

Lassen College Automotive Advisory Committee
Lassen College Auto Shop Room TR-104
Friday, September 22, 2017
Refreshments at 8:30am Meeting at 9:00am

BUSINESS & INDUSTRY MEMBERS PRESENT:

JR Thompson, Owner, Hy-Tech Automotive
Tom Brown, Shop Foreman, LMUD
Scott Purdy, Manager, Les Schwab Tires
Desiray Zarate, Commercial Manager, Autozone
Christina Adams, Manager, Alliance for Workforce Development

INDUSTRY GUESTS PRESENT:

None

DISTRICT AND SCHOOL-BASED SUPPORT STAFF:

Dr. Larry Buckley, Vice President of Academic Services
Lisa Gardiner, Work Experience Coordinator, Lassen Community College
Chad Lewis, Automotive Faculty, Lassen Community College
Fran Oberg, Academic Services Executive Assistant, Lassen Community College
Kory Konkol, CTE Division Chair, Lassen Community College

1. RECEPTION:

Breakfast and refreshments were provided at a reception prior to the start of the meeting.

2. WELCOME AND INTRODUCTION OF OFFICIAL COMMITTEE MEMBERS AND GUESTS:

The meeting was called to order at 8:55 by Chad Lewis. All in attendance were introduced.

3. NOMINATION AND ELECTION OF COMMITTEE OFFICERS:

In the past, the Automotive Program Advisory Committee was not very active. With the introduction of NATEF certification, the role of the Advisory Committee will be very different going forward. Industry input is needed. Chad appreciates those that take the time to make a difference by being on the Committee.

CHAIR:

Chad Lewis nominated JR Thompson for Committee Chair. Lisa Gardiner seconded. JR accepted the nomination. Hearing no further nominations, nominations for Chair were closed. JR Thompson was elected to the office of Committee Chair by unanimous voice vote.

SECRETARY:

Chad Lewis nominated Lisa Gardiner for Committee Secretary. Scott Purdy seconded. Lisa accepted the nomination. Hearing no further nominations, nominations for Secretary were closed. Lisa Gardiner was elected to the office of Committee Secretary by unanimous voice vote.

4. PRESENTATION OF PROGRAM(S) TO INCLUDE BUDGET INFORMATION:

Chad started 5 years ago to work towards the goal of getting National Automotive Technicians Education Foundation (NATEF) certification. New equipment and tools have been purchased and Chad

has completed some ASE Instructor Certifications. Skip Saurman, an independent contractor, has been hired to provide direct technical assistance for our program to achieve readiness for an official on-site evaluation by NATEF.

5. ASE/NATEF AUTOMOTIVE TECHNOLOGY PROGRAM ACCREDITATION:

- Skip introduced himself and gave an outline of his background and qualifications. He works with programs ahead of time to make sure they are ready for the NATEF on-site visit. More than 500 pages of documentation are being compiled.
- There are many benefits of national program accreditation. Schools have accountability and credibility. Students coming from NATEF programs are better qualified. Employers get a pool of well-trained entry level workers. Involvement with the Advisory Committee is encouraged and there are opportunities for partnerships. National program accreditation gives a higher level of professionalism to the industry.
- The California Automotive Teachers (CAT) stated that the skilled technician shortage is reaching crisis level. The industry requires specialized tools and the technology changes quickly. Additionally, local business owners have found that workers don't have soft skills—social skills to deal with customers, being on time and ready to work every day, following employer's procedures, etc. Program goals are to give students technical skills, academic skills (service manuals are written at the grade 14 level), and soft skills to succeed in the workplace.
- When LCC's program gets accredited, it will be one of only about 30 colleges in the state that have NATEF accreditation. Prospective students will be able to go to the NATEF website and search for programs. All accredited programs are listed with their respective contact information.
- Skip gave an overview of the history of national accreditation.
- There are 3 levels of accreditation. LCC has everything in place to apply for Master AST accreditation. This is a standards based accreditation. Standards need to be met in Purpose, Administrative Support, Learning Resources, Finances, Student Services, Advisory Committees (to provide input on program goals), Instruction, Equipment, Facilities, Instructional Staff (ASE Certified in areas they teach), Work-based learning (Work Study, Work Experience, or internship), E-Learning (MineTap).
- There is a mandatory "Go/No Go" for some standards. The Advisory Committee must have a minimum of 5 members in specific categories. Curriculum must meet a specific industry task list. Safety standards must be met for facilities, tools, equipment and personal safety. Instructors must be ASE certified and maintain their certifications.
- How does accreditation work? NATEF sends a team for a 2-day site visit. Additionally, there are 3 local team members and a team leader. At 2 ½ years, the Advisory Committee sends a form to NATEF confirming we have a viable program. The program goes through re-accreditation in 5 years.
- Skip went over item-by-item the handout for NATEF Standard 6 – the expectations for the Advisory Committee. The Committee is charged with playing an active role so the program is constantly improving.
- The site visit should happen within about 30 days from the submission of the paperwork. The paperwork should be completed this week. Chad will keep everyone updated. There is a list of things that need to be completed before the paperwork can be submitted. Once we get accredited, we get a plaque that will be proudly displayed.

- What does the student leave with? Students completing the program will have no problem passing the ASE entry level certification test with testing on-site. They can put on their resume that they earned it from a nationally accredited NATEF program.
- There is \$35 fee for ASE testing. Alliance for Workforce Development may be able to help students with the fee. Les Schwab may be able to donate funds through the Lassen College Foundation earmarked for ASE testing scholarships.
- The 2-year certification plan aligns with LCC curriculum. Students are required to do 6 months of work experience for every year they are in the program.
- The Advisory Committee members present signed as participants in the self-study Skip is doing for the automotive program as part of the preparation for the on-site visit.

6. DISCUSSION

- It may be possible to get a manufacturer to sponsor our program with tools and equipment. Subaru looks like it might be a good fit. Chad will make further inquiries.
- Chad will give tours of the Auto Shop after the meeting.

7. NEXT MEETING

No date was set for the next meeting. Chad will email members with more information as it becomes available. Skip said as long as it is carefully documented, business conducted via email can count as a meeting.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:15am.

NATEF STANDARD 6 - ADVISORY COMMITTEE

AN OFFICIALLY SANCTIONED PROGRAM ADVISORY COMMITTEE MUST BE USED TO PROVIDE INPUT ON PROGRAM GOALS.

Standard 6.1 – Membership

An Advisory Committee of at least five (5) members (not including school personnel), must convene at least two (2) working meetings a year to provide information, counsel and recommendations on behalf of the community served by the training program. This Committee should be broadly based and include former students, employed technicians, employers and representatives for consumers' interests. All members of the Advisory Committee should not be from the same business.

A. – B. Meeting minutes with sign in sheets from at least two (2) meetings per year (one year for initial accreditation; five years for reaccreditation)

C. List of all Advisory Committee members and their affiliations

Standard 6.2 – Review of Budgeting Funds

The Advisory Committee should provide input and review budgeted funds.

A. Highlight pertinent discussion in Advisory Committee meeting minutes.

B. Provide budget information and highlight pertinent discussion regarding budget in Advisory Committee minutes.

Standard 6.3 – Annual Follow-up

Information gathered from the annual follow-up of program graduates and employers should be reviewed by the Advisory Committee to assess employment potential and provide input on program modifications.

A. Describe the annual review process and provide an example from the annual survey data and Advisory Committee minutes with pertinent information highlighted.

Standard 6.4 – Review of Curriculum

The Advisory Committee should provide guidance and approve all tasks added to the mandatory NATEF task list required for the program accreditation level being sought.

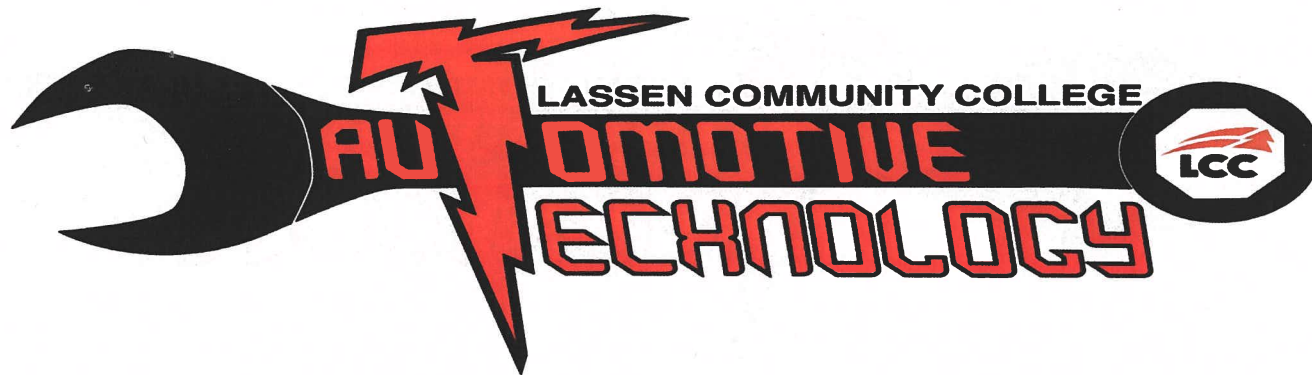
A. Highlight pertinent information in the Advisory Committee minutes.

Standard 6.5 – Evaluation of Instruction, Tools and Equipment, and Facilities

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-date 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.

A.– D. Highlight pertinent information in the Advisory Committee minutes.



AGENDA

Lassen College Automotive Advisory Committee

Friday September 22, 2017

Location: Lassen College Auto Shop

1. Reception
2. Welcome and introduction of official committee members and guests
3. Nomination and election of committee officers:
Chair _____
Secretary _____
4. Presentation of program(s) to include budget information
5. ASE/NATEF Automotive Technology program accreditation
6. Discussion
7. Next meeting *
8. Adjournment

* The next meeting will be a “working” meeting conducted at the Lassen College Automotive Technology facility.



9/14/2017

Lassen Community College's Automotive Technology program serves the entire Northeastern California area. Your participation in providing input and assistance to this viable program is essential for its continued success.

Specifically, Lassen Community College is engaged in the process of national accreditation for the Automotive Technology program through the National Institute for Automotive Service Excellence and the National Automotive Technicians Education Foundation (ASE/NATEF).

We would like to thank you for your participation in this partnership and hope we can count on you for continued support.

A meeting will be held at the Lassen Community College auto shop on Friday September 22. Refreshments will be available at 8:30 AM and the meeting will start promptly at 9:00AM.

We sincerely appreciate your enthusiastic commitment to this challenge and hope to see you next Friday.

Chad Lewis

Lassen College Automotive Instructor