

Automotive Service Technology
Program Sustainability Meeting
October 7, 2008

Present: Norma Konschak, Norman Halsa and Mark A Johnson

This was the initial meeting to discuss the status of the Automotive Service Technology Program at Thief River Falls as being identified as needing attention through the Program Sustainability and Data Analysis process.

Items discussed:

- Norma shared the rubric used to identify the positive and negative ratings on the data analysis sheet.
- Norma also provided each faculty member with a copy of the Procedures for Reviewing Program Sustainability
- Faculty asked that Norma present the data analysis information at an upcoming advisory committee meeting (10/30/08)
- Faculty noted changes that are needed on the program webpage
 - Charlie Kiesow is listed as a faculty contact and needs to be replaced by Mark A Johnson
 - Contact information such as phone numbers need to be verified**Norma submitted GroupLink ticket for these items.**
- Faculty would like to have a video clip of the shop to be able to attach to e-mails sent to prospects. **Norma submitted a ticket via GroupLink with this request.**
- Faculty will contact Gene Klinke to get a list of high schools with auto and/or small engine programs.
- Faculty would like to produce an update brochure for program. **Mark indicated that he had a brochure from Summer 2009 that could be changed.**
- Faculty would like to use some program funds to purchase promotional t-shirts to give to prospects who visit the program. **Faculty have begun work with vendor for design.**
- Best time for Sustainability Committee meeting after 3:00 PM, Monday thru Thursday.