



Meeting Date: 6/28/2018
Date Agenda Posted: 6/5/2018

Location: 3901
Time: 6:00pm

Meeting Minutes:

1. Introductions (2 minutes)
2. Meeting Minutes Approval (1 minute)
Meeting minutes for Fall 2017 approved by all.
3. Autodesk / ThinkEDU Authorized Training Center (ATC) Compliance Status (5 minutes)
 - a. Fusion 360
 - i. Autodesk and ThinkEDU is continuing to push for offerings with training in Fusion 360. We are offering it in DDGT130 – Intro to 3D Printing
DDGT130 Intro to 3d Printing was successfully held this summer for the first time in a Boot Camp format. The class was open to all but it was marketed towards high school students. The class was held June 11th – 28th on Monday and Wednesdays between 8:30am to 4:30pm. 16 students took the class and earned a Certificate of Completion from Autodesk. DDGT130 will be offered this Fall for the first time in a typical 18 week semester format.
4. Fee-Based Course Offerings (5 minutes)
 - a. Fee-based course offerings status
 - i. No Fee-Based course offerings are planned any time soon due to enrollment issues.
It was decided by the Program Coordinator (Gary) and agreed on by the committee members to stop offering the Fee-Based courses for several reasons. First, the DDGT department has not been given funds to properly market the classes to local businesses and other interested parties and has had to rely on word of mouth to promote the courses which has not been enough to fill classes. Secondly, the stipulations regarding the Autodesk license through ThinkEDU are preventing expansion of the Fee-Based courses. As required by ThinkEDU, all instructors must be certified in the program that they instruct on, take 40 hour of online training annually, teach 40 hours minimum per year, become an Autodesk Certified Instructor, and must also submit one online article (related to Autodesk) per year to qualify as an instructor and maintain instructor status. All of which must be done on the instructors own time and finances – all with the hope that a class is successfully offered reaching minimum enrollment.

If students wish to receive the Autodesk Training offered in the Fee-Based courses, it is now recommend for the students to take the semester long course for credit as the Fee-Based training has been incorporated into those courses. DDGT courses are now becoming increasingly available in the late afternoons and evenings to accommodate student alternate schedules.

5. Enrollment / Marketing Updates (5 minutes)

a. Spring 2018 Results:

- i. DDGT110 Started with 14, Ended with 10
- ii. DDGT121 Started with 17, Ended with 14
- iii. DDGT241 Started with 4, Ended with 4

This represented good retention and we were happy with these numbers.

b. Summer 2018 2018

i. DDGT130 Summer Boot Camp

- First time offering this class ever. Max enrollment is 15. Class is full with waitlist.

Gary accepted three additional students and with two original students as no-shows, the course started with 16 enrolled in the course. All 16 students attended the full course.

c. Fall 2018 Class offerings (classes begin August 13th):

- i. DDGT110 – Technical Drawing Fundamentals (5 already enrolled)
- ii. DDGT120 – DDGT1 – (3 already enrolled)
- iii. DDGT130 – Intro to 3D Printing (4 already enrolled)
- iv. DDGT230 – Digital Architectural Drafting (9 already enrolled)
- v. DDGT240 – DDGT3 (5 already enrolled)

- Enrollment numbers based on 6/5/2018

To help increase awareness of the DDGT program and to increase enrollment for Fall 2018, Gary presented to students at the following high schools during Spring 2018: St. Helena, Napa High, Vintage, American Canyon, Vallejo, and New Tech. Gary also outreached to Justin-Sienna but they would not return his messages. Gary also gave several tours of the DDGT facility to student groups touring Napa Valley College from local high schools as well and gave presentation all day during Napa Valley College's Founders Day.



6. Articulation Updates (5 minutes)
 - a. St. Helena Articulation DDGT110
 - b. Napa High Articulation DDGT110
 - c. Cogswell Polytechnical College

St. Helena currently has an articulation agreement setup in place. We are currently in the process of setting up an articulation agreement with Napa High school with Phillip Jenschke.

Cogswell Polytechnical College came and gave a presentation to DDGT students Spring 2018. All current students attended as well as several graduates of the DDGT program. We hope to continue to have Cogswell present every Spring and possibly go on a tour in the future. We may also look into articulation with Cogswell at some point in the future as well if it makes sense. Cogswell is one opportunity for students graduating from the DDGT program looking at continuing their education into Video Game design, 3D Modeling, Animation and more.

7. Curriculum Updates (10 minutes)
 - a. Submission to Curriculum for 2018-2019:
 - i. Phase I: Complete
 - DDGT110, 120, 121, 240, 241 courses have been updated, approved, and implemented.
 - DDGT130 has been approved and is being offered for the first time this summer.
 - ii. Phase II: High Priority
 - Updating DDGT230 Digital Architectural Drafting 1
 - a. Currently Residential Design
 - Updating DDGT231 Digital Architectural Drafting 2
 - a. Design and Visualization course.
 - b. Needs of industry?
 - High Priority – Architectural Certificate of Achievement Update
 - High Priority – PLO updates for DDGT AS Degree
 - iii. Phase III: Low Priority
 - Intro to Technical Illustration (name in progress)
 - Intro to 3D Scanning
 - Intro to Drones (name in progress)
 - Certificate around advanced technology courses (DDGT130 3D Printing, 3D Scanning, Drones, Technical Illustration)

Gary plans to accomplish Phase II over the next academic year focusing specifically on DDGT230 and 231 to increase course offerings on the Architectural side of the



program. Eileen Tumlin and other architects from the Advisory Committee will be contributing to the curriculum updates of these two courses. Due to an error in the Curriculum Approval process, the Architectural Certificate of Achievement will need to be resubmitted for approval.

8. DDGT Program objectives that have been accomplished in the current / previous semester (5 minutes)
 - a. DDGT130 – Intro to 3D Printing
 - b. Outreach
 - i. I went out and presented to students at New Tech High School, Napa High, Vintage, American Canyon, St. Helena, and Vallejo High. Met with over 250 students.
 - ii. Founders Day
 - iii. Campus Tours
 - iv. Campus Counseling Department

See previously mentioned areas above.

9. DDGT Program objectives for the upcoming academic semester (5 minutes)
 - a. Update Curriculum for DDGT230, 231, and all department certificates.
 - b. Increase Advisory Committee with additional members of the community in other industries outside of Civil and Architectural to more roundly represent the DDGT curriculum.
 - c. Additional research on 3D Scanning, AR technologies, and Drone Technology with specific equipment selected and priced and how it can be incorporated into existing courses and new courses.

Advisory Committee members suggested some additional companies that might be interested in joining. Jake Armstrong pointed out that any instructor teaching a Drone course may need to have a pilot license.

10. Equipment Status (5 minutes)
 - a. Additional Equipment Needs:
 - i. DDGT Server Replacement
 - ii. Additional Computers
 - iii. New Projectors Upgrades

Gary met with IT and the Dean of CTE at the beginning of Summer 2018. It was in agreement from all parties that the DDGT Server (currently running Windows Server 2008 and is no longer supported by Microsoft) and projectors in rooms 3901 and 3902 need to be upgraded to current technology. It was also suggested that we have 20



current computers in both rooms 3901 and 3902 (there are currently 21 in 3901 and 7 in 3902 that are current).

The server supports all instructors and students in the DDGT program and is utilized in all courses. The projectors in the DDGT program are no longer capable of supporting the resolution needed to match the current instructor machines and is not capable of playing back student animated video projects at actual size. The DDGT program saw a surge in enrollment in Fall 2017. If the enrollment trends continue for Fall 2018, the program will need the additional computers to support larger class sizes and the growth of the program.

The next step is for IT and the Dean of CTE to find the finances to fulfill those upgrades.

11. DDGT Department Financial Requests for Growth (5 minutes)
 - a. Request for funding annual Autodesk Training Center (ATC) license agreement requirements
 - i. Autodesk License Renewal (VOTE) @\$6500
 - ii. Autodesk Certified Instructor (ACI) Renewal (VOTE) @\$2000
 - iii. Autodesk Instructor Certified Professional exam renewals (VOTE) @\$800 (\$160 for each exam)
 - b. Request for funding Ascent annual license for courseware printing
 - i. Ascent License Renewal (VOTE) @\$6500
 - c. SERVER08 is over 10 years old and is the bottleneck on network speeds.
 - i. Request from Napa Valley College for a new server to replace DDGT server. (VOTE)
 - d. Request funding for 3D Laser Scanning equipment and instructor training to train students for industry needs. (VOTE) @\$70,000
 - e. Request funding for Drone equipment to train students for industry needs. (VOTE) (cost unknown at this time)
 - f. Request for funding for additional lab computers to support increased enrollment and additional course offerings. (VOTE)

The DDGT Advisory Committee unanimously agreed to support all requested areas for maintenance and growth.

12. Special Announcement: (0 minutes)
 - a. No special announcements at this time.

13. Industry trends / Public Comments / Round Table (10 minutes)



No comments at this time.

