oral and written feedback and guidance, determined areas of deficiency and performed special individualized assistance; counseled students, made referrals and performed follow-up actions; enforced compliance with military standards, safety, and Operational Risk Management. Modified approved Global deicer block of instruction to incorporate Interactive Multimedia Instruction software programs; developed instructional material and rearranged order of presentations; ensured proper level of interaction; developed measurements to incorporated remediation; coordinated with Wright-Patterson AF assessment team in collecting initial training analysis data and feedback. Provided 1900 hours of instruction to over 360 students.

Jan 87 - Apr 98

**USAF Department of Defense Military**

Hurlburt Field AFB, FL, Apr 95 to Apr 98 -- Plattsburgh AFB NY, Dec 92 to Apr 95 (*Staff Sergeant*)

George AFB, CA, Jul 91 to Feb 93 -- Rhein-Main Air Base, Germany, Apr 87 to Jul 91 (*Sergeant*)

*Special Purpose Vehicle and Equipment Maintenance Technician*

Supervised and trained technicians. Performed major and minor repairs to vehicles and pieces of construction equipment, to include: Bucket loaders, forklifts, graders, dozers, pavers, dump trucks, backhoes, excavators, and well drillers. Maintained vehicle systems to include gasoline and diesel engines, electrical, hydraulic, pneumatic, power train, steering, suspension, brakes, emissions and attachment equipment. Inspected, adjusted, repaired and replaced components and assemblies on a specialized fleet of high mobility assets. Determined the overall condition of base maintenance and special purpose vehicles through visual examination and the utilization of modern vehicle diagnostic equipment. Maintained AF third largest Snow Fleet. Isolated and repaired: 10T and 20T roll-over plows and blowers, sweepsters, and truck-mounted snow brooms.

**Education**

**Southern Illinois University and Community College of the Air Force (CCAF)**

Master Degree MS, Education, Workforce Education Development, May 2012

Bachelor Degree BS, Workforce Education and Development, May 2009

Associate Degree AA, Instructor of Technology and Military Science, Mar 2002

Associate Degree AA, Vehicle Maintenance, Jun 2000

**Certifications (CCAF):** Master Instructor, Jul 2005, Occupational Instructor, Jun 2004.

**Technical Writing Training:** Training Management May 2014, Technical Writer Jun 2012, Computer Based Instruction (CBI) Designer Aug 2010, Training Development, Jul-2010, Career Development Course (CDC) Writer course, May 2007, Technical Writer-Principles Sep 2005, Instructional Systems Development Sep 2004.

**Instructor Training:** Training Supervisor Course Oct 2005, Basic Instructor Refresher Sep 2003, Objectives and Tests Apr 1999, Teaching Practicum Feb 1999, and Basic Instructor Course Jun 1998.

**References**

GS-12 Clarence Price, 344<sup>th</sup> Training Sq, Det-1, Port Hueneme, CA, (805) 982-2223

GS-12 Ben Maltese, 1504 West Fir Ave, Lompoc, CA, 93436 (805) 606-6037

GS-12, Art Dykeman, [art.dykeman@gmail.com](mailto:art.dykeman@gmail.com), (805) 377-9167

Ms. Margie Brunsell, Vice President and General Manager, Digitized Schematic Solution, (818) 889-1136 x101  
[mbrunsell@digitizedschematic.com](mailto:mbrunsell@digitizedschematic.com)

## General Motor Training Transcript (8 Aug 2015)

<b>Name</b>	<b>Email</b>	<b>Organization</b>	<b>ORG Number</b>
B A BURGESS	<a href="mailto:brian.burgess195@gmail.com">brian.burgess195@gmail.com</a>	DET 1, 345TRS	A011437

### *Active Transcripts*

Course	Title	Session	Score	Grade	Date	Expires	Source
11044.05D	HVAC Systems and Operation		100	P	09/21/2012		Cross
14041.18H	Propshaft and Rear Axle Operation, Diagnosis, and Service		100	P	01/06/2012		Cross
14041.18W2	Propshaft and Rear Axle Operation, Diagnosis, and Service 2		100	P	01/06/2012		Cross
14041.18W1	Propshaft and Rear Axle Operation, Diagnosis, and Service 1		100	P	01/06/2012		Cross
00510.23W	Precision Measuring Tools		88	P	04/13/2011		Test
18070.01W-R2	Hybrid Introduction and Safety		100	P	06/17/2010		Cross
14041.15H	Axles and Propshafts		100	P	01/21/2010		Cross
11044.04D2-R2	HVAC Systems & Operation Session 2		100	P	12/18/2009		Cross
11044.04D1-R2	HVAC Systems and Operation Session 1		100	P	12/18/2009		Cross
11044.04D4	HVAC Systems & Operation Session 4		100	P	12/18/2009		Cross
11044.04D3	HVAC Systems & Operation Session 3		100	P	12/18/2009		Cross
18070.01W	BAS Hybrid Introduction and Safety			P	07/30/2009		WBT
91085.10H-R2	HVAC (Medium Duty)		100	P	07/03/2009		Cross
14041.15D2	Axles and Propshafts		100	P	05/01/2009		Cross
14041.15D1	Axles and Propshafts		100	P	05/01/2009		Cross
14041.15W	Axles and Propshafts		100	P	11/28/2008		Cross
11044.03D2	HVAC Systems and Operation		100	P	01/11/2007		Cross
11044.03D1	HVAC Systems and Operation		100	P	01/11/2007		Cross
11045.05V	ACR 2000 Familiarization		100	P	06/14/2004		Cross

### *Inactive Transcripts*

Course	Title	Session	Score	Grade	Date	Expires
11044.04D2	HVAC Systems & Operation Session 2		100	P	05/15/2009	
11044.04D1	HVAC Systems & Operation Session 1		100	P	05/15/2009	
ASETRU06	H-D TRUCK: ELECTRICAL SYSTEMS			P	05/01/2007	06/30/2012
ASETRU02	H-D TRUCK: DIESEL ENGINE			P	05/01/2007	06/30/2012
ASETRU01	H-D TRUCK: GASOLINE ENGINES			P	05/01/2007	06/30/2012
11044.03W1	HVAC Systems and Operation Stage 1		100	P	08/24/2006	
14041.10H-R2	Rear Axle and Propeller Shaft		100	P	08/25/2005	
11044.00W	Introduction to Air Conditioning		100	P	03/31/2005	
11044.00W	Introduction to Air Conditioning		100	P	03/17/2005	
11044.00W	Introduction to Air Conditioning		100	P	03/02/2005	
11044.00W	Introduction to Air Conditioning		100	P	02/16/2005	
11044.00W	Introduction to Air Conditioning		100	P	02/03/2005	
11044.00W	Introduction to Air Conditioning		100	P	01/20/2005	
11044.00W	Introduction to Air Conditioning		100	P	12/20/2004	
11044.00W	Introduction to Air Conditioning		100	P	12/02/2004	
11044.00W	Introduction to Air Conditioning		100	P	11/19/2004	
11044.00W	Introduction to Air Conditioning		100	P	10/27/2004	
11044.00W	Introduction to Air Conditioning		100	P	07/12/2004	
11044.00W	Introduction to Air Conditioning		100	P	06/14/2004	
91085.10H	HVAC (Med. Duty)		100	P	06/11/2004	
11044.00W-R2	Introduction to Air Conditioning		100	P	07/09/2003	
14041.10W-R2	Rear Axle and Propeller Shaft		100	P	01/01/2003	
16041.01W-R2	Battery, Charging, & Starting		100	P	02/15/2002	
ASETRU06	H-D TRUCK: ELECTRICAL SYSTEMS			P	07/31/2000	08/01/2002

ASETRU06	H-D TRUCK: ELECTRICAL SYSTEMS		P	07/31/2000	08/01/2002
ASETRU05	H-D TRUCK: SUSPENSION & STEERING		P	07/31/2000	08/01/2001
ASETRU04	H-D TRUCK: BRAKES		P	07/31/2000	04/05/2005
ASETRU02	H-D TRUCK: DIESEL ENGINE		P	07/31/2000	04/05/2005
ASEAUT07	AUTO: HEATING & AIR CONDITIONING		P	07/31/2000	08/01/2001
ASEAUT06	AUTO: ELECTRICAL SYSTEMS		P	07/31/2000	08/01/2002
ASEAUT06	AUTO: ELECTRICAL SYSTEMS		P	07/31/2000	08/01/2002
ASEAUT05	AUTO: BRAKES		P	07/31/2000	08/01/2001
ASEAUT01	AUTO: ENGINE REPAIR		P	07/31/2000	08/01/2002
ASEAUT01	AUTO: ENGINE REPAIR		P	07/31/2000	08/01/2002
11044.00D1	Introduction to Air Conditioning - Part 1	0	P	03/15/2000	
11044.00D2	Introduction to Air Conditioning - Part 2	0	P	03/15/2000	
11044.00W	Introduction to Air Conditioning	0	P	03/15/2000	
16041.01W	Battery, Charging, & Starting	0	P	03/14/2000	
16041.01D	Battery, Charging, & Starting	0	P	03/14/2000	
14041.10H	Rear Axle & Propeller Shaft	0	P	03/14/2000	
14041.10D2	Rear Axle & Propeller Shaft - Part 2	0	P	03/14/2000	
14041.10D1	Rear Axle & Propeller Shaft - Part 1	0	P	03/14/2000	
14041.10W	Rear Axle & Propeller Shaft	0	P	03/14/2000	
ASETRU06	H-D TRUCK: ELECTRICAL SYSTEMS		P	12/29/1999	08/01/2002
ASETRU06	H-D TRUCK: ELECTRICAL SYSTEMS		P	12/29/1999	08/01/2002
ASETRU05	H-D TRUCK: SUSPENSION & STEERING		P	12/29/1999	08/01/2001
ASETRU04	H-D TRUCK: BRAKES		P	12/29/1999	06/30/2000
ASETRU02	H-D TRUCK: DIESEL ENGINE		P	12/29/1999	06/30/2000
ASETRU01	H-D TRUCK: GASOLINE ENGINES		P	12/29/1999	06/30/2000
ASEAUT07	AUTO: HEATING & AIR CONDITIONING		P	12/29/1999	08/01/2001
ASEAUT06	AUTO: ELECTRICAL SYSTEMS		P	12/29/1999	08/01/2002
ASEAUT06	AUTO: ELECTRICAL SYSTEMS		P	12/29/1999	08/01/2002
ASEAUT05	AUTO: BRAKES		P	12/29/1999	08/01/2001
ASEAUT01	AUTO: ENGINE REPAIR		P	12/29/1999	08/01/2002
ASEAUT01	AUTO: ENGINE REPAIR		P	12/29/1999	08/01/2002
11005.25	HVAC SYSTEM DIAGNOSTICS	24	P	11/22/1995	
11004.00	INTRODUCTION TO A/C	18	P	11/22/1995	
16021.01	BATTERIES, CHARGING AND CRANKING SYSTEMS	22	P	02/27/1992	

## Appendix G: Diesel Mechanic Program Schedule of Classes

### FIRST SEMESTER (16 Weeks) CORE COURSE

1. M/W Diesel Classes – DM 12 & DM 12L - Electrical Systems
2. T/R Diesel Classes – DM 10 & DM 10L – Preventive Maintenance
3. M/T/W/R - General Ed. Classes

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00AM					
9:00AM					
10:30AM To 12:00PM	DM 12 Diesel Electrical/Electronic Systems  Ends 11:50AM		DM 12 Diesel Electrical/Electronic Systems  Ends 11:50AM		
11:00		DM 10 Diesel Preventive Maintenance		DM 10 Diesel Preventive Maintenance	
12:00PM	Lunch	Lunch	Lunch	Lunch	
1:00PM	DM 12L Diesel Electrical/Electronic Systems Lab	DM 10L Diesel Preventive Maintenance	DM 12L Diesel Electrical/Electronic Systems Lab	DM 10L Diesel Preventive Maintenance	
2:00PM	DM 12L Diesel Electrical/Electronic Systems Lab	DM 10L Diesel Preventive Maintenance	DM 12L Diesel Electrical/Electronic Systems Lab	DM 10L Diesel Preventive Maintenance	
3:00PM	DM 12L Diesel Electrical/Electronic Systems Lab	DM 10L Diesel Preventive Maintenance  End 3:15PM	DM 12L Diesel Electrical/Electronic Systems Lab	DM 10L Diesel Preventive Maintenance  End 3:15PM	
4:00PM	DM 12L Diesel Electrical/Electronic Systems Lab		DM 12L Diesel Electrical/Electronic Systems Lab		
5:00PM	DM 12L Diesel Electrical/Electronic Systems Lab		DM 12L Diesel Electrical/Electronic Systems Lab		
5:30PM	DM 12L Diesel Electrical/Electronic Systems Lab  End 5:30PM		DM 12L Diesel Electrical/Electronic Systems Lab  End 5:30PM		

**SECOND SEMESTER (First 8 Weeks) CORE COURSE**

1. M/T/W/R Diesel Classes – Diesel Engines
2. M/T/W/R - General Ed. Classes

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00AM					
9:00AM					
10:00AM					
10:30PM To 11:45PM	DM 26 Diesel Engines	DM 26 Diesel Engines	DM 26 Diesel Engines	DM 26 Diesel Engines	
12:00PM	Lunch	Lunch	Lunch	Lunch	
1:00PM	DM 26L Diesel Engines Lab				
2:00PM	DM 26L Diesel Engines Lab				
3:00PM	DM 26L Diesel Engines Lab				
4:00PM	DM 26L Diesel Engines Lab  End 5:00 PM				
5:00PM Ends 5:30 PM	DM 26L Diesel Engines Lab  End 5:30 PM				

**SECOND SEMESTER (Second 8 Weeks) CORE COURSE**

1. M/T/W/R Diesel Classes – Fuel Management
2. M/T/W/R - General Ed. Classes

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00AM					
9:00AM					
10:00AM					
10:30PM To 11:50	DM 28 Diesel Fuel Management				
12:00PM	Lunch	Lunch	Lunch	Lunch	
1:00PM	DM 28L Diesel Fuel Management  Lab				
2:00PM	DM 28L Diesel Fuel Management  Lab				
3:00PM	DM 28L Diesel Fuel Management  Lab				
4:00PM	DM 28L Diesel Fuel Management  Lab				
5:00PM Ends 5:30 PM	DM 28L Diesel Fuel Management  Lab  End 5:30 PM				

**THIRD SEMESTER (First 8 Weeks) CORE COURSE**

1. M/T/W/R Diesel Classes – Suspensions
2. M/T/W/R - General Ed. Classes

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00AM					
9:00AM					
10:00AM					
11:00PM	DM 34 Suspensions	DM 34 Suspensions	DM 34 Suspensions	DM 34 Suspensions	
12:0PM	Lunch	Lunch	Lunch	Lunch	
1:00PM	DM 34L Suspensions Lab	DM 34L Suspensions Lab	DM 34L Suspensions Lab	DM 34L Suspensions Lab	
2:00PM	DM 34L Suspensions Lab	DM 34L Suspensions Lab	DM 34L Suspensions Lab	DM 34L Suspensions Lab	
3:00PM	DM 34L Suspensions Lab  End 3:15PM				

**THIRD SEMESTER (Second 8 Weeks) CORE COURSE**

1. M/T/W/R Diesel Classes – Brakes
2. M/T/W/R - General Ed. Classes

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00AM					
9:00AM					
10:00AM					
11:00PM	DM 30 Brakes	DM 30 Brakes	DM 30 Brakes	DM 30 Brakes	
12:00PM	Lunch	Lunch	Lunch	Lunch	
1:00PM	DM 30L Brakes Lab				
2:00PM	DM 30L Brakes Lab				
3:00PM	DM 30L Brakes Lab End 3:15PM				

**FOURTH SEMESTER (First 8 Weeks) MASTER'S COURSE**

1. M/T/W/R Diesel Classes – HVAC
2. Friday Diesel Classes – Hydraulics
3. M/T/W/R - General Ed. Classes

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00AM					
9:00AM					
10:00AM					
11:00PM	DM 40 HVAC	DM 40 HVAC	DM 40 HVAC	DM 40 HVAC	DM 42 Hydraulics
12:00PM	Lunch	Lunch	Lunch	Lunch	DM 42 Hydraulics
1:00PM	DM 40L HVAC Lab	Lunch			
2:00PM	DM 40L HVAC Lab	DM 42L Hydraulics Lab			
3:00PM	DM 40L HVAC Lab Ends 3:15PM	DM 42L Hydraulics Lab			
4:00PM					DM 42L Hydraulics Lab Ends 3:50PM

**FOURTH SEMESTER (Second 8 Weeks) MASTER'S COURSE**

1. M/T/W/R Diesel Classes – DM 44 & DM 44L - Transmission
2. Friday Diesel Classes – DM 42 & DM 42L - Hydraulics
3. M/T/W/R - General Ed. Classes

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00AM					
9:00AM					
10:00AM					
11:00PM	DM 44 Transmission	DM 44 Transmission	DM 44 Transmission	DM 44 Transmission	DM 42 Hydraulics
12:00PM	Lunch	Lunch	Lunch	Lunch	DM 42 Hydraulics
1:00PM	DM 44L Transmission Lab	DM 44L Transmission Lab	DM 44L Transmission Lab	DM 44L Transmission Lab	Lunch
2:00PM	DM 44L Transmission Lab	DM 44L Transmission Lab	DM 44L Transmission Lab	DM 44L Transmission Lab	DM 42L Hydraulics Lab
3:00PM	DM 44L Transmission Lab Ends at 3:15PM	DM 42L Hydraulics Lab			
4: 00PM					DM 42L Hydraulics Lab Ends 3:50PM

## **Appendix H: Diesel Mechanic Course Descriptions**

### **DM V10 Diesel Preventive Maintenance**

This course will cover maintenance and inspection procedures for medium and heavy-duty vehicles and related equipment. Use of proper fluids, research with internet resources, and practice with vehicles will be part of the course.

Preparation for the ASE T-8 exam is included.

Course is 2 hours Lecture (2 hours per week x 17.5 weeks = 35 hours)

### **DM V10L Diesel Preventative Maintenance Lab**

This is the lab course for course DM V10. It is the hands-on part of the course.

Course is 1.5 hours Lab (4.5 hours per week x 17.5 weeks = 79 hours)

### **DM V12 Diesel Electrical/Electronic Systems**

This course covers technical, operational, and diagnostic skills needed to understand and repair medium and heavy-duty truck electrical systems. It will include charging, starting, and accessory electrical systems. Voltage drop tests, vehicle computer electrical circuits, and diagnosis of electrical problems will be taught in the course.

Preparation for the ASE T-6 exam is included.

Course is 3 hours Lecture (3 hours per week x 17.5 weeks = 52.5 hours)

Course may include field trips

### **DM V12L Diesel Electrical/Electronic Systems Lab**

This course is the lab for course DM V12. It will be the testing and hands-on part of the course.

Course is 3 hours Lab (9 hours per week x 17.5 weeks = 157.5 hours)

Course may include field trips

### **DM V26 Diesel Engines**

This course will cover diesel engines for medium and heavy-duty vehicles and related equipment.

Preparation for the ASE T-2 exam is included.

Course is 2.5 hours Lecture (2.5 hours per week x 17.5 weeks = 44 hours)

### **DM V26L Diesel Engines Lab**

This course is the lab for course DM V26. It will be the testing and hands-on portion of the course. Course may include field trips.

Course is 3 hours Lab (9 hours per week x 17.5 weeks = 157.5 hours)

### **DM V28 Diesel Fuel Management Systems**

This course will provide vocational preparation in theory of the operation, inspection, diagnosis and repair of diesel fuel management systems used in medium and heavy duty vehicles. Systems that will be primarily covered are Electronic Unit Injection (EUI), Hydraulic Electronic Unit Injection (HEUI) and High Pressure Common Fuel Rail (HPCR). Preparation for the ASE T-2 exam is included.

Course is 2.5 hours Lecture (2.5 hours per week X 17.5 = 44 hours)

**DM V28L Diesel Fuel Management Systems**

This course is the lab for course DM V28. It will be the testing and hands-on portion of the course. Course may include field trips.

Course is 3 hours Lab (9 hours per week x 17.5 weeks = 157.5 hours)

**DM V30 Truck and Trailer Brake Systems**

This course will cover truck and trailer brake systems for medium and heavy-duty vehicles and related equipment. Preparation for the ASE T-4 exam is included.

Course is 2.0 hours Lecture (2 hours per week x 17.5 weeks = 35 hours)

**DM V30L Truck and Trailer Brake Systems Lab**

This course is the lab for course DM V30. It will be the testing and hands-on portion of the course.

Course is 1.5 hours Lab (4.5 hours per week x 17.5 weeks = 79 hours)

**DM V34 Truck and Trailer Suspension & Steering Systems**

This course will cover truck and trailer suspension & steering systems for medium and heavy-duty vehicles and related equipment. Preparation for the ASE T-5 exam is included.

Course is 2.0 hours Lecture (2 hours per week x 17.5 weeks = 35 hours)

**M V34L Truck and Trailer Suspension & Steering Systems Lab**

This course is the lab for course DM V34. It will be the testing and hands-on portion of the course.

Course is 1.5 hours Lab (4.5 hours per week x 17.5 weeks = 79 hours)

**DM V40 Heating, Ventilation, and Air Conditioning**

This course will cover heating, ventilation, and air conditioning for medium and heavy-duty vehicles and related equipment. Preparation for the ASE T-7 exam is included.

Course is 2.0 hours Lecture (2 hours per week x 17.5 weeks = 35 hours)

**DM V40L Heating, Ventilation, and Air Conditioning Lab**

This course is the lab for course DM V40. It will be the testing and hands-on portion of the course.

Course is 1.5 hours Lab (4.5 hours per week x 17.5 weeks = 79 hours)

**DM V42 Hydraulics**

This course will cover hydraulics for medium and heavy-duty vehicles and related equipment.

Course is 2.0 hours Lecture (2 hours per week x 17.5 weeks = 35 hours)

**DM V42L Hydraulics Lab**

This course is the lab for course DM V42. It will be the testing and hands-on portion of the course.

Course is 1.0 hour Lab (3.0 hours per week x 17.5 weeks = 52.5 hours)

**DM V44 Drive Train - Medium and Heavy Duty Vehicles**

This course will cover drive train for medium and heavy-duty vehicles and related equipment.

Preparation for the ASE T-3 exam is included.

Course is 2.0 hours Lecture (2 hours per week x 17.5 weeks = 35 hours)

**DM V44L Drive Train - Medium and Heavy Duty Vehicles Lab**

This course is the lab for course DM V44. It will be the testing and hands-on portion of the course.

Course is 1.5 hours Lab (4.5 hours per week x 17.5 weeks = 79 hours)

## Appendix I: Diesel Mechanic Program Projected Costs/Income

<b>COSTS</b>	<b>Start Up</b>	<b>Y1*</b>	<b>Y2</b>	<b>Y3</b>	<b>Y4</b>	<b>Y5</b>
<i>Instructional Personnel</i>	\$ 40,000	\$ 81,938	\$ 81,938	\$ 81,938	\$ 81,938	\$ 81,938
<i>Staff Support</i>	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
<i>Overhead costs</i>		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
<i>Professional Developmnt</i>		\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
<i>Facilities</i>	\$ 42,000	\$ 45,000	\$ 45,000	\$ 40,000	\$ 40,000	\$ 40,000
<i>Tool Boxes</i>	\$ 3,763	\$ -	\$ -	\$ -	\$ 3,763	\$ -
<i>Shop Tools</i>	\$ 2,957	\$ -	\$ -	\$ -	\$ 2,957	\$ -
<i>Shop Supplies</i>	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
<i>Accreditation Costs</i>			\$ 5,000	\$ 500	\$ 500	\$ 500
<i>Electrical Systems Class</i>	\$ 58,688	\$ 5,000	\$ 2,500	\$ 1,000	\$ 500	\$ 500
<i>PMI Class</i>	\$ 43,477	\$ 5,000	\$ 2,500	\$ 1,000	\$ 500	\$ 500
<i>Suspension Class</i>	\$ -	\$ 50,000	\$ 5,000	\$ 2,500	\$ 1,000	\$ 500
<i>Brakes Class</i>	\$ -	\$ 25,000	\$ 5,000	\$ 2,500	\$ 1,000	\$ 500
<i>HVAC Class</i>	\$ -	\$ -	\$ 15,000	\$ 5,000	\$ 2,500	\$ 1,000
<i>Hydraulics Class</i>	\$ -	\$ -	\$ 30,000	\$ 5,000	\$ 2,500	\$ 1,000
<i>Transmissions Class</i>	\$ -	\$ -	\$ 40,000	\$ 5,000	\$ 2,500	\$ 1,000
<i>Software/maintenance</i>	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 40,000	\$ 40,000
<b>Final Costs</b>	<b>\$ 193,386</b>	<b>\$ 225,938</b>	<b>\$ 268,438</b>	<b>\$ 180,938</b>	<b>\$ 196,158</b>	<b>\$ 183,938</b>

\*Year = Fall/Spring Semesters

<b>INCOME</b>	<b>Start Up</b>	<b>Y1*</b>	<b>Y2</b>	<b>Y3</b>	<b>Y4</b>	<b>Y5</b>
<i>College Grants</i>	\$ 70,000	\$ 125,000	\$ 65,000	\$ 50,000	\$ 0	\$ 0
<i>Apportionment</i>		\$ 110,000	\$ 220,000	\$ 220,000	\$ 220,000	\$ 220,000
<i>College initial investment</i>	\$ 48,386					
<i>Donations</i>	\$ 75,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 0	\$ 0
<b>Final Income</b>	<b>\$ 193,386</b>	<b>\$ 240,000</b>	<b>\$ 290,000</b>	<b>\$ 275,000</b>	<b>\$ 220,000</b>	<b>\$ 220,000</b>

<b>Balance (-/+)</b>	<b>\$ 0</b>	<b>\$ 14,062</b>	<b>\$ 21,562</b>	<b>\$ 94,062</b>	<b>\$ 23,842</b>	<b>\$ 36,062</b>
----------------------	-------------	------------------	------------------	------------------	------------------	------------------

## Appendix J: Prerequisites, Co-requisites and Recommended Preparation for DM

### 1st

#### Semester

Course	Prereqs	Co-reqs	Recommended Prep
<b>DM V10</b>	None	DM 10L	None
<b>DM V10L</b>	None	DM V10	None
<b>DM V12</b>	None	DM V12L	None
<b>DM V12L</b>	None	DM V12L	None

### 2nd Semester

Course	Prereqs	Co-reqs	Recommended Prep
<b>DM V26</b>	None	DM V26L	DM 10, DM 10L, DM V12, DM V12L,
<b>DM V26L</b>	None	DM V26	DM 10, DM 10L, DM V12, DM V12L, DM 10, DM 10L, DM V12, DM V12L, DM V26, DM V26L
<b>DM V28</b>	None	DM V28L	DM 10, DM 10L, DM V12, DM V12L, DM V26, DM V26L
<b>DM V28L</b>	None	DM V28	DM V26L

### 3rd Semester

Course	Prereqs	Co-reqs	Recommended Prep
<b>DM V30</b>	None	DM V30L	DM 10, DM 10L, DM V12, DM V12L, DM V26, DM V26L
<b>DM V30L</b>	None	DM V30	DM 10, DM 10L, DM V12, DM V12L, DM V26, DM V26L
<b>DM V34</b>	None	DM V34L	DM 10, DM 10L, DM V12, DM V12L, DM V26, DM V26L, DM V28, DM V28L
<b>DM V34L</b>	None	DM V34	DM 10, DM 10L, DM V12, DM V12L, DM V26, DM V26L, DM V28, DM V28L

### 4th Semester

Course	Prereqs	Co-reqs	Recommended Prep
<b>DM V40</b>	None	DM V40L	DM 10, DM 10L, DM V12, DM V12L, DM V26, DM V26L, DM V28, DM V28L, DM V34, DM V34L
<b>DM V40L</b>	None	DM V40	DM 10, DM 10L, DM V12, DM V12L, DM V26, DM V26L, DM V28, DM V28L, DM V34, DM V34L
<b>DM V42</b>	None	DM V42L	DM 10, DM 10L, DM V12, DM V12L, DM V26, DM V26L, DM V28, DM V28L, DM V34, DM V34L
<b>DM V42L</b>	None	DM V42	DM 10, DM 10L, DM V12, DM V12L, DM V26, DM V26L, DM V28, DM V28L, DM V34, DM V34L
<b>DM V44</b>	None	DM V44L	DM 10, DM 10L, DM V12, DM V12L, DM V26, DM V26L, DM V28, DM V28L, DM V34, DM V34L
<b>DM V44L</b>	None	DM V44	DM 10, DM 10L, DM V12, DM V12L, DM V26, DM V26L, DM V28, DM V28L, DM V34, DM V34L

## Appendix K: Gibbs International Inc. MOU Amendment

### Amendment #1

Memorandum of Understanding  
Between Ventura County Community College District and  
Gibbs International Inc. dba Gibbs Truck Center  
For the Diesel Technology Program

Ventura County Community College District and Gibbs International Inc. dba Gibbs Truck Center entered into a Memorandum of Understanding (MOU) effective August 12, 2015. The MOU is to allow Ventura College to offer a Diesel Technology Program. This MOU is hereby amended as follows:

Item #1 of the original Memorandum of Understanding under Gibbs International Inc. responsibilities shall be deleted in its entirety and replaced with the following:

1. Gibbs International will provide one service bay lab facility, tools, core blocks, used trucks for training purposes, curriculum support and recruitment and placement assistance to students. All the equipment donated by Gibbs International will be identified with Gibbs corporate logo.

Addition of Item #10 under Ventura College responsibilities as follows:

10. Ventura County Community College District will lease from Gibbs International approximately a 1,280 square feet (16' x 80") single diesel bay, designated as the second service bay north at 2200 Auto Center Drive, Oxnard, CA. The leased bay shall be used solely as a classroom for the diesel mechanics classes offered by Ventura College. Trucks, truck engines and other mechanical parts for teaching will be allowed. Ventura College shall pay Gibbs International a monthly rental fee of thirty five hundred dollars (\$3,500). Rent will be due the first of each month beginning \_\_\_\_\_.

Ventura College shall not make any alterations to the leased premises without the prior written consent of Gibbs International. Ventura College accepts the leased premises "as is", being in good and sanitary order and free from debris.

All other Terms and Conditions of said Memorandum of Understanding shall remain in full force and effect, unless otherwise indicated in this Amendment.

The above terms and conditions are hereby agreed to and acknowledged by affixing signatures below



2/8/14

---

Edward A. Gibbs, President  
Gibbs International Inc. dba Gibbs Truck Center

Date

---

Dave Keebler  
Interim Vice Chancellor, Business & Administrative Services  
Ventura County Community College District, Ventura College

Date

## Appendix L: Diesel Mechanic Advisory Minutes

VC Diesel Technology Advisory Committee Minutes 19 February 2016

1. Attendees:

Dr. Kathleen Schrader	Ed Gibbs, Sr.
Brian Burgess	Andrew Cawelti
Anne King	

2. Meeting began at 1:00 pm with opening remarks from Dr. Schrader pertaining to the agenda. Agenda items:

- Curriculum
- Instructor recruitment position description
- Boeing equipment donation
- Equipment list
- Budget
- Other

3. Decisions:

- Curriculum--Dr. Schrader indicated the course outlines are complete and in curricNET. Dr. Hoffmans is pushing items through review board. Dr. Schrader is working with Tim Harrison for AS degree and certifications.
- Instructor recruitment--The advisory committee reviewed and edited the Instructor recruitment announcement and advertisement placement sites.
- Boeing donation--Mr. Burgess and Mr. Gibbs' TM (Tim Swatzall) will load 40FT conex box and store it temporarily at Mr. Gibbs' shop. Once uploaded, arrangements are required to move the conex to VC.
- Equipment list--Mr. Gibbs provided an ownership list of equipment. The list outlines Gibbs foundation and VC equipment and tool purchase responsibilities. Purchase orders (POs) requests submittal date is 15 March 16. Ann King requested inclusion of email traffic pertaining to POs.
- Budget--Dr. Schrader described the current outlook for State CTE grant funds.
- Other--Members discussed the program development strategy. The development and purchase strategy is incrementally per semester. Members will concentrate on the first two semesters only. Once complete, they will engage in development of the remaining semesters one at a time. Lastly, Mr. Gibbs announced the 4x2 trucks are on a one-year lease.

4. Action Items:

- Mr. Gibbs will provide Dr. Schrader more advertisement sites and information.
- Dr. Schrader will send curriculum and recruitment announcements for review.
- Mr. Gibbs' TM and VC will review tool list for POs submittal.
- Mr. Burgess will research electrical simulators.
- Mr. Burgess and Gibbs TM will pick-up conex boxes at Boeing on 26 Feb 16.

5. Meeting ended at 2:51 pm. Next meeting 11 March 16/1:00pm/VC (Dr. Schrader's office).

# Appendix M: California Community College Chancellor's Office DM Course Approval Letters

STATE OF CALIFORNIA  
CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE  
1102 Q street  
Sacramento, Ca 95811-8549  
(916) 445-8752  
<http://www.cccco.edu>



02/05/2016

Admin, VENTURA  
College CIO  
VENTURA  
4667 Telegraph Rd. Ventura, CA 93003

Dear Colleague:

The California Community Colleges Chancellor's Office Academic Affairs Division has reviewed and approved the following course:

**CURRICULUM INVENTORY RECORD**

**College:** 683  
**Credit Status:** Credit  
**Course Title:** Diesel Preventive Maintenance  
**Department Number:** DM V10  
**Course Control Number:** CCC000570388  
**TOP Code:** 094700

This action was taken in compliance with California Education Code section 70901 and California Code of Regulations, Title 5, Subchapter 2. Approval by the Chancellor.

For questions regarding this letter, please submit your written inquiry to [curriculum@cccoco.edu](mailto:curriculum@cccoco.edu).

Sincerely,

Academic Affairs Division  
California Community Colleges Chancellor's Office

**STATE OF CALIFORNIA**  
**CALIFORNIA COMMUNITY COLLEGES**  
**CHANCELLOR'S OFFICE**

1102 Q street  
Sacramento, Ca 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



02/05/2016

Admin, VENTURA  
College CIO  
VENTURA  
4667 Telegraph Rd. Ventura, CA 93003

Dear Colleague:

The California Community Colleges Chancellor's Office Academic Affairs Division has reviewed and approved the following course:

**CURRICULUM INVENTORY RECORD**

**College:** 683  
**Credit Status:** Credit  
**Course Title:** Diesel Preventive Maintenance Lab  
**Department Number:** DM V10L  
**Course Control Number:** CCC000570379  
**TOP Code:** 094700

This action was taken in compliance with California Education Code section 70901 and California Code of Regulations, Title 5, Subchapter 2. Approval by the Chancellor.

For questions regarding this letter, please submit your written inquiry to [curriculum@cccco.edu](mailto:curriculum@cccco.edu).

Sincerely,

Academic Affairs Division  
California Community Colleges Chancellor's Office

**STATE OF CALIFORNIA**  
**CALIFORNIA COMMUNITY COLLEGES**  
**CHANCELLOR'S OFFICE**  
1102 Q street  
Sacramento, Ca 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



02/05/2016

Admin, VENTURA  
College CIO  
VENTURA  
4667 Telegraph Rd. Ventura, CA 93003

Dear Colleague:

The California Community Colleges Chancellor's Office Academic Affairs Division has reviewed and approved the following course:

**CURRICULUM INVENTORY RECORD**

**College:** 683  
**Credit Status:** Credit  
**Course Title:** Diesel Electrical Systems  
**Department Number:** DM V12  
**Course Control Number:** CCC000570387  
**TOP Code:** 094700

This action was taken in compliance with California Education Code section 70901 and California Code of Regulations, Title 5, Subchapter 2. Approval by the Chancellor.

For questions regarding this letter, please submit your written inquiry to [curriculum@cccco.edu](mailto:curriculum@cccco.edu).

Sincerely,

Academic Affairs Division  
California Community Colleges Chancellor's Office

**STATE OF CALIFORNIA**  
**CALIFORNIA COMMUNITY COLLEGES**  
**CHANCELLOR'S OFFICE**

1102 Q street  
Sacramento, Ca 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



02/05/2016

Admin, VENTURA  
College CIO  
VENTURA  
4667 Telegraph Rd. Ventura, CA 93003

Dear Colleague:

The California Community Colleges Chancellor's Office Academic Affairs Division has reviewed and approved the following course:

**CURRICULUM INVENTORY RECORD**

**College:** 683

**Credit Status:** Credit

**Course Title:** Diesel Electrical Systems Lab

**Department Number:** DM V12L

**Course Control Number:** CCC000570386

**TOP Code:** 094700

This action was taken in compliance with California Education Code section 70901 and California Code of Regulations, Title 5, Subchapter 2. Approval by the Chancellor.

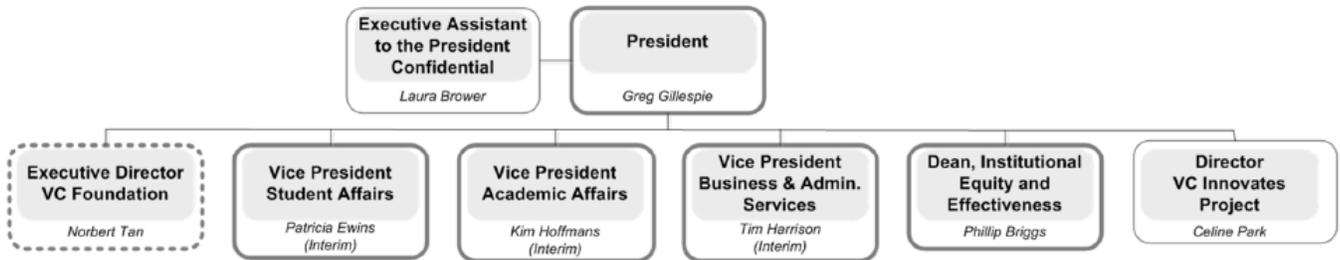
For questions regarding this letter, please submit your written inquiry to [curriculum@ccco.edu](mailto:curriculum@ccco.edu).

Sincerely,

Academic Affairs Division  
California Community Colleges Chancellor's Office

## Appendix N: Organizational Chart

### Ventura College – President’s Office



### Ventura College – VP Academic Affairs

