



AUTOMOTIVE TECHNOLOGY TRAINING PROGRAM

Advisory Committee Meeting Minutes
Skyline College, Building 10 - Room 10-004
Wednesday, October 17, 2018
Time: 11:30 – 1:40 PM

Lunch started at 11:30 AM. The meeting started at 12:10 PM

1) Lunch and Introductions

Advisory Members:

<i>Craig Adrian</i>	<i>Raymond Lee</i>
<i>Arleigh Amante</i>	<i>Eric Lewin</i>
<i>Sarah Budriunas</i>	<i>Maher Nijem</i>
<i>Henry Bueno</i>	<i>Jeff Nott</i>
<i>Jon Fowkes</i>	<i>Tuan Ton</i>
<i>Pamela Gutman</i>	<i>David Toole</i>
<i>Kent Inouye</i>	

Skyline Staff:

<i>Krista Allen</i>	<i>Nancy Lam</i>
<i>Tom Broxholm</i>	<i>Dan Ming</i>
<i>Cherie Colin</i>	<i>Ruben Parra</i>
<i>Filipp Gleyzer</i>	<i>Christine Roumbanis</i>
<i>Julia Johnson</i>	<i>Ed Yee</i>

Everyone introduced themselves and Tom thanked everyone for attending the meeting.

2) Review of Agenda – Tom Broxholm

Will cover as much as possible on the agenda, uncovered items will be tabled till the next meeting.

3) Review Minutes from Spring Meeting

Survey Monkey to be changed to Novi Survey. Correction of atomic vehicles to semi-autonomous vehicles. Minutes approved.

Dean Roumbanis did not agree to 4A – “We recognize our biggest challenge being our evening courses, but have received minimal guidance or feedback for improving our full-time morning and afternoon when asked.” She wanted it changed and Tom pointed out that minutes cannot be changed since it reflected what was transpired during the meeting, but will make a notation of her disagreement.

4) **Advisory Board Discussion Topics**

- With Mitch Kudler from Audi of America, Western Region, moving to Modesto, a new chairman need to be elected, someone from the industry to work with us. Jeff Nott of Mitchell 1 and David Toole of Toole's Garage were voted by all present board members as the new co-chairs.
- Regarding our 15 units full-time program, a meeting has been setup for tomorrow, October 18th with our President, Dr. Regina Stanback Stroud, to discuss the unit issue and how it would benefit the students, and we will keep the Board posted on the status.
- Comprehensive Program Review (CPR) is due every 6 years, and AUTO's CPR is up for review next year. We will be re-evaluating all our courses and to make sure that all teaching materials are up to date.
- The evening classes has the biggest reduction of student enrollment in the past few semesters due to classes being cancelled or not offered. Will be exploring different options of revamping the evening classes, and one of the possible changes would be to combine level I and II classes into semester long classes; giving the students a more comprehensive education and a better retention rate. Outreach to surrounding shops with flyers promoting our semester evening classes to independent technicians, not so much at the dealerships unless they are here as apprentices. Basic generic short classes in new technology, like lane detection/departure & blind spots to name a few, are some ideas we are exploring, and hope it would help revitalize the evening program. Often, if too new technology classes are offered, most of the independent shops are not quite ready for it; like the Hybrid classes offered, we had good enrollment and then it petered out. We are conscious of the current market trend and try to offer classes at the appropriate time; suggestions and ideas are always welcomed. Tuan Ton of Serramonte Ford said it is all very well offering new technology classes, but employers still want students trained and mastered in the basic car technology before moving onto the new technology, which often times are trained by the dealerships themselves. Tom said our Career Track Day Program is geared towards all the basic skills; the evening classes offer the basics and higher level training and updates. With the requests from employers, we have also incorporated a Soft Skill class into the Career Track Program. Kent Inouye of Towne Ford said it is very costly for them to train their technicians because they would be out of the shop during the training, and he would like Tom to review their electrical training materials to see if our AUTO 713 covers them, and if it does, they will send their technicians over for the evening AUTO 713. If the manufacturers/dealerships can certify our curriculum that it matches closely with their training requirements, then technicians can go take their tests once the manufacturers/dealerships sign off, it would be cost effective for them to send their technicians to us for training. Redesign evening classes with manufacturers/dealerships collaboration.

- With Paul Spakowski retiring last semester, the department will have two more full-time Career Track Program retirees at the end of Spring 2019, Dan Ming & Ed Yee have both submitted their retirement papers. The department had requested replacements, but at this point in time, replacement is uncertain. If we do not have replacement faculty as requested, the possibility of certain classes (Daytime Career Track) not offered will be high, and that would in turn affect enrollment, interns and graduates. We want to maintain the quality of the program and the students we put into the industry.
- Upon reviewing the Electrical Daytime Career Track course (A6) outline, based upon NATEF Task List guidelines, board member Kent Inouye of Towne Ford, thinks it is more comprehensive than Ford's material. Tom said our evening Electrical course is not as extensive since the units are smaller, but willing to have Ford review our evening curriculum.

5) **Program Overview – Tom Broxholm and Julia Johnson**

- Our full-time Career Track Program enrollment is up and this semester we enrolled 38 new students; often times enrollment has its cycle, Spring generally is lower than Fall. Spring semester begins January 14, 2019.
- With the Littlefield Grant, the marketing research phase is completed, and will be implementing the suggestions outlined in the report submitted by Clearworks. We will be working with our own Marketing Department and Career & Workforce Department with the marketing and outreach portion, and will keep the Board updated with our implementation. The marketing report reported that high school counselors do not necessarily bring up automotive as a career unless students or parent ask about it first. We will be trying different social media for our outreach since these are the tools young adults use nowadays. This semester for the evening classes we participated in the dual & concurrent enrollment, the high school student receives both college and high school credits for the classes taken and tuition is free. It seems to be working but the paperwork involved are very slow, and transportation to and from Skyline is one of the biggest obstacles for the students that do not drive. It is also suggested we should market strongly the evening classes at the dealership level as well.
- Julia remapped the Engines class, AUTO 734, and the Engines classrooms have been given a new facelift.
- Julia said she has made some changes to the Internship Program, it used to be just a coop class where no class time was involved and she just worked with the students one on one when needed. Feedbacks from employers were that the students had automotive skills but no soft skills. She restructured it into AUTO 680 and 670; AUTO 680 is the mandatory soft skills class for all new students; and AUTO 670 is the job placement coop portion where students meet 4 times before Hiring Day. She would like feedbacks from employers that actually do hire students on Hiring Day.
- Driving Your Future is an event we put on once a year in November where we bring in the surrounding high schools to introduce them to our automotive programs. We give the

students a tour of our department and then have a BBQ lunch for the students. The transportation for the event is sponsored by Career & Workforce Department and the BBQ is paid by the Automotive Department. In November we will bring in surrounding high schools that do not offer automotive classes at their high school, giving the students the exposure to what automotive classes involve. Then in Spring 2019, we will offer another Driving Your Future event for high schools that offer automotive, but on a smaller scale, only students that show serious interest in the program.

- Skyline Automotive is due for its NATEF recertification; certification is every 5 years and recertification is during its half way mark. Ruben will take the lead on the recertification.
- Ruben said the ASE prep course cost @\$35 per student to take the test and it has been successful this semester. Students learn the style of questions ASE have but these tests have been modified for students. ASE also offer audio books for students that are dyslexic, and Skyline has its own DCR that can assist students with learning disabilities. Tom said he can offer the dealership technicians this testing service if the dealerships find their technicians having a hard time passing the real ASE tests.
- One Hybrid class will be offered in the evening of Spring 2019, this class have not been offered for over 2 years, and Richard Young, currently working for Tesla, will be teaching it. He and Kalon Behravesh used to co-teach the class but Kalon has other commitment.

6) Additional Comments and Suggestions from the Advisory Board Members

Pam Gutman said there is a meeting on November 16, 2018 at CCSF. She said she would share the marketing presentation from the ACCCOA meeting.

Next Meeting: Proposed 2nd week of April

The meeting was adjourned at 1:40 pm