



HiTECC ADVISORY COMMITTEE MINUTES

**Wednesday, June 10, 2015 * 8:00 a.m.
Automotive Classroom, Joan Stout Hall, room 112**

Members Present: Abby Bacon, Committee Chair, Dick Hannah VW; Joey Thomas, Committee Vice Chair, Dick Hannah Acura of Portland; Alex Bassett, Dick Hannah Honda; Derek Carroll, Dick Hannah Kia; Cory Pierce, Dick Hanna VW; Brandon O’Lear, Dick Hannah Subaru; Teresa Cole, Dick Hannah Dealerships

Guests: Gary Schuler, Dick Hannah Dealerships; Jim Hicks, Dick Hannah Honda

Clark College: Mike Godson, Professor; Jason Crone, Professor; John Maduta, Advising Divisional Manager; Brianna Lisenbee, Career Services; Andreana DiGiorgio, Secretary Sr., Advisory Committees; President Bob Knight

The meeting was called to order at 8:06 a.m. by Committee Chair, Abby Bacon.

Abby called for a motion to approve the May 8, 2015 meeting minutes. The motion was seconded and unanimously approved.

Start Date Update

Dean of Career and Technical Education Genevieve Howard announce that the Executive Cabinet approved funding for the HiTECC/Dealer Ready program. She said this is great news. In addition, the Honda Pact Agreement was signed and sent to Honda for signatures. Genevieve said this agreement would not have any impact on the HiTECC program and its process. The HiTECC program start date will depend on new instructors and how ready they are. Cautiously, a fall 2016 start date could be feasible. That will give one year to get curriculum developed, create the processes and get instructors ready. We will have a better idea at the next meeting. The recruiter position will be only for the Automotive Department, recruiting for HiTECC and Toyota T-TEN, and eventually the future automotive programs to come. Genevieve asked for feedback from the committee. Teresa Cole said she can help with the recruiter position as she had hired recruiters and has quite a bit of experience there. She is interested in sharing and collaborating with Jason and Genevieve. Mike thanked the committee for their commitment; he said this approval and “go ahead” by the college is a huge deal, especially when the college is experiencing about a 3 million budget deficit. The college is looking at cutting people and programs, however, the Executive Cabinet gave approval for funding and hiring for the HiTECC program. Mike asked for patience and reminded the committee that things don’t happen overnight. In the end, he said, this will be a great program. Mike said he’ll send the instructor job announcement to the committee for their input and to be on the lookout for possible instructors for the automotive programs. Teresa Cole again offered her assistance with the recruiting position.

President Knight came and sat in on the meeting.

Work Plan

Adopt work plan for 2015-16. Mike reviewed the work plan with the committee. He said this will be an ever-changing document as the committee and program moves forward. Andreana said that a vote should take place for the primary work plan, however, as time goes on updating is a simple agreement among the members. ***A motion was made to adopt the 2015-2016 HiTECC Advisory Committee work plan as presented.***

Review AUTO 160 Course Structure and Outcomes. Mike began by explaining that this course is a 2-week course. When the new faculty member is hired, they will develop the instructional plan down to the day. Abby and others thought the course was a lot for students to absorb in just two weeks. Jason said the students will be on campus eight hours per day, in two 4-hour blocks for two straight weeks. Yes, it may be stressful for the students but they are also being taught about the rigor of working at a dealership. He added that students will take this course after being in the dealership for two months. Cory verified that they will have real world experience when coming into the course. He said at Hannah the students, as new hires, will receive extensive training in shop hazard and environmental responsibilities, which will be covered again in the 2-week course. Mike asked what could be removed if there's too much in the course. The committee agreed that nothing should be removed, just that it is a lot for the students. Jason reiterated that information within the courses will be staggered so that they revisit information over and over. Lab sheets will be done every day to track progress.

Derek asked what kind of student we are looking for. Jason said they don't necessarily have to have automotive experience. Motivation, desire and interest are some of the key elements for success. Derek commented that it would be nice to have the hire come through this course first. Some of these things in the course would be nice to have the student competent in prior to being at the dealership. Jason explained the pros of having the students in the dealership first. Mike said it has worked with course first then dealership. Catch 22. Teresa pointed out that there potentially new hires at Hannah who are at entry level could be referred to Clark College with an investment by Hannah in their education. Discussion about what makes a student "program ready." Jason explained the process of "growing" the students, including having them begin with a Compass test at Clark to see where they are academically. ***A motion was made to continue creating this course. The motion was seconded and approved by the committee.***

More discussion took place about the employability of students, in particular driving record and background checks. Jason explained that making sure mentor evaluations are completed and if need be to sit down with the student to evaluate their performance with the ability to intervene if the student needs help in any areas. Teresa said she'll be going to a Veteran's conference in Tacoma and is looking forward to finding recruits.

Review AUTO 164 Course Structure and Outcomes. Jason talked about the AUTO 164 course. Courses will be staggered to incorporate more information, building on the previous course. Each internship will be stacked on the previous in the development process. He spoke about the outcomes and how the program is staggered to enhance learning. Building a path by which they can see where the student is going and give the student knowledge of how they're doing. Abby said it would be good to work with the parts and service directors on the courses. Jason would like access to the dealer modules so that he can track student progress. Alex said it shouldn't be a problem to get Hannah access codes for the instructors for the purpose of tracking student progress on their modules.

Marketing Plan

Tabled for next meeting.

The committee agreed to have the next meeting at the Clark campus on Wednesday, September 9, 2015 at 8:00 a.m. in the Joan Stout Hall automotive classroom, room 112. Andreana will send out information about this to the committee.

The meeting adjourned at 9:12 a.m.