Meeting Date:	6/28/2018	Location:	3901
Date Agenda Posted:	6/5/2018	Time:	6:00pm

Meeting Agenda:

1. **Introductions** (2 minutes)

2. **Meeting Minutes Approval** (1 minute)

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

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.

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
   b. Summer 2018 2018
      i. DDGT130 Summer Boot Camp
         ➢ First time offering this class ever. Max enrollment is 15. Class is full with waitlist.
   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

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

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)

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

9. **DDGT Program objectives for the upcoming academic semester** (5 minutes)
    a. Update Curriculum for DDGT230, 231, and all department certificates.

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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.

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

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

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

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