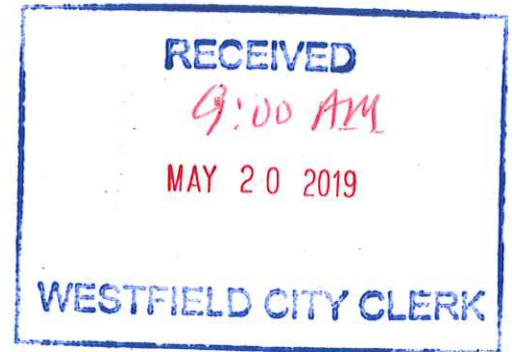


Westfield Technical Academy
Automotive Technology
Program Advisory Committee Meeting Minutes

May 14th, 2019



Program Advisory Committee Members in Attendance:

- Adam Dziewit
- Todd Cimma
- Connor McClafin
- Michael Zabik
- Connor Kane

Faculty in Attendance:

- Dustin Raney
- Robert Thibault
- T.J. Elliott

Meeting Details:

Adam Dziewit called the meeting to order at 6:00 p.m.

1st Item on Agenda: ASE Education Foundation Accreditation Results - Mr. Raney shared with the advisory the programs results of the ASE Education Foundation 5 year evaluation. Mr. Raney stated that the only two recommendations were to make sure instructors have documented 20 hours of industry training each year and to replace the three older lifts in the shop.

2nd Item on Agenda: Curriculum Review - Mr. Raney handed out copies of the programs updated curriculum maps for the advisory to review. It was presented to the advisory that the only major changes were to 9th grade and 10th grade. The 9th grade curriculum gives a brief overview of all areas including maintenance, brakes, steering, suspension, and etc. The 9th grade also dive deep into HVAC as a primary focus for freshmen year. The advisory questioned how in depth we will be going into transmissions, as of right now it is in agreeance to stick with the basics while trying to set a definitive time period in the curriculum where it fits best. The advisory also recommended adding a service manager portion into the curriculum. They recommended having students rotate the service desk. This will give them another aspect of the industry to learn.

3rd Item on Agenda: Annual Follow-up – Mr. Raney shared results of the class of 2018 annual follow-up surveys. Mr. Raney discussed hourly wages, college, benefits, and potential training oportunites.

4th Item on Agenda: Budget - Mr. Raney said that the budget remains the same as last year, \$7,800. As of right now there are no expected changes to the shop budget. He also stated the shop generates extra money from customers that help buy new tools and equipment.

5th Item on Agenda: Employer Needs Survey - Mr. Elliott brought to the advisory's attention that we need feedback from potential employers to better prepare our students for industry. Mr. Elliott handed out the survey for employers to fill out and also encouraged the advisory to have colleagues fill them out and return to us as well.

6th Item on Agenda: Tool & Equipment - Mr. Elliott said that the shop has recently acquired new benches for the classroom, plastic scrappers, hydraulic flare kit, and other miscellaneous hand tools to satisfy ASE's requirements. Mr. Raney asked the advisory members for input on any new up and coming tools and equipment we should be considering. The advisory recommended a new updated scanners due to ours being out dated. They stated that students should be familiar with this new technology to increase efficiency when diagnosing a vehicle. The advisory stated that technicians are in high demand and they need to be able to use the modern digital equipment in order to be employed. Not only does the program need to have enough of the scanners for students to use but to be properly trained in it.

7th Item on Agenda: Advisory Chair Election - Mr. Thibault reviewed the chairs responsibilities with the advisory. Mr. Thibault then opened the meeting up for chair nominations. Mike Zabik motioned as a nomination to be chair, Connor McClafin seconded that motion. Advisory as a whole voted and elected Mike Zabik as new advisory chair.

Mike Zabik adjourned the meeting at 7:00 p.m.