



Meeting Date: 11/17/2015
Date Agenda Posted: 11/3/2015

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 (Autodesk is currently changing the way the Certified Professional examinations are going to be held.)
 - c. Autodesk Certification Center (ACC) Status (Current)
4. **Enrollment / Marketing Updates** (5 minutes)
 - a. Enrollment Status
 - b. Presentations - Napa Valley Unified School District College Night
 - c. Articulation – Faculty Teacher’s Institute (NVC & Napa County Office of Education)
 - d. Outreach - Local Industry Contacts (17)
5. **Curriculum Updates** (3 minutes)
 - a. Status Update on Architectural Drafting and Design Certificate (On Hold)
 - i. DDGT231 Status Update
6. **Fee-Based Course Offerings** (10 minutes)
 - a. Fall 2015 Fee-Based Course Enrollment Status Review
 - i. AutoCAD Fundamentals 8/25/15 – 9/17/15
 - (10 Enrolled)
 - ii. Inventor 2015 Introduction to Solid Modeling 9/22/15 – 10/15/15
 - (Cancelled due to low enrollment)
 - iii. AutoCAD Advanced 10/27/15 – 11/19/15
 - (Cancelled due to low enrollment)
 - iv. Revit Fundamentals 10/5/15 – 10/28/15
 - (Cancelled due to low enrollment)
 - b. Spring 2016 Fall Fee-Based Course Offerings
 - i. AutoCAD Fundamentals 1/26/16 – 2/18/16
 - ii. Inventor Intro to Solid Modeling 2/23/16 – 3/17/16
 - iii. AutoCAD Advanced 3/29/16 – 4/21/16
 - iv. Revit Fundamentals 4/26/16 – 5/19/16
 - c. Fee Based Course Review
 - i. Suggestions on marketing?
 - ii. Too many course offerings?

7. **DDGT Program objectives that have been accomplished in the current / previous semester** (5 minutes)
 - a. Local Industry Outreach
 - b. Equipment Review and Upgrade Requests
8. **DDGT Program objectives for the upcoming academic semester** (5 minutes)
 - a. Creation of a student survey to graduates of the program to find out if they are working and what their status is – High Priority.
 - i. NVC now requires Career Technical Educational programs to keep track of graduates of the program work status. NVC wants to know what our job employment rate is for graduates of the program. It is unclear at this time whether we need to track job placement in related fields or all job employment.
 - Request input from committee members on what a realistic employment rate in related fields should be?
 - Request input from committee members on what a realistic employment rate in all fields should be?
 - b. Full review of DDGT Curriculum planned over 2015-2016 academic year.
9. **Equipment Status** (5 minutes)
 - a. All printers are currently in working order.
 - b. Computer Lab
 - i. Dell Dimension 670 computers are 10 years old and have been failing. They also no longer support the majority of the software we utilize in the department.
 - ii. Dell Dimension T5500 computers are 5 years old and are inadequate for our current software needs.
 - Request from Napa Valley College for a new round of computers to replace Dell 670 computer lab. **(VOTE)**
 - c. DDGT network is having serious speed issues. We have found that it was our out of date switches that was causing the problem. We have been approved for new professional grade Cisco switches.
10. **DDGT Department Financial Requests for Growth** (5 minutes)
 - a. Request for funding annual Autodesk Training Center (ATC) license agreement requirements
 - i. Autodesk License Renewal **(VOTE)**
 - ii. Instructor Annual Certifications **(VOTE)**
 - b. Request for funding Ascent annual license for courseware printing **(VOTE)**
 - c. Request for new computers
 - i. Request for 31 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. Two additional computer requests (included in the 31) to replace office machines at the same time so we can use our office machines to grade student assignments as well as prepare for lectures. **(VOTE)**

- d. Request funding for 3D Scanning equipment to train students for industry needs. **(VOTE)**
- 11. **Industry trends** (5 minutes)
- 12. **Public Comments / Round Table** (10 minutes)

Completion Job Rate

