

San Bernardino Valley College  
Automotive Advisory  
Agenda  
6-5-2014

Welcome

Introductions

Department review

Department new Purchases

Department needs

Department Curriculum

Department Work Experience

- V. Methods of instruction (Auto Shops/Omni Trans
- VI. Typical out of class assignments
- VII. Methods of evaluation
- VII. Other Supplies Required of Students

Open discussion

Next Meeting??

# AUTO TECHNICIAN ADVISORY MEETING

## MINUTES

JUNE 05, 2014

12:00PM

T-105

<b>TYPE OF MEETING</b>	Advisory Meeting
<b>FACILITATORS</b>	Richard Jaramillo; Guy Hinrichs
<b>NOTE TAKER</b>	Sharen Chavira

Approval of October 29, 2013 Minutes – Minutes approved

TOPIC	DEPARTMENT REVIEW
	<ul style="list-style-type: none"><li>-SLO's – The department is collecting data for budget, VETA funds.</li><li>-Larger programs are asking for money so the department wont have the usual amount of money for purchases.</li><li>-Would like more Professional Experts in class to help the instructors.</li><li>- Students have been hired at Tom Bell but most students get hired at Auto Zone so they can gain experience in the Automotive field.</li></ul>

TOPIC	DEPARTMENT NEEDS/PURCHASES
	<ul style="list-style-type: none"><li>-New purchase has been the "half cars" which provide a more "live" situation when working on engines.</li><li>-The department also purchased a brake lathe</li><li>-The department is in need of upgrading some equipment; ex: the hoist.</li><li>-Little by little replacement of equipment is being done.</li><li>-The department is also being provided with "hand me down" computers from different areas on campus, there is a Learning Center with computers in the Applied Technology Division for student use, but is out of sight from instructors.</li></ul>

TOPIC	WORK EXPERIENCE
	<ul style="list-style-type: none"><li>-The department would like to offer an Auto work experience course which requires an M.O.U., the advisory members indicated they can possibly use what they currently have in place for their shops and we can change to suit the colleges needs.</li><li>-Workmans comp issues arose, it was relayed that as long as students are enrolled in work experience courses they are covered by the college.</li><li>-When partnerning with the different shops, they will make certain to keep the college informed of any issues they may have with the students.</li><li>-The curriculum for the work experience class was discussed and it was brought up to have the curriculum meet the more specific to the needs of the industry. Also need to add basic computer skills/internet skills to the curriculum. The target for this course is Summer 2015.</li></ul>

TOPIC	OPEN DISCUSSION
	<ul style="list-style-type: none"><li>-Two state classes (Auto 066 and 067) have changed and procedure, course description and title need changing. This will be updated this summer</li></ul>

OTHER ITEMS	Next meeting: December 2014

# SBVC AUTO DEPARTMENT MEETING

10-29-13

4:00 PM-5:00 PM

T-111B

## MINUTES

**MEMBERS:** William Bodnar, Achala Chatterjee, Guy Hinrichs, Richard Jaramillo, Sonny Loera, Mark Williams, Don Wilson  
**Absent:** Richard Ramirez  
**MINUTES:** Cecile Smith  
**GUESTS:** None

### Discussion Topics

#### Purpose of Meeting

The purpose of the meeting was to choose the interactive software to be used by the Auto Department because our new computers no longer support the older version of Mitchell 1. It is the responsibility of the faculty to determine which software to use. A Budget Transfer is in process to move funds to the appropriate account

#### Software Choices

Four applications are being considered: Mitchell 1, AllData, Auto Repair Reference Center (free through the library), and Identifix (free). After discussion, it was decided to purchase AllData.

#### Discussion on Software Choice

♦ It is Don Wilson's opinion that Mitchell is the only one of the choices that gives enough information to teach the curriculum for AUTO-063 and -067, which are required by NATEF for a smog license by State regulation. However, AUTO-063 and -067 have been aligned, -063 has been deleted, and we will offer only 067.

#### Decision on Software

Since AllData is less expensive and is a yearly license, it was decided that we will buy AllData and the SP2 school program. The campus computer people will install them.

#### NATEF Accreditation

♦ Standard 3 of NATEF says we have to provide proper equipment and resources to teach classes. If not, according to Don Wilson, we could use our NATEF accreditation. Although we do teach to NATEF curriculum and standards, NATEF accreditation is not absolutely necessary, and there is no benefit to us from having NATEF accreditation. Most employers don't care about NATEF or ASE certification. Corporate programs used to want NATEF certification, but they are pulling out of the schools. Mark Williams noted that ICAR standards are above NATEF standards and ICAR accreditation is better than NATEF accreditation.  
♦ Considerations: Will we be compared negatively to other colleges if we give up NATEF? Do all 3 sections of Auto need to be under NATEF, or only one or two sections? If we do not spend funds on NATEF, we could spend the funds on other needs.  
♦ Our NATEF accreditation expires in November 2013. Since Guy Hinrichs will not prepare the paperwork this year; it would be up to someone else.  
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♦ All agreed that NATEF accreditation is not necessary and is of no benefit to us. We will not renew NATEF. If someone changes his mind, he can send an e-mail to all the department faculty so it can be discussed. That person will take the lead in the paperwork.

#### Budgeting and Program Needs

♦ Software should be budgeted every year in the correct account. Budget augmentation requests for software should be submitted as part of Needs Assessment  
♦ It is faculty's responsibility to do program assessment, not the Dean. Our building is in poor condition because faculty have not submitted requests for repairs and upgrades as part of program needs. The work needs to be shared by all faculty; the Department Chair and the Dean cannot do all the work. In other departments, the whole department prepares the needs assessments as a group effort, not one instructor or the Dean. The work must be divided up among all faculty.  
♦ In February, Achala will ask where faculty want fallout funds for next year's needs. Funds must be put into the correct account at the budgeting stage, not after the budget is already set. Look at General Fund and Perkins budgets carefully. If you think you need funds next year, enter it on the budget form in the correct account.  
♦ In Program Needs, we need to budget in General Fund, not Perkins, for one lab tech (Professional Expert) for each Auto Tech, Collision, and Smog lab. The Perkins budget is being cut each year because the State is pulling the funds, and the District may be cutting from SBVC to give more funding to Crafton.

<p>Budgeting and Program Needs (Continued)</p>	<ul style="list-style-type: none"> <li>♦ For Program Needs, all four forms must be completed, including efficacy data and EMP data. Any unmet needs in your program must be submitted by tomorrow's meeting, when they will be ranked. This year's program needs documents will be submitted as is, with no editing by the Dean.</li> <li>♦ Because the Program Needs Committee determines who gets what, we need a representative on the Program Needs Committee. Our needs fall into replacement needs, while the rest of the campus has augmentation and growth needs. We need to participate on the Committee. Guy Hinrichs will consider program review committee membership for next year.</li> </ul>
<p>Other</p>	<ul style="list-style-type: none"> <li>♦ A student complained to Administration that Mitchell is needed for 063. Most students don't complain to Administration unless they are egged on by faculty. This is not good for the Division.</li> <li>♦ An instructor's regular load should be in the daytime. Overload classes should be on Saturdays and evenings, not daytime classes during the week. Instructors are expected to work 40 hours per week, not just during their classes.</li> <li>♦ It is unprofessional to complain to students about the Dean or the administrators. If you have a complaint, talk to the Dean directly about the problems, not behind her back, and not to higher Administration.</li> <li>♦ Another meeting with the whole department is needed to discuss curriculum, and we need to go through each course one at a time. No instructor owns a course, they all belong to the whole department.</li> <li>♦ former students should not use our facility as their own repair shop to do their personal work.</li> <li>♦ The College should not receive any money for any work done on cars at SBVC.</li> <li>♦ No one should be in a class if they are not registered for that class. It is illegal to allow someone in your class who is not registered for that class. The instructor is personally liable for any injury to such a person.</li> <li>♦ The Tool Room needs to be sure the welding storage yard is locked every night</li> </ul>
<p>Adjournment</p>	<p>Meeting adjourned at 5:01 PM.</p>
<p><b>NEXT MEETING: XXXXXXXXXXXX</b></p>	
<p><u>UPCOMING IMPORTANT DATES</u></p>	<p><u>SPECIAL TOPICS</u></p>