



Meeting Date: 5/6/2015
Date Agenda Posted: 4/21/2015

Location: 3901
Time: 6:00pm

Meeting Agenda:

1. **Introductions** (2 minutes)
2. **Meeting Minutes Approval** (1 minute)
3. **Autodesk / Gilmore Global Authorized Training Center Compliance Status** (2 minutes)
 - a. Autodesk Certified Instructor (ACI) Status (Current)
 - b. Instructor Certified Professional Examinations (Current)
 - c. Autodesk Certification Center (ACC) Status (Current)
4. **Enrollment / Marketing Updates** (5 minutes)
 - a. Presentations
 - i. H.S. Breakfast
 - ii. P-16 success After high School conference
 - iii. Napa Valley College social media
 - b. Fee Based courses
 - i. Student concerns - Trouble signing up
5. **Curriculum Updates** (1 minutes)
 - a. Status Update on Architectural Drafting and Design Certificate (In Process)
 - b. Fee-Based course transition to Non-Credit Enhanced (**VOTE**)
6. **Course Offerings** (15 minutes)
 - 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
 - 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).
- 7. **DDGT Program objectives that have been accomplished in the current / previous semester** (10 minutes)
 - 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.
- 8. **DDGT Program objectives for the upcoming academic semester** (10 minutes)
 - 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.
 - 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).
- 9. **Equipment Status** (5 minutes)
 - a. Printers (HP 1055 Design Jet has been repaired, HP 4500N still under repair)
 - b. 3d Printers (Makerbot is supposedly still 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) **(VOTE)**
 - d. DDGT network is having serious speed issues
 - e. VTEA Funds – no VTEA funding came in for the 2014-2015 academic year.
- 10. **DDGT Department Financial Requests for Growth** (5 minutes)
 - a. Request for funding annual ATC license agreement requirements
 - i. Autodesk License Renewal **(VOTE)**
 - ii. Instructor Annual Certifications **(VOTE)**

- b. Request for funding Ascent annual license for courseware printing
 - 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.
 - d. Request for funding for marketing **(VOTE)**
11. **Industry trends** (5 minutes)
12. **Public Comments / Round Table** (10 minutes)