Minutes

Automotive Technology Advisory Committee Meeting

Date | time 9/25/2018 |6:30pm in Room E131

 Meeting called to order by Scott Shotton at 6:35pm

# Attendance

*Members Present:*

Brad Evenson—Electronics Tech, Richardson Electronics

John Volkert—Owner, Barb City Auto

Bill White—President, CAR Hospital

Bill Rogers—AMT Instructor, KEC

Jon Bockman— Owner, Bockman’s Auto Care

Sean Kellett—Owner, Think Driven

Joe Wagner — Hampshire H.S. Auto Instructor

*KC Members Present:*

Scott Shotton—Automotive Technology Faculty, KC

Tim Banasiak— Automotive Technology Faculty, KC

David Dammon— Associate Dean of Career Tech, KC

Sarah Brown—H/E Student Worker, Recorder, KC

# Welcome and Introductions

Scott welcomes and thanks everyone for coming and participating in this advisory committee meeting. He welcomes Jon Bockman, owner of Bockman’s Auto Care, as a new committee member. The rest of the committee goes around and everyone introduces themselves.

# Review of Minutes

 Committee goes over the minutes from the Spring 2018 meeting.

No questions or comments on the minutes, so committee moves on.

# Fall 2018 Enrollment Data-Tim

Tim announces that everyone looks at the Fall 2018 10th Day Enrollment report. He announces that there were 531 students for Fall 2017 enrollment. There are 372.0 Credits for Fall 2018, so a -29.9% decrease. He explains that this is likely due to the new curriculum they just implemented. They lowered the amount of automotive credits required for the program. When looking at unduplicated head count, in 2017, we were at 77 heads compared to 68 heads in fall 2018. Scott adds in that the 1.5x tuition also could be an influence in the lower head counts this semester.

Scott explains how the numbers this year will be rougher because of the curriculum change. Some students are trying to finish up school on the old catalog, and new students coming in on new catalog. Some have to have their classes overridden because of the way the classes have to be scheduled. Tim gives the example that under the old curriculum, sophomores took manual transmissions, but under the new curriculum, manual transmissions is now a first year second semester course. Tim also mentions that last year they brought in Greg Brink as a new Collision Repair Instructor. Dave mentions that even though the head count is down for AMT, they should keep in mind of the new differential tuition. He also mentions that across the state of Illinois, there has been a downward trend of about 5-7% decrease in enrollment per year.

# NAPA Group Meeting (Friends of Kishwaukee)

Scott announces that John Volkert is the president of the group. Scott explains, in short, the group is just people who are putting together things to benefit the college and the students in it. Jon also says that they are looking into going to high schools and middle schools in order to talk to the students, parents, and teachers, and spark their interests in automotive technology. Joe says that at Hampshire High School, they are doing career interest things on Saturday’s to spark interests in AMT by using the school shops. He says they want to be doing more things on the middle school level, because at the high school, they are doing a lot of career path things.

As far as the cooperation of NAPA, there are already other people who are in the group. Jon Bockman says that they will be meeting with Dr. Borowicz soon to discuss this group further. Scott says that if anyone is interested in joining this group, they should contact Marty at Motor Works for more information.

#  Employment Opportunities for Students

Scott says that he will be posting more on the board about employment opportunities. Scott asks committee to email him if anyone is looking for any employees so that he can post the opportunities on the board. Bill White lets everyone know that he is currently looking for full-time employees.

# NATEF Update- Tim

Shawn was unfortunately not able to make the meeting, so Tim will be going over the second half of NATEF, as the first half was done in Spring 2018. He explains how committee will need to go through different standards and then rate the program based on each owns knowledge of the AMT program. Questions are rated 1-5, 1 being not at all and 5 being above average. Most of the questions can be answered by advisory committee, but some have to be answered by different offices in Kish.

Standard 7- Instruction:

7.1- [*Program*] The same sequence was followed for a long time, the names of classes have just changed. Their most popular is the advanced certificate in AMT.

7.2- [*Student Training Plan*] Tim brings a copy of a student training plan and goes over it with committee.

 7.3- [*Preparation Time*] Tim pulls up a copy of his Master Schedule and discusses office hours.

 7.4- [*Teaching Load*] They don’t have training assistants, but they do have a tool room person. The classes are maxed at 12 students.

7.5- [*Curriculum*] About the level of accreditation being obtained needing to provide theory and hands-on training. Scott says they take pride in covering the NATEF tasks in their classes.

 7.6- [*Student Progress*] Tim shows student progress chart and discusses it with committee.

 7.7- [*Performance Standards*] Tim continues discussing the student progress chart. He explains how the small class sizes allows for more opportunities for the students to demonstrate competency.

 7.8- [*Safety Standards*] Tim explains how on the first couple of days of class, he gives students safety tours. He also points out the various safety posters that are also hung around the room on the walls. Scott says that his classes haven’t done the safety tests yet, but they are coming up shortly. Scott also mentions how his orientation class focuses a lot on safety.

 7.9- [*Personal Standards*] About going over instructional materials, class, lab, and shop rules.

 7.10- [*Work Habits/Ethics*] All instructors have an attendance policy, they just might vary slightly depending on instructor. The programs ethics policy is also the same as the college’s ethics policy.

7.11- [*Provisions for Individual Differences*] About students who have IEP’s or use the disability services. Tim explains an office in the college checks on the students approximately every two weeks. He states that most of the students who go through the disability services just need extra time on tests.

7.12- [*Related Instruction*] Tim shows one of his classes syllabi and also explains how each one of the instructors are ASE certified.

7.13- [*Testing*] About the use of written tests, performance tests, and the acceptable level of performance in cognitive and manipulative tests.

 7.14- [*Evaluation of Instruction*] About the overall program evaluation policy and plan.

 7.15- [*On- Vehicle Service and Repair Work*] About the task sheets repair orders, and program policy. Scott says that they do have the task sheets available, but they work on what they feel is necessary for the class.

 7.16- [*Articulation*] About articulation agreements, which is N/A for the automotive program.

Standard 8-Equipment:

8.1- [*Safety*] Tim offers to give anyone a tour of the shop once the meeting is over to view everything.

 8.2- [*Quantity and Quality*] About tools and equipment and their quality. Tim states how they use Matco and Snap-On tools.

8.3- [*Consumable Supplies*] About the consumable supplies in terms of availability to assure continuous instruction.

8.4- [*Preventive Maintenance*] About the preventive maintenance schedule and/or spreadsheet. He explains the college does the maintenance.

 8.5- [*Replacement*] About the annual review process and annual survey data.

8.6- [*Tool Inventory and Distribution*] About how the tools are disbursed to the students. Tim talks about how there is a tool room and a worker for in there.

8.7- [*Parts Purchasing*] About purchasing parts, which the program no longer does themselves.

8.8- [*Hand Tools*] About the availability of hand tools for students and the emphasis on encouraging students who purchase their own hand tool set. Tim talks about how they have a tool day in the fall, where all tool companies give discounts up to approximately 50% on their tools.

Standard 9-Facilities:

9.1-[*Training Stations*] About the number of training spaces available and the type required for the different tasks.

9.2-[*Safety*] Tim points out again all of the safety signs posted around. He mentions how they no longer are required to do lift inspections, but they continue to do them anyways.

9.3-[*Emergency Maintenance & Repair*] About the use of a written facilities and equipment maintenance program that ensures suitability for instruction.

 9.4-[*Housekeeping*] About the cleanliness of the lab/shop area.

9.5-[*Office Space*] About the instructors’ offices being separate from the lab/shop area, which all instructors offices are.

9.6-[*Instructional Area*] About the separation of the lab/shop with an area for theory instruction or other non-lab/shop activities. Tim states that there are several classrooms in the Caulkin building and a lounge area for the students.

9.7-[*Storage*] About storage of the tools, and the student’s tool boxes. Tim says how there is plenty of storage with the tool room, and it remains locked when the tool room person is not in there.

9.8-[*Support Facilities*] About the location convenience of the nearest restrooms, which are located right near the lab/shop.

9.9-[*Ventilation*] About the exhaust fume removal system and the heating and cooling systems in the building, which are both adequate.

9.10-[*Fist Aid*] About the availability of a first aid kit that is clearly identified and equipped with up-to-date supplies. Tim says that there are a couple of first aid kits located in the shop.

Standard 10- Instructional Staff:

10.1-[*Technical Competency*] About if the instructors are all competent and are meeting all of their state and local requirements for certification/credentials. Tim explains how all of the instructors are ASE certified and fully qualified to teach their classes.

10.2-[*Instructional Competency/Certification*] Tim explains that Shawn will provide copies directly to NATEF.

 10.3-[*Technical Updating*] About the inventory of trade publications, service bulletins, etc.

 10.4-[*Substitutes*] Substitutes are not used.

Standard 11-Work-Based Learning:

 All of Standard 11 is N/A because the program does not have any apprenticeships.

Standard 12- E-Learning:

Tim explains how online learning hasn’t been the best for the program. It is a mix depending on the class. Some of the classes use online e-books, and some classes require regular text books. All the classes however do utilize D2L.

# Department Plans

Other than completing NATEF, the only thing is the new curriculum change. Scott says that we will continue to work with Friends of Kishwaukee (the NAPA group).

# Open Business

Dave explains that at all of the advisory committee meetings, they are looking to do joint governance for all of them, using a co-chair model. He says that it will be good to have a stakeholder to help run the committee in the Spring to help bounce ideas off of someone in the industry. He asks if anyone would like to volunteer to co-chair the next advisory committee meeting.

Jon Bockman and Bill White both volunteer to co-chair.

# Next Meeting

Date/ Location- TBD.

Meeting adjourned at 8:40pm.