



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

Location: 3901  
Time: 6:00pm

Meeting Agenda:

1. **Introductions** (2 minutes)
  - *In Attendance: Gary Strommen – Digital Design Graphics Technology Program Coordinator at Napa Valley College, Jim Kisiel – Digital Design Graphics Technician at Napa Valley College, Eileen Tumlin – Digital Design Graphics Technology instructor and Architect, Jake Armstrong - County of Solano GIS Coordinator, Carl Servais – AIA Architect, and Steve Cuddy – Owner of Napa Valley Architects.*
2. **Meeting Minutes Approval** (1 minute)
  - *Unanimous approval.*
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)
    - *ACI status is current. Autodesk / Gilmore Global is in the process of changing how they do the Certified Professional examinations. The new process has not been released yet. Currently, all instructors in the program are required to be certified annually on the software packages that they instruct on.*
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)
    - *Fall 2015 had a significant increase in enrollment in all day classes from the previous year. We are speculating that the increase in enrollment is due to increase in awareness in the program due to public presentations as well as word-of-mouth.*
    - *We have determined that to further increase enrollment in the day program, we must target high school programs that are already related to the fields of study in the DDGT program and not general student populations. This will be accomplished in the Spring 2016 semester with presentations held by Gary Strommen at local high schools.*

- *Jim Kisiel has contacted roughly 60 local businesses related to the fields of study covered in the DDGT program. Of those 60 local businesses, only 1 actually was aware of our program and the services we offer. Continued outreach will be a necessity to increase enrollment in Fee-Based ATC evening classes.*

**5. Curriculum Updates (3 minutes)**

a. Status Update on Architectural Drafting and Design Certificate (On Hold)

i. DDGT231 Status Update

- *The DDGT231 Architectural Drafting and Design Certificate required completion of DDGT230 and DDGT231 as well as one of the following courses: DDGT 110 or DDGT 120. The DDGT231 course has not been successfully offered in years because it is not officially required for the AS Degree. As such, the class has not been able to have the Student Learning Outcomes (SLO's) evaluated. The Napa Valley College has / is going under accreditation review and part of evaluation is / was to evaluate the SLO review status. I was highly recommended to archive DDGT231 until it can be successfully offered. We have also lost the instructor for DDGT231. Course Outline of Record (COR) will need to be updated before DDGT231 can be offered again.*

**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?
  - *Committee members offered several suggestions to take into consideration.*
    - a. *Offer a class to a specific company (companies) for a flat rate regardless of how many people enroll.*
    - b. *Try offering courses either on Fridays for several weeks or try a Friday / Saturday / Sunday for two weekends type of a class.*
    - c. *Increase the cost but decrease the number of students.*



- *Courses have already been submitted to Upper Valley Campus for Spring 2016 and any suggestions will have to be tried over Summer 2016 schedule.*
- *We lost one of our ATC instructors due to inconsistent course offerings. Basically, I cannot keep instructors when I am having a class success rate of around 25% due to a lack of marketing funding.*

**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
  - *See local industry notes mentioned above.*
  - *All printers are currently working. Network switches which are extremely antiquated have been approved for upgrades – equipment has been ordered. Computer Lab 3901 has computers 10 years old with about 2/3 of the equipment in a non-functional state. Computer Lab 3902 has computers that are 5 years and are not adequate for our computing needs. The Napa Valley College is aware of or situation but currently has no funding available for replacements.*

**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.
  - ii. Request input from committee members on what a realistic employment rate in related fields should be?
    - *The DDGT advisory committee was in agreement that 50% should be a realistic number.*
  - iii. Request input from committee members on what a realistic employment rate in all fields should be?
    - *The DDGT advisory committee was in agreement that 80% should be a realistic number.*
    - *Gary expressed concerns with receiving feedback from graduates of the program – typically very few individuals will respond. Committee members acknowledged this is typical in their businesses as well. Gary is aware that the Napa Valley College pays a third party to keep track and create reports for current and graduate employment based on Social Security numbers and tax documentation. The committee is suggesting that NVC gathers this information from this third party for more accurate reporting since they are paying for this service anyways and*

*this should not be the responsibility of the department Program Coordinator due to the lack of student response.*

- 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.
      - *The advisory committee voted unanimously for the Napa Valley College to supply funding for a new computer lab.*
  - 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.
    - *New switches have been approved and are currently in the process of being ordered.*
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
      - *The advisory committee voted unanimously for the Napa Valley College to supply funding for the Autodesk License Renewal.*
    - ii. Instructor Annual Certifications
      - *The advisory committee voted unanimously for the Napa Valley College to supply funding for the Instructor Annual Certifications.*
  - b. Request for funding Ascent annual license for courseware printing
    - *The advisory committee voted unanimously for the Napa Valley College to supply funding for the Ascent License Renewal.*
    - *Carl and Eileen have mentioned that the Ascent courseware is all they have ever seen used at other ATC locations.*
  - 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.
      - *The advisory committee voted unanimously for the Napa Valley College to supply funding for a new computer lab.*
  - d. Request funding for 3D Scanning equipment to train students for industry needs.

- *The advisory committee voted unanimously for the Napa Valley College to supply funding for 3D Scanning equipment to stay relevant with industry needs.*

**11. Industry trends (5 minutes)**

- *There is an increase in construction which has also led to an increase in drafters. Most committee members have stated that their business has increased and they are very busy.*

**12. Public Comments / Round Table (10 minutes)**

- *Jake expressed a need for training for his employees.*
- *Autodesk software in the 2017 release will be completely subscription based and users will no longer be able to purchase a stand-alone license that will not expire. Curious to see how the industry will respond and how the needs of the students may change.*
- *Carl mentioned there is a significant increase in job postings on the AIA website and it does not appear that the jobs are being filled as they postings keep reappearing.*
- *Carl also suggested contacting Santa Rosa JC as the program director there is retiring. It might be possible to create some kind of beneficial relationship with the new director as we may have services available to their students that they may not offer.*
- *Eileen mentioned East Bay and San Francisco available jobs are up.*
- *No one really had any suggestions on how to spend \$6000 in VTEA grants as most of our needs are \$100,000 or larger.*