

**AUTOMOTIVE SERVICE TECHNOLOGY
JOINT ADVISORY COMMITTEE MEETING MINUTES
NCTC - EGF CAMPUS**

October 27, 2003

Dinner was hosted by the East Grand Forks Autoservice Department prior to the meeting.

Meeting was called to order at 7:44 PM at Northland Community and Technical College, East Grand Forks Campus.

East Grand Forks members present were: Dave Pelarski, Doug Runyan, Pete Wald, Jeff Borgen, Dave Danielson, Kaare Gjerding, Darin Hart, Brian Funk, and Harry Everson.

Thief River Falls members present were: Shawn Bugge, Mark Evenson, Jason Anderson, Jerry Nelson, and Bob Bjorgaard.

Instructors present were John Steinke, Craig Lanning, and Denny Wierima, Norm Halsa, and Charlie Kiesow.

Academic Dean, Steve Austin represented administration.

The meeting started with each instructor and member introducing themselves.

Under old business Norm Halsa and John Steinke gave reports on the NATEF evaluations that were held at both campus's last year. Members were shown the display plaques and were informed that both programs were ASE Master certified programs. John Steinke brief the members on the relationship between NATEF and ASE and that certified programs require instructors to be certified in the areas that they teach.

Under new business Denny Wierima reported on the numbers he currently has enrolled in first year and John Steinke gave the numbers in second year at EGF. Charlie Kiesow reported current enrollment at the TRF campus. Norm Halsa explained that 8 of the 38 students were post secondary options from high schools from the area districts around Thief River Falls and that Thief River Falls School district does not have a vocational center any longer. Dave Pelarski reported his high school section numbers to the committee.

Also under new business John Steinke reported the work that has been done on curriculum since the merger. It was explained that we have to have matching programs at both sites. Denny Wierima passed out hand outs that had what both programs currently deliver. Also given to the members was a listing of proposed courses and credits for the proposed combined diploma program. It was explained to the members that curriculum in the first and second year would be the same at both sites. Norm Halsa asked members to take time and look at course titles to see if the titles reflect current trends and description within the industry. Questions concerning the course title HVAC was discussed. Some of the members thought that HVAC was a term used more in the building trades. Mark Evenson, service manager from Westside Motors, Thief River Falls stated that Chrysler is currently using HVAC in most of their literature. Members than suggested that we put auto in front of HVAC to present that the course is automobile heating and air conditioning. Denny Wierima brought a suggestion to the committee that we should have the students pay the fee to take the air conditioning handling tests. When the students pass the heating and air conditioning course and take the test they would be certified Freon handlers. Everyone agreed that it would be beneficial to students to have those credentials when applying for work.

Norm Halsa explained the life skills that were listed on the proposed automotive diploma program. John Steinke added what additional courses that the EGF students currently have to take. There were some questions relating to the importance of the life skills courses.

Discussion took place on whether internships should be mandatory. Norm Halsa explained that at the TRF campus internships are an elective. He also stated that some of the reason behind that decision was that not enough shops were available for interns and that some of the students needed more time on task in the college lab prior to a work experience. John Steinke reported that the mandatory internship currently works for the EGF campus. Members that have sponsored interns felt that it was good for both the student and the shops. If the internship was positive that the student was hired full time after graduation.

On the subject of staff recruitment and substitutes. John Steinke reported that EGF has a policy that if an instructor is sick more than three days that a substitute would be brought in. Norm Halsa reported that the TRF campus has no policy but has hired a substitute when he has been gone for faculty negotiation due to the fact that the faculty union pays for the substitute. John Steinke reported that he was retiring at the end of fall semester.

Charlie Kiesow reported that the recruiters have 67 prospective students that are currently high school seniors and 22 that are juniors. A discussion was held on

what maximum class size should be. Norm Halsa reported that 18 was a large class. John Steinke thought 16 was plenty. Members agreed that 20 - 24 students were to many for one instructor. It was reported that both first years were over the 20 student mark in most courses.

Norm Halsa asked members if there were any new special tools that they were aware of. Mark Evenson reported that Chrysler released it=s new scan tool to dealerships three weeks ago.

Both John Steinke and Norm Halsa thanked the members for their time and told them how we valued and needed their input in the program.

No time or date was set for the next meeting. Most members felt that we should have another joint meeting during the spring semester to validate the curriculum.

Meeting adjourned.