



# MEETING MINUTES

**Committee:** Auto Advisory Board

<b>Date:</b> 9/21/2022	<b>Time:</b> 10:00AM
<b>Facilitator:</b> Jason Felton	<b>Note Taker:</b> Michele Doyle
<b>Location:</b> Dr. McIntyre Conference Room and Zoom	
<b>Attendees:</b> Matt Peters, John Gilday, Mackenzie Murphy, Robyn Griswold, Russ Hilliard, Kate Amrol, Jordan Marshall, Bill Gurney, Melba Juarez-Perrone, Matt Cena, Barry Garside, via Zoom- Matt Peters, John Murphy, Scott Fitzgerald and Chris Schwartz	

## Minutes

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**Agenda item:** ASE Accreditation

**Presenter:** Jason

**Discussion:**

Plan is for April 2023- Submission of application by end of October 2022, Jason went through each page of the evaluation with the Advisory Board to give input. 6 Advisory members signed off on it. Jason has a copy of it on file if anyone would like to review it.

**Conclusion:** Jason will need Industry Partners to participate in the process for the accreditation

**Action items**

**Person responsible**

**Deadline**

Application to be submitted

Jason

By end of  
Oct 2022

Industry Partners for accreditation

Jason

N/A

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**Agenda item:** Recruiting Efforts

**Presenter:** Jason

**Discussion:**

Aug -Nov there are 16 events scheduled. We anticipate more rep visits, college fairs, schools coming for shop visits and open house in Nov. Reaching out to CTE in New England for opportunities to come to the shop. All instructors a re participation in visits. Michele distributed folder to members with recruiting information that we give to potential applicants. Mackenzie mentioned to have graduates of the program to go with Admissions to school visits to provide students with their own experience about the Auto programs.

**Conclusions:**

Will continue to reach out to schools.

**Action items Person responsible Deadline**

Recruiting efforts	Michele, Jason, Karl, Tim and Ben	Ongoing
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**Agenda item:** Enrollments

**Presenter:** Jason

**Discussion:**

10 freshmen. 14 returning students will be graduating this year. Freshmen will be doing summer coop and will be looking to industry partners for placement. Half of the students come from auto programs that they took in high school.

**Action items**

**Person responsible Deadline**

Contact Industry Partners for student placement	Jason	Ongoing
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**Agenda item:** Program Status and Updates

**Presenter:** Jason

**Discussion:**

Industry and Transportation would like to offer non-credit courses, night classes, state inspection prep class etc. Will need teachers/adjuncts to do this. Possibly running the programs day/for those who need to work during the da as an option. Run one course for 4 days for 5 weeks and continue to the next course. It would take about 15 to 16 months to complete the program instead of 2 years.

**Conclusions:**

Industry Partners were concerned how it may affect the employee doing school at night while working full time. Willing to be flexible if their employees are willing to do this.

<u>Action items</u>	<u>Person responsible</u>	<u>Deadline</u>
Adjuncts/Teachers for Evening Programs	Jason	N/A
Night Program	Jason	N/A
Non- Credit Classes	Jason	N/A

**Agenda item:** Graduate Survey

**Presenter:** Jason

**Discussion:**

2020 to 2022. 11 responses. This is combined of Auto and Honda students. It concluded students are still employed in the industry, all are technicians, ASE certified, the effectiveness of the course for the program. Jason has a copy of it on file if anyone would like to review it for specific information.

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**Agenda item:** Curriculum

**Presenter:** Jason

**Discussion:**

ADAS- Course is still relevant. Should it be a standalone class? Run as a non-credit? Live work continues to be very important. Hybrid/Electric-Do we need certification to teach the course? There is a place AC/DC in Massachusetts that Bill has used. Briefly went over current classes and are any changes the industry partners would like to see.

**Conclusions:**

Will be looked into further for interest in these areas and to get people interested as well.

<u>Action items</u>	<u>Person responsible</u>	<u>Deadline</u>
ADAS Training and Hybrid/Electric	Jason	Ongoing

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**Agenda item:** Budget **Presenter:** Jason

**Discussion:**

Generous budget. The program has everything it needs for the students.

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**Agenda item:** Tools and Equipment

**Presenter:** Jason

**Discussion:**

The shop has all the necessary equipment, vehicles, cleaning tools etc. needed for the students to complete the programs.

## Other Information

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**Special notes:**

Next Meeting - TBD

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### **Special notes:**

Next Meeting - TBD

