

**Automotive Technology  
Advisory Board Meeting  
March 17, 2016  
12:00 p.m. TR-101A**

**Present:**

Shellie Anderson, Alliance For Workforce Development  
Terri Armstrong, LCC Vice President of Academic Services  
Mike Busse, Les Schwab  
Lisa Gardiner, LCC Work Experience  
Chad Lewis, LCC Automotive Technology Faculty  
Matt Montgomery, LCC IT Specialist  
Fran Oberg, LCC Academic Services Executive Assistant

**Call to Order**

Chad Lewis called the meeting to order at 12:10 p.m. Members were introduced.

**Approve Agenda**

Mike Busse moved to approve the agenda. Shellie Anderson seconded. Motion carried, unanimous.

**Program Description and Updates:**

- Chad gave an overview of all the courses that are offered, what is taught in each course and how they fit in current and proposed degrees and certificates.
- In October, Chad was certified as a smog instructor. He can now teach students and get them qualified to take their state certification test. Tests are currently offered in Redding and Chico. There are 2 ways people can qualify to take the test. The first is to be ASE certified, which requires 2 years of experience. The second is to take specific classes. Students must take AT 80 Basic Electrical as a prerequisite to AT 82 Engine Performance I. AT 84 Engine Performance II will serve as the alternative to ASE Certification. Chad has developed a new course, AT-91 Smog Check Training Level 2, that will allow students to qualify take the state smog certification test without being ASE certified. Anyone can register for these classes but classes that have a lecture component require students to pass college-level English pre-requisites. High school students may be at a disadvantage because many cannot meet the English requirement. There is no English requirement for Lab only classes.
- Chad is starting to compile the Automotive Technology Instructional Program Review (IPR) report that needs to be completed every two years. The IPR reviews course content, textbooks, tools & equipment needs and other factors needed to run a successful program. He welcomes input anyone might have.
- Lisa Gardiner presented the new Lassen County Steps to Success program that is being developed through the AB86/AEBG Consortium. The program's focus is to help community members enter or re-enter the workforce. One of the steps is to develop short term CTE certificates whereby students can become competent in a specific skill enabling them to enter the workforce quickly. Lisa asked the board for input on a proposed short term certificate in tires, oil changing and safety inspections. Is there a need for it in our community? Mike Busse said that Les Schwab requires new employees to complete a Les Schwab training program, whether they are entry level or have years of experience. However, it would be beneficial for

new hires to be competent in basic skills, customer service and talking with the public. Shellie Anderson said short term programs are a good way for people to explore new career paths. Short term, career focused programs are popular with the younger student. Shellie moved to direct Chad to develop a short term, rapid employment CTE certificate relating to tires, oil changing and safety inspections. Mike seconded. Motion carried, unanimous.

- Smog certification could be another short term certificate. Local high schools do not have Auto programs any more. State certification would help entry level students.

### **New Courses Planned**

- Chad will be participating in a train the trainer course on Hybrid/Alternative Fuels offered by American River College. The course is one weekend a month for 5 months and comes with \$15,000 worth of tools and equipment. The class starts in April. Chad will be developing a new course. He is hoping to be able to offer the class in Fall 2016, but due to the curriculum development process, may not be able to offer it until Spring 2017.
- Chad gave an overview of the curriculum process. A course outline needs to be developed that includes a description of the class, student learning outcomes, and required textbooks. The course outline is then taken to the Curriculum Committee for discussion and committee approval. The committee-approved course outline also requires full Academic Senate approval. We are a part of the North Far North Consortium that reviews new program offerings by all community colleges throughout far northern California to make sure there is a sufficient student base for all colleges to be successful. After they decide that our new program won't negatively impact other colleges, the course is forwarded to the State Chancellor's Office for final approval. It can take a few weeks or a few months to complete the process.
- Sierra Army Depot approached the college requesting the college to offer classes to train their new hires for automotive, diesel, air brakes, and vintage. Chad started to develop a course to meet their needs. SIAD called back recently and told Chad they changed their focus. Now they want electrical classes. Chad is on hold until SIAD confirms what classes, if any, they want to pursue.

### **NATEF Certification Application**

- Chad is pursuing National Automotive Technician Education Foundation (NATEF) certification for our programs. They require that we teach to their curriculum and equipment standards. This ties in with ASE certification. We are close to putting in our application. As he is compiling the Auto IPR, Chad will be making sure our curriculum is meeting the new NATEF standards. Additionally, the application process requires input from Advisory Board members and former LCC students. In about 6 months, Chad will be looking for 4 Advisory Board volunteers—primarily people that understand industry standards—to review the shop, equipment and curriculum and complete that detailed portion of the application. The application requires input from 6 LCC graduates that have jobs in the industry. It is challenging to track them down. If you know of anyone or have any suggestions, please contact Chad.
- Chad has been appointed to the CTE Leadership at the State Academic Senate. The state has promised more money for CTE. Chad is in a position to get notification for new funding opportunities. The state is also working on a database to track students in all CTE programs.

### **Tools and Equipment Needs**

- The program has recently added 2 new lifts purchased with grant funds. Last fall, the program got a new smog machine that meets NATEF standards and that was required by the California

State Bureau of Automotive Repair (BAR) to teach smog related courses. Jackson's Auto donated additional smog equipment. A new alignment machine is needed. This is a big investment. Chad thanked Les Schwab. They have been a huge help in getting good us good prices on equipment. Equipment needs include a brake lathe, drill press, small car lift, and pad lift. New equipment will be needed before the Hybrid class can be offered. Chad is looking for donations. Mike said Les Schwab has an older pad lift they could donate to the program. It would need hydraulics, but it might be possible to rebuild an old one.

### **Student Recruitment**

- Chad is working on building relationships with the high schools. He offered poly-com classes to Bieber and Herlong. Students in outlying areas can watch and interact with Chad as he teaches a class at LCC. He didn't have as many students as he would have liked because of the minimum English competency pre-requirement. To break down that barrier, Chad got approval to change the pre-requisite to include "the grade of C or better in 10<sup>th</sup> grade High School English". In the past, there were limits on dual enrollment. Now high school students can take college classes without tuition fees. There may be an opportunity to offer a class for high school students.
- Chad has CTE videos on CDs. He's trying to do presentations at the high schools.
- In a chance chain of events, Chad has arranged for a drag race team to bring their nitro car to show on campus sometime in May. He's hoping to make this a community event. There's a possibility of getting other car enthusiasts to show their cars, too.
- We need adjunct faculty. If we have more faculty, we could offer more classes.
- Alliance for Workforce Development came and did a presentation for one of the Auto classes. They let the students know what kind of programs they had to offer—money for tools, boots, etc. Unfortunately, students have not yet taken advantage of these services. Chad felt AFWD offers valuable resources and thanked them for their time.
- Chad is always open to your input and ideas on how to grow the program.

### **Questions/Comments on Items**

- No further questions or comments.
- Please email Chad if you'd like to volunteer to help with the NATEF application or if you have any suggestions for the program.
- LCC requires advisory boards to meet at least once a year. Chad would like to meet once each semester. He may take a poll to see if a lunch meeting or a dinner meeting works best.

### **Adjournment**

There being no further business, Lisa Gardiner moved to adjourn the meeting. The motion was seconded. Motion carried, unanimous. Meeting adjourned at 1:15 p.m.