



**11:30- 11:50 Lunch**

**11:50 – 12:05 Meeting Comes to Order (Tom)**

1. Introductions
2. Review minute from the last meeting

**12:05 – 1:20 Advisory Board Discussion Topics (Tom)**

1. Advisory board chair
  - a. Discussion, nominations & possible vote
2. Update on 15 Unit classes
  - a. Information to date
  - b. Auto and Comprehensive Program Review
  - c. Suggested changes to evening course structure
3. Full-time Replacement instructors for retiring instructors
  - a. Application request & uncertainty
  - b. Possible reduction of classes and enrollment spots
  - c. Possible reduction of available interns and graduates
4. Electrical course content evaluation
  - a. Attached Outline
  - b. Attached NATEF Task List

**1:20 – 1:40 Program Highlights & Updates**

1. Program Status & Outlook (Tom)
  - a. Career track enrollment status
  - b. Evening class enrollment
  - c. Engines class has been revamped
2. Internship Program (Julia)
3. Soft Skills Class (Julia)
4. Littlefield Grant update (Tom)
5. Hiring day, Driving Your Future (Julia)
6. ASE student certification update (Ruben)
7. Spring classes start January 14<sup>th</sup>, 2019
8. Next meeting date: Propose 2<sup>nd</sup> or 3<sup>rd</sup> week in April