



Lassen Community College Automotive Technology Advisory Committee Minutes

Meeting Location: Zoom: <https://cccconfer.zoom.us/j/94178408777>

Meeting Date and Time: March 19, 2021 3:00PM

MEMBERSHIP

PRESENT:

Roxanna Haynes, Lassen Community College, Dean of Instruction for CTE, Inmate Education, and Adult Education

Fran Oberg, Lassen Community College, Executive Assistant

Lisa Gardiner, Lassen Community College, Work Experience Coordinator

Chad Lewis, Lassen Community College, Full-Time Automotive Instructor, Division Chair

Christy Rose, Lassen Unified High School District, K-12 SWP Coordinator

Bob Dowd, Lithia Subaru, Parts Manager

Chris Johnson, Susanville Auto Center, General Manager

Chrissy Adams, Alliance for Workforce Development, Career Advisor

Kim Keith, Alliance for Workforce Development, Youth Program Supervisor

ABSENT:

Dr. Trevor Albertson, Lassen Community College, Superintendent/President

Jeff Oliver, Lassen Community College, Adjunct Automotive Instructor

Orrin Casteel, Lassen Community College, Adjunct Automotive Instructor

J.R. Thompson, Hy-Tech Auto, Owner

Scott Purdy, Les Schwab, Manager

Terry Jackson, Jackson's Auto Center, Owner

GUEST:

Buck Bauer, Lassen Community College, Full-Time Gunsmithing Instructor, Gunsmithing/NRA director

CALL TO ORDER/WELCOME/INTRODUCTIONS

Chad Lewis called the meeting to order at 3:04pm. All present introduced themselves.

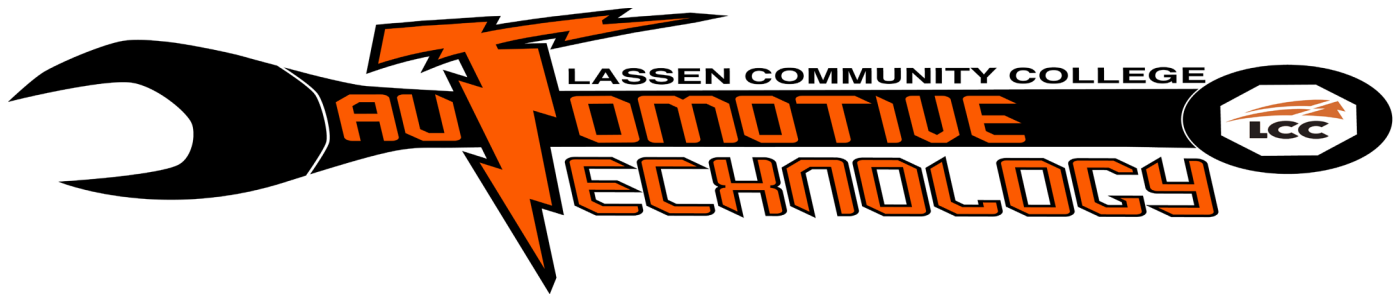
OLD BUSINESS

APPROVE AGENDA

ACTION: Lisa Gardiner motioned to approve the agenda. Second by Chris Johnson. All in favor, the motion passed.

REVIEW ADVISORY COMMITTEE ROLE (NATEF Standard 6.1, Title 5/LCC AP 4102)

Since the LCC Automotive program is ASE Accredited, this advisory committee must comply with standards and procedures from both Title 5 Education Code and NATEF standards. Committee functions and roles were reviewed. Title 5 mandates one advisory committee meeting per year. NATEF mandates two meetings per year. ASE is the accrediting body for Automotive. NATEF is the educational part. Please contact Chad to view the full ASE manual.



REVIEW AND APPROVAL OF MINUTES FROM LAST MEETING

Minutes of the emailed meeting of May 15, 2020 were reviewed.

ACTION: Lisa Gardiner motioned to approve the minutes. Second by Chrissy Adams. All in favor, the motion passed.

PROGRAM UPDATES AND NEWS

COVID Instruction update

The Spring 2020 semester was finished online because of Covid restrictions. It was a struggle, but we were able to complete the semester. There were no Automotive classes offered in Summer 2020. Fall 2020 semester was offered hybrid. The lecture was online with an in-person lab. The lectures were by Zoom, with the videos put up on Canvas. It gives the students another way to learn. The plan is to return to full face-to-face instruction for Fall 2021.

Ford ACE Program

The program is off to a slow start. The program was approved late last fall. Ford offers certifications like Ford factory technicians. They are online modules. Currently, there is only 1 student. We're hoping interest will pick up in the fall. It's a great opportunity. Chris Johnson volunteered to go to the high school to talk about the program. Susanville Auto Center's new building/expansion will be completed in late May or early June. They'll be in the market for new employees. There will also be opportunities for Smog program students.

Subaru-U

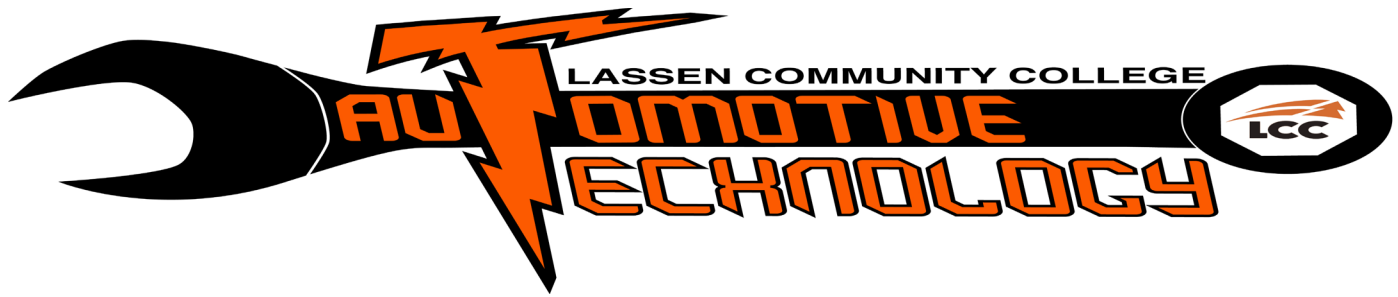
We've been affiliated with Subaru for a couple years. These are online classes. Opportunities for students to get dealer training. A couple students have taken advantage of the classes.

High School program

Four classes are being offered for the Pathways program. Basic Auto, Basic Electrical, Steering and Suspension, and Brakes. High School juniors and seniors are eligible. 27 signed up last semester. This is a good vehicle for recruitment with the hope that more will take advantage of the Ford & Subaru programs, too. High Schoolers get free tuition. Grant funding has allowed us to offer a free lending library for textbooks.

Both Ford and Subaru are vehicle specific online modules that are free to our students. They are not a separate class at the college. If students are taking the LCC Electrical class, for example, they can choose to take the corresponding dealer modules in addition to the LCC class. How are we marketing the dealer classes? The information is on Facebook. Chad and the LCC & LHS counselors talk it up to the students. We recognize we have work to do in the marketing area. We need to come up with marketing materials to get the word out to the community. LCC is in the process of building a CTE website that will highlight each of our programs. We will insert these opportunities for Automotive. We hope to have the site completed by the end of the school year.

Ford has committed to do internships in the last couple months. Some may be paid positions. They also have a tool program. LCC Work Experience for college credit is a robust part of our program. Lisa Gardiner Advisory Committee Minutes_Automotive_3/19/21_Oberg



will work with Chris Johnson to connect the two programs. Chad will spread the word among his students. Something to think about for the future - Alliance for Workforce Development offers paid on the job training opportunities and may be able to pay a portion of the student's wages.

AGENDA ITEMS

REVIEW OF CURRICULUM (Standard 6.4)

Inactivate AT 64 Diesel Repair and Maintenance

We don't have the proper equipment to teach a Diesel class. Our one diesel engine is ancient and not what students would be seeing in the industry. Recommend to inactivate class. Any inactivated class can be reactivated in the future as needs and situations change. What would we need for a viable Diesel class? We'd need an electronic diesel engine. Not brand new, but at least '98 or newer. Chris Johnson stated that 25-30% of vehicles on the road are diesel. He may be able to donate an engine. He'll keep an eye out for something appropriate.

Inactivate AT 76 Automotive Machining Lab

Not relevant in the industry. Not needed at this time.

Inactivate AT 88 Vintage Vehicle Repair

This is redundant to Basic Auto.

Possibly offer Auto Survival Lab to Drivers' Ed students? Offer free non-credit AT-150/151 introductory classes to get students interested in the program?

Inactivate Certificate of Accomplishment-General Mechanics

The 2-year class rotation was reviewed and revised. This no longer serves the students. LCC is funded on students who complete certificates. As we add more classes, we can add more certificates, but we want to make sure they're relevant to the industry. The industry is focused on drivability and smog. No one rebuilds motors any more. Chad is working on the Automotive Program Review. That will be on the agenda for the next meeting.

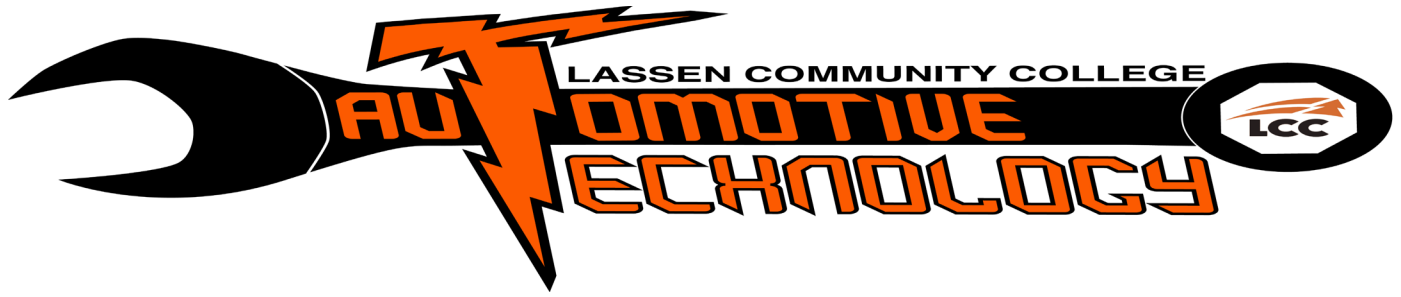
ACTION: Chris Johnson motioned to inactivate AT-64, AT-76, AT-88 and the General Mechanics Certificate of Accomplishment. Second by Kim Keith. All in favor, the motion passed.

New course ideas

J.R. Thompson was unable to attend the meeting but shared his input via an email. With more hybrid and electric cars on the road, a class would be valuable. Manufacturer Reflash Class - Each dealer has to use specific computer programs. An Alignment course - LCC has a decent alignment machine and can do 4-wheel alignments. It doesn't have all the bells and whistles, but it's okay. Students need to learn how NOT to break TPMS when you replace tires.

Chris Johnson stated that every tech struggles with writing the report. Cause, Concern, Correction - It's a critical part of the job. Chad stated there is a Service Writer class and he incorporates that information in all his labs. He will review and update curriculum.

Chad got certified to teach NC3 programs and certificates. Trying to get students familiar with equipment they'll use in industry - Snapon Multimeter & various other tools & equipment.



EVALUATION OF INSTRUCTION, TOOLS AND EQUIPMENT, AND FACILITIES (Standard 6.5)

The Advisory Committee should provide input in the evaluation of the instructional process to assure that the program goals are met. The Committee should also conduct annual inspections of tools and equipment to assure that they are up-to-day and comparable to industry standards for quality and safety.

The Advisory Committee should review information from safety inspections and conduct an annual evaluation of the facilities to assure compliance with local, state, and federal safety and environmental rules and regulations. Additionally, the committee should review all safety practices for appropriateness in meeting program goals.

Unable to do a tour of the shop at this time because of Covid. Will put it on the agenda for August when we're back to in-person learning.

NEW BUSINESS (if any)

QUESTIONS/COMMENTS ON ITEMS NOT ON THE AGENDA

No comments.

NEXT MEETING DATE/TIME

The next meeting will be in August. Chad will notify the committee and a date will be confirmed later this summer.

Chad thanked all for their participation and input. All were invited to email Chad at any time with suggestions and concerns.

ADJOURNMENT

ACTION: There being no further business, Chris Johnson motioned to adjourn. Second by Chrissy Adams. All in favor, the meeting was adjourned at 3:54pm.