

**HiTECC ADVISORY COMMITTEE**

**MINUTES**

**Friday, January 20th 2017 - 8:00 a.m.**

**Automotive Classroom, Joan Stout Hall, room 112**

**Members Present:** Sean Fitzgerald, Dick Hannah Chrysler (Committee Vice Chair); Derek Carroll, Dick Hannah Kia; Jim Hicks, Dick Hannah Honda; Alex Bassett, Dick Hannah Honda; Cory Pierce, Dick Hannah VW; Gary Schuler and Teresa Cole of Dick Hannah Dealerships.

**Absent:** Abby Bacon, Committee Chair, Dick Hannah VW; Brandon O’Lear, Dick Hannah Subaru;

**Clark College:** Mike Godson, HiTECC Coordinator & Instructor; Jason Crone, Brian Tracy, Drew Marques - Automotive Instructors; Michaela Loveridge, Student Recruitment & Retention Specialist; Cathy Sherick, Assoc. Dir. Of Instructional Planning & Innovation; Nichola Farron, Secretary Senior-Advisory Committees

Committee Vice Chair Sean Fitzgerald called the meeting to order at 8:06am

Mike introduced Drew Marques as the new PACT and HiTECC Instructor: Drew is a current master technician and ASE master certified, and has been with the College for a few weeks. The Department is pleased to welcome him.

The Committee watched the promotional video created in support of the recent tool donation of $4000 worth of tools to each student. The video can be viewed at: <https://www.youtube.com/watch?v=30efrcTs0fU>

Approval of Previous Meeting Minutes

*The minutes of September 23rd 2016 were presented for approval: Cory made a motion to approve as written, this was seconded by Gary and passed unanimously.*

Next Meeting Date

The Committee will meet next on Friday 4th April 2017 at 8.00am.

Office of Instruction Updates

Transformation in 2017: Remember the series of Business and Community Learns events on campus are set up to be quick and friendly ‘lunch and learn’ opportunities. FREE and open to the public, the workshops will be scheduled from 11:30 a.m. to 1:30 p.m., and held in the Gaiser Student Center, allowing people to attend on their lunch hour. Food is available in the carts on campus, and guest are welcome to bring their brown bag. Additional information to follow in emails.

•Friday February 24th Millennials in the Workforce

•Friday March 24th Pathways

•Friday May 19th The Power of Completion

\*Note: The advocacy training was very worthwhile, but attendance was low due to weather.

The new Bachelor of Applied Management in Applied Science (BASAM) is up and running. The first cohort of sixteen students has started the program this term. Please continue to share this opportunity with community members and potential students, your outreach is powerful!

The Culinary program facility is now under construction and work is moving at a fast pace to open the program in the fall of 2017. Again, share this opportunity with community members and potential students, your outreach is powerful!

The Growing Our Future 2017 Food Summit will be Friday, February 10, 2017, 8:00 a.m. to 5:00 p.m. at the Clark College Columbia Tech Center, 18700 SE Mill Plain Blvd. Vancouver, WA. This will be an opportunity for the community and business to join the college community in a discussion about the opportunity for an Agronomy/Ecology program at Clark College.

Director Report

As Tonia was attending a conference, Mike provided the department updates. He was pleased to report that the Dean was able to secure additional equipment funds as a special allocation that can be put towards the program. He continued by outlining that Brian and Drew will be working on curriculum and then moving forward with the HiTECC students in Spring. Mike commented that he is pleased with the quality of HiTECC students, who are performing at a higher level than some of the other dealer-ready programs.

The committee then discussed the importance of continuing to maintain good communication between the College and dealers. Mike reiterated that, if something is happening with the student at the dealership, it is important that the Instructors are made aware. Alex thanked the Instructors for providing update notes on the students as it helps to understand where they are in their program development.

Drew continued that feedback is appreciated; he tries to emphasize to students the need for applying ‘real-world’ skills in their internship, for example to ensure good time keeping etc.

Jason outlined that, as part of their online class, students should ask for mentor contact info. The hope is that all students will work with a mentor who will engage them in specific work. The program is looking for them to be engaged in multi-point inspections, brakes, minor electrical diagnosis and repair this quarter; and for students to develop the confidence to take ownership of their skills and abilities.

There was a fairly high success rate on the most recent round of ASE examination, and Jason will be able to report the statistics shortly.

Jim then discussed that Dick Hannah will reimburse the testing fee for ASEs: Alex has reimbursed the two students at his dealership.

Jim then asked what the process would be if there was to be a student that wasn’t working out in the role at the dealership: Teresa explained the rigorous pre-enrollment procedures should ensure that students are prepared and ready to perform.

Mike warned that there is inevitably always some attrition, but it was important that the Instructional team are made aware of any issues as soon as possible.

Work Plan

Mike introduced the draft 2016-17 Work Plan for the committee to review. He will be able to provide more of an update on tool requirements in the Spring. The curriculum development is ongoing.

*Gary made a motion to approve the Work Plan following the correction of a minor spelling error; this was seconded by Cory and unanimously approved.*

Recruitment Plan

Michaela highlighted the key points of the targeted recruitment process outlined in the recruitment plan. The process is based on an identification of dealer needs, connecting with local High Schools and then working with students and their parents to assess their suitability and commitment to the program before sending them to a dealer.

Teresa continued by outlining how she and Michaela undertake joint visits to High Schools, but also suggested that it might be beneficial to devise a work flow for an externally-referred candidate.

The committee also discussed methods to connect with High Schools where there might be resistance to recruiters – Michaela will continue work on building relationships with local High Schools.

Action Item: Michaela will make a minor edit to the stall numbers in the recruitment plan: it will then be sent for committee approval via e-vote.

Skills List

Following on from the previous discussions of the A5 and A6 skills, Mike confirmed that he had not received requests for edits. Gary and Mike will have a look at previous email correspondence to see if any editing suggestions have been missed.

The concern is that the lists remain current, and ensure students have relevant skills they need for the dealerships.

Action Items: The lists for A4 and A8, (Steering and Suspension, and Engine Performance) will be shared with the committee for their input.

Tools

The tool list will be reviewed in Spring: the committee discussed the tactic of ensuring that students note any tools they need to borrow, and the frequency required, so that the tool box contents can be evaluated.

‘Lost’ Credits

Following on from a discussion at the previous meeting concerning 7000 ‘lost’ CTE credits in the High School, the committee discussed how those students could be connected with as potential recruits for the program.

Action Item: Cathy Sherick will discuss the ‘lost’ CTE credit issue with the Articulation Manager and talk about methods for connecting with those students and illustrating to them how their classes can articulate for college credit.

Other Business

Jason asked the committee for information regarding the e-learning modules that students should be taking to prepare for specific manufacturers. As part of his site visits, he will connect with committee members to note the various modules students need.

Jim asked about the students’ enrollment in math classes that required them to leave the dealership. Michaela explained that the math is required, and unfortunately the technical math class is not yet available online. Passing the math component is required for completion and graduation from the program.

Gary continued that a certain level of math and English skills are essential for technicians, especially in view of the advancements in repair manuals etc.

Team Structure

The committee discussed how the Hannah team structure allows students to be mentored and work across various tasks.

Gary invited the program staff to visit a shop to get an idea of how the team system works, and also to get a better insight into the pay structure.

Sean adjourned the meeting at 9:09am

Prepared by Nichola Farron