



Napa Valley College
Digital Design Graphics Technology
Program Coordinator: Gary Strommen
Program Advisory Committee Meeting Agenda

Meeting Date: 11/5/2014

Location: 3901

Date Agenda Posted: 11/22/2014

Time: 5:45pm

Meeting Agenda:

1. Introductions (5:45pm):
2. Meeting Minutes Approval:
3. Autodesk / Gilmore Global Authorized Training Center Compliance Status:
 - a. ACI Status (Current)
 - b. Certified Professional Examinations (Current)
 - c. ACC Status (Decide to continue or let go)
4. Enrollment / Marketing Updates:
 - a. VTEA Marketing Funding
 - b. Fee Based courses
5. Curriculum Updates:
 - a. Status Update on Architectural Drafting and Design Certificate (In Process)
 - b. Status Update on Combining DDGT 230/231 (Not Possible)
 - c. Certified Professional exams for students (Current)
 - d. Online Video Lectures (Added as of Fall 2014 to department website)
6. Course Offerings:
 - a. Current Fee-Based Courses Status
 - b. Spring Fee-Based Course Offerings
 - c. Summer Fee-Based Course Offerings
7. DDGT Program objectives that have been accomplished in the current / previous semester:
 - a. Incorporation of Certified Professional Certification for students (Completed)
 - b. Combining a DDGT 230 / 231 course at the same time (Not Possible)
 - c. Increased Enrollment (Better than last year but could still be improved)
 - d. Addition of new "DDGT Commercial" created by students for outreach around campus (Completed and posted on department website and is being played around campus)
 - e. Addition of Video Lectures on department website
 - f. Implementation of a student contact list for job opportunities and other communications
8. DDGT Program objectives for the upcoming academic 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.
 - b. Creation of a student survey to graduates of the program to find out if they are working and what their status is.

- c. Creation of a survey to local businesses to find out their needs to better guide the program.
- 9. Equipment Status:
 - a. Printers (In process of being repaired)
 - b. 3d Printers (Dimension SST is repaired and functional with a new addition of a Makerbot on its way)
 - c. Computer Lab (Dell Dimension 670 computers have been failing and no longer support the majority of the software we utilize in the department)
 - d. VTEA Funds
- 10. DDGT Department Financial Requests for Growth
 - a. ATC Annual Requirements
 - i. Autodesk License Renewal
 - ii. Ascnet Licensing Renewal
 - iii. Instructor Annual Certifications
 - b. New Computer Lab (29 new machines to replace Dell Dimension 670 workstations – only 20 of the original 29 machines are currently working)
 - c. DDGT Technician Full Time Status
 - d. 3D Printer Annual Maintenance Renewal (\$1500)
- 11. Industry trends
- 12. Public Comments / Round Table