



Auto Body Collision Technology Program Sustainability Committee Meeting

April 20, 2012

1:00 PM

Polycom – TRF-545/EGF-301

MINUTES

Attendees: Norma Konschak, Kent Wagner, Tim Reuter, Rocky Ammerman, Gene Klinke, Kent Hanson, Jason Trainer, Lori Jonson, Recorder
Absent: Don Fischer

Topic	Responsible Party	Discussion/Outcome
Call to order		1:00 pm.
1. T-Shirt Design	Norma Konschak Tim Reuter Kent Wagner Jason Trainer	A copy of the T-shirt design was handed out and reviewed. Jason thought the design looked good but he suggested removing the official logo from the bottom as it did not go along with the “theme” of the design. Kent W and Tim will contact designer and work with him to add “Northland, Thief River Falls Campus” somewhere in the design. The final design will then be forwarded to Jason for approval.
2. Recruiting/Prospects	Gene Klinke Kent Wagner Tim Reuter Jason Trainer	<p>Prospects report given by Gene:</p> <ul style="list-style-type: none">• 37 prospects (Auto Body chosen as their first choice)• 14 students are cross-overs with Auto Service• 6 applicants (3 of these are pending)• 1 student registered <p>With the “Connect” account in place, instructors are notified of new prospects with 24 hours. They are then able to follow up directly with prospect.</p> <p>Tim and Kent W have spoken to five students who are not on prospect list that are interested in the program.</p> <p>A “program specific” letter is not currently provided in the packet of information sent out to new prospects. Gene will see if he can locate previous auto body program letter so that it can be updated and included with initial packet that is sent out.</p>

		<p>Tim and Kent W reported on open house that was held this spring. The afternoon session had a good attendance with students coming from high schools but the evening session was poorly attended.</p> <p>An open house vs. Career expo was discussed. It was noted that a more structured career expo is desired.</p> <p>The Prime Steel car show held in Grand Forks on April 14-15th was well attended. A question that came up from parents was that they didn't know where college was located. Promotional materials need to be updated to include: NCTC-Thief River Falls campus.</p> <p>A "Northland night" at River City Speedway was discussed. Jason will contact River City to check on this.</p>
3. Curriculum (NATEF Certification)	Norma Konschak Kent Hanson Tim Reuter Kent Wagner	<p>Move forward with curriculum modification to conform to NATEF standards:</p> <ul style="list-style-type: none"> • Committed has been formed to work on this • Review checklist • Curriculum changes anticipated: <ul style="list-style-type: none"> ○ Hours modified to conform with NATEF ○ Renaming courses as necessary ○ More structured program is needed to conform to NATEF standards • Create a "Parts Specialist" certificate
4. Advisory Committee	Norma Konschak	<p>Auto Body Advisory Committee needs to hold spring meeting with student members (include one 1st year and one 2nd year students)</p> <p>Agenda items:</p> <ul style="list-style-type: none"> • NATEF • Process from system office <ul style="list-style-type: none"> ○ 60 credit cap – AAS programs ○ Waiver needed if over credit cap
5. Program Changes	Norma Konschak	Program changes will be made to conform to NATEF standards.
6. Promotional Materials Web Page Google Ads Video/Photos Traditional Advertising	Tim Reuter Kent Wagner Gene Klinke Kent Hanson	<p>Tim and Kent W will work with the auto service program to find a project car to work on jointly. Some possibilities were discussed:</p> <ul style="list-style-type: none"> • Gene will check on some Dodge Chargers that might be available to purchase from the White Earth police department. • Hybrid vehicles run from \$8-10,000 • Kent Hanson said he will come up with \$2,000 to use towards the purchase. • Gene will look at his budget to see if he has any money that could be used. • Vehicle could be used as a fleet vehicle and taken on recruiting visits. • Kent Hanson directed Kent W and Tim to move forward with this project. <p>Program sheets need to be updated. Gene gave Tim & Kent W the current program information he has and asked them to review and update the form and return to him.</p>

7. Transportation Sector Meeting	Norma Konschak	Norma and the Auto Body faculty attended a Transportation Sector Meeting in Bemidji on April 19 th . Transportation areas invited were Auto Service, Auto Body and OTR Trucking. The meeting was directed primarily to the auto service industry.
8. Student Mentor/ Student ambassador		Student mentors are primarily used at an event. Student ambassadors are basically "tour guides".
9. Grant Application	Kent Wagner Norma Konschak	Kent is writing a grant for equipment and supplies. Norma suggested Kent talk to Sherry Lindquist to help write grant. Kent should forward draft to Norma for review. Kent will contact Shannon Jesme to obtain college ID# needed for grant.
10. Sabbatical Replacement	Norma Konschak	Tim Reuter will be on Sabbatical Fall 2012 to work on completion of NATEF certification. A replacement is needed for fall semester. A search is in process but no applicants yet. Roger Rivera (retired instructor) has voiced an interest to come back and help out if necessary.
11. Action Items	Committee	<ul style="list-style-type: none"> • T-Shirt Design <ul style="list-style-type: none"> ○ Kent W and Tim will work with designer to incorporate "NCTC-Thief River Falls campus" on the t-shirt design and return to Jason for final approval. ○ Curriculum • Recruiting/Prospects <ul style="list-style-type: none"> ○ Gene will work with Kent W and Tim to draft a "program specific" letter to be included in the "packet" that is initially sent out to students. Tim and Kent W will review and update program sheet and return to Gene. ○ Jason will contact River City Speedway to check on the possibility of a "Northland night" at the speedway. • Advisory Committee <ul style="list-style-type: none"> ○ Kent W and Tim will schedule and hold a spring advisory committee meeting. • Promotional Materials <ul style="list-style-type: none"> ○ Kent W and Tim will work with the Auto Service department to purchase a project car. ○ Kent W and Tim will update program information sheet and return to Gene. • Grant Application <ul style="list-style-type: none"> ○ Kent W will contact Shannon Jesme to obtain college ID#.
Adjourned		2:00 pm.