Meeting Date: 5/6/2015   Location: 3901
Date Agenda Posted: 4/21/2015   Time: 6:00pm

Attendees: Gary Strommen, Jim Kisiel, Alan Skinner, Sid Chaudhary, Steven Cuddy, Gregory Borchardt (arrived late).

Not able to attend: Jake Armstrong, Eileen Tumlin, and Carl Servais

Meeting Minutes:

1. 6:00 - Introductions
2. 6:01 - Meeting Minutes Approval
3. 6:02 - Autodesk / Gilmore Global Authorized Training Center Compliance Status
    a. Autodesk Certified Instructor (ACI) Status (Current)
    b. Instructor Certified Professional Examinations (Current, will need to renew in Fall 2016)
    c. Autodesk Certification Center (ACC) Status (Current)

Status: Autodesk Authorized Training Center (ATC) and Authorized Certification Center (ACC) license status are current.

4. 6:03 - Enrollment / Marketing Updates
    a. Presentations
        i. H.S. Breakfast
        ii. P-16 success After high School conference
        iii. Napa Valley College social media

Status: Gary was able to promote the DDGT program at multiple events this Spring semester to potential students, NVC employees, and local High School counselors. There are high hopes for increased Fall enrollment.

Advisory Committee: Alan suggested to keep contacting counselors at NVC and at local High Schools into the future because they historically have a high turnover rate and within two years, usually are unaware of our program again.

    b. Fee Based courses
        i. Student concerns - Trouble signing up.

Status: Gary has been informed by students that they have been turned away from the registration process at Upper Valley Campus (UVC) even before the class has been canceled.

Advisory Committee: Committee is concerned with UVC registration methods. It is currently already difficult enough to draw enrollment, and then add that UVC is possibly turning students away? Gary -

plans to have a meeting with UVC to address concerns. Alan – If UVC won't let people enroll, you have no proof that you got close to hitting the enrollment numbers.

5. 6:06 - Curriculum Updates
   a. Status Update on Architectural Drafting and Design Certificate (In Process)
   b. Fee-Based course transition to Non-Credit Enhanced
      i. Still required to have the same minimum enrollment (15)
      ii. Will students have to still meet with a counselor and run through the admission process?
      iii. It will decrease student cost from $341 back to $125

Status: The DDGT program may potentially have the ability to transition Fee-Based courses to "Non-Credit Enhanced" courses. This would remove the fees from the Fee-Based courses that cover the costs of the instructor and administration and would only leave the lab fee of $125 as those costs would be covered by the state. We would be required to have a minimum of 15 students per class and we have been told that students would not be required to meet with a counselor or take entrance exams which are the current requirements of Admissions and Records.

Advisory Committee: Ultimately, the advisory committee left the final decision to Gary. The question to consider is, "Will a reduced cost of the class from $341 to $125 ultimately drive up enrollment enough to reach a minimum of 15 students when we are having difficulty currently reaching a minimum of 10?" The advisory committee felt that $341 is not an unreasonable cost for the evening classes as they would easily cost over $1000 anywhere else for similar training. Gary doesn't feel it is the cost that is preventing the enrollment but a lack of knowledge in the community about the course offerings. Committee voted to request funding to help market the program. Verify that if students enroll in a Non-Credit Enhanced course, they will not be required to meet with a counselor, take entrance exams, or other requirements of Admissions and Records as these would be considered a deal-breaker for anyone interested in coming and taking an evening training course.

6. 6:12 - Course Offerings
   a. Spring Fee-Based Course Enrollment Status Review
      i. AutoCAD Fundamentals 2/3/2015 - 2/26/2015
         ➢ (10 Enrolled)
      ii. Inventor 2015 Introduction to Solid Modeling 3/3/2015 - 3/26/2015
         ➢ (Cancelled due to low enrollment)
      iii. AutoCAD Advanced 4/7/2015 - 4/30/2015
         ➢ (Cancelled due to low enrollment)
   b. Scheduled Summer Fee-Based Course Offerings
      i. AutoCAD Fundamentals 6/15/2015 - 6/25/2015
   c. Fall Fee-Based Course Offerings
      i. AutoCAD Fundamentals
      ii. Inventor Intro to Solid Modeling

    iii. AutoCAD Advanced
    iv. Revit Fundamentals

Status: Very few of our Fee-Based courses are reaching minimum enrollments due to lack of awareness of our program in the local community.

Advisory Committee: We need to further market the evening courses with Gary and Jim personally contacting local business as we have exhausted all other available free marketing options including: email blasts, NVC social media accounts, Small Business department email blast to local industry, and electronic billboards at NVC entrances. Not sure how realistic this is as Gary and Jim are already overloaded with other obligations; however, this will be the emphasis for Fall 2016.

   d. Several requests to offering DDGT 110 over summer.
     i. Room and computer lab available? We rebuild the computer lab every summer.
     ii. Instructor availability?
     iii. Is it realistic to condense the 90 hour course into a five week period (18 hours a week) and expect student success? Note: If we get a new computer lab, we can offer an eight week course over summer (11.25 hours a week).

Status: There have been multiple requests to offer DDGT110 Intro to Technical Drafting as a summer course. This class historically always overfills into the waitlist in both Spring and Fall. Gary is considering offering a DDGT110 course in Summer 2016 class <mark>IF</mark> we get the oldest computers in our computer lab updated. With current equipment, it is not possible to offer an eight week course and a shorter course would be too much information in too small of a time frame to promote students success. *(Note: Summer is when Jim and Gary rebuild the computers with the latest release of the Autodesk Software which is a very time consuming process.)* With one working computer lab, an eight week course is not possible. If we had two working computer labs, we could hold an 8 week course with the first four weeks held in one computer lab while the other lab was being rebuilt and then transition over to the new lab for the remaining four weeks as the prior room gets rebuilt. Currently, our one of our computer labs has 5 year old computers and the second computer lab has 10 year old computers and can no longer support the latest operating system or Autodesk software.

Advisory Committee: Alan agreed that <mark>IF</mark> we get a new round of computers, this would be possible but not with current equipment. Advisory Committee voted unanimously that we need updated computer equipment.

 7. 6:17 - DDGT Program objectives that have been accomplished in the current / previous semester
   a. Increase awareness of the program through local outreach to local businesses and high schools with the goal to increase enrollment. This will consist of the DDGT Technician and the Program Coordinator personally contacting local businesses and high schools to discuss the program.
     i. Increased awareness of the program to Napa Valley College counselors as well as counselor's representation local high schools has been accomplished.

Presenting at the H.S. Breakfast was a huge opportunity for the DDGT program. We are planning on focusing on industry outreach in the following year.

b. Creation of a student survey to graduates of the program to find out if they are working and what their status is.
   i. This was decided to be pushed back to the 2015-2016 academic year so we can focus on enrollment from local high schools.
c. Creation of a survey to local businesses to find out their needs to better guide the program.
   i. This was decided to be pushed back to the 2015-2016 academic year so we can focus on enrollment from local high schools.

Status: Gary and Jim decided to focus on contacting and marketing to local High Schools and NVC counselors to help promote awareness and increase Fall enrollment in the day track courses and push back marketing to local business and graduates of the program to Fall 2015.

Advisory Committee: Agreed that the marketing to local businesses needs to be personal (phone call, etc.) and not email or brochure mailing as those methods will be ignored. Even if we get ignored on the phone call, at least it is increasing awareness. Alan – Ask the business to allow us to send them the survey so they are expecting it and do not delete it. Also, we should consider making different versions of the survey for different types of businesses. Consider outreach to Solano and Santa Rosa College for evening courses.

8. 6:23 - DDGT Program objectives for the upcoming academic semester
   a. Creation of a student survey to graduates of the program to find out if they are working, what their status is, if the job opportunity emails are helpful, etc.

Advisory Committee: Gary and Alan discussed how difficult it is to get feedback from graduates and current students bother currently and while Alan was DDGT Program Coordinator. We will move forward with this but we do not expect much feedback.

   b. Full review of DDGT Curriculum planned over 2015-2016 academic year.
   c. Creation of a survey to local businesses to find out their needs to better guide the program.
   d. Consideration of creating a DDGT annual open house in the Fall to increase awareness and to strengthen business ties. Could include other technical departments on campus (welding and machine tools).

Advisory Committee: This could be a good option. Sid and Steve mentioned several other organizations in the industry that do similar events.

9. 6:26 - Equipment Status
   a. Printers (HP 1055 Design Jet has been repaired, HP 4500N still under repair)
   b. 3d Printers (Makerbot is supposedly still on its way)

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c. Computer Lab (Dell Dimension 670 computers have been failing and no longer support the majority of the software we utilize in the department) (VOTE)

Advisory Committee: Unanimously voted Yes to request funding for new computers.

d. DDGT network is having serious speed issues

Advisory Committee: Alan gave several suggestions on how to troubleshoot our network and offered to help further if those methods did not resolve the issue.

e. VTEA Funds – no VTEA funding came in for the 2014-2015 academic year.

10. 6:32 - DDGT Department Financial Requests for Growth
    a. Request for funding annual ATC license agreement requirements
        i. Autodesk License Renewal (VOTE)

Advisory Committee: Unanimously voted Yes to request funding for our Autodesk License.

        ii. Instructor Annual Certifications (VOTE)

Advisory Committee: Unanimously voted Yes to request funding for our instructor Certifications required by our Autodesk License.

    b. Request for funding Ascent annual license for courseware printing

Advisory Committee: Unanimously voted Yes to request funding for the Ascent courseware.

    c. Request for new computers (VOTE)
        i. Request for 29 new machines to replace Dell Dimension 670 workstations – only 18 of the original 29 machines are currently working. Dell Dimension 670 workstations now approximately 10 years old.
        ii. Note: Dell Precision T5500 workstations are all currently in working order. The manufacturing date on these computers was 7/7/2010 and the workstations are now currently 5 years old.

Advisory Committee: Unanimously voted Yes to request funding for new computers.

    d. Request for funding for marketing (VOTE)

Advisory Committee: Unanimously voted Yes to request funding for marketing.

11. 6:40 - Industry trends / Public Comments / Round Table

Advisory Committee: Alan, Sid, and Steve all mentioned how they have adopted 3D Laser Scanning (LEICA) into their businesses and that it is the way of the future. Advisory Committee voted unanimously to request funding to purchase a 3D Laser Scanner to add into the DDGT curriculum.

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Advisory Committee also stated that industry is shifting away from the Autodesk AutoCAD software as the standard for engineering and architecture. Specialized software like Inventor and Revit are becoming industry standard for specific disciplines. Civil engineering still uses Autodesk Civil 3D as standard. Committee suggested incorporating the Autodesk Revit MEP and Structural versions into courses to meet the new demand. Gregory mentioned that the training he provides is moving away from "essentials / fundamentals" and is moving more towards "advanced" as the software has become more accepted and is being used more.

Takeaway: Gary - We have introduced the Autodesk Certified Professional exams to the students in the program over the last year focusing on the AutoCAD Certificate. Takeaway from meeting is to also emphasize the importance of the Inventor and Revit Certified Professional exams to students and to update the curriculum to focus on these software titles and update assignments to better prepare students for these exams.

Sid – if the Autodesk Civil 3D class were held industry professionals would send their employees to be trained.