

ABC Adult School
12254 Cuesta Drive, Cerritos, CA 90703
(562) 229-7960

IT Technician Advisory Meeting
May 11, 2018
11:00 a.m. to 1:00 p.m.
Room E7

Committee Members Present:

Brian Hollabaugh, Trust-E Tech
Joe Machado, ABCUSD
John Dagsaan, Diamond Mattress
Sony Lothe, Student
Reynaldo Taluban II, Student

Committee Members Absent:

James Hannum, Trust-E Tech

In Attendance:

Dr. PaoLing Guo, **Principal**; Chuck Minear, **Assistant Principal**; Caroline Fortuno, **Job Developer**; Melissa Van Aalsburg, **Secretary II**

Instructors: Bob Takhar, Mike Normoyle, Lorena Mares

Minute Items

Welcome

By Dr. PaoLing Guo

Paoling welcomed everyone to today's advisory meeting. She thanked everyone for taking time out of their busy day to join us. The ABC Adult School looks at the community needs when deciding what programs to offer our students and our community. We will be starting a Dental Assistant program next year. We are also looking into offering a welding program as well. The welding program will be in conjunction with Artesia High School which is across the street from our Cabrillo Lane campus. We have had many outside companies say that the ABC Adult School offers exceptional services to our students. We welcome all different kinds of professionals to join us because for the IT Technician program there is no shortage in the companies a student can work for. Every company uses many different aspects of information technology. Thank you again for coming and we look forward to hearing everyone's input in today's advisory.

Introductions and Meeting Overview

By Chuck Minear

The ABC Adult School currently puts out two brochures a year. Before the Fall and Spring semesters we issue our full catalog. The catalog includes all of the information about the school including all of the career pathways. We also issue a Mid-Fall and Mid-Spring brochures. These brochures are only a couple of pages that list our 2nd quarter, 4th quarter, and summer classes. The ABC Adult School has approximately 20,000 duplicated students a year, and our CTEC program has approximately 6,000 duplicated students a year. Our school is twice as big as our local high schools. We have classes anywhere between 8 am and 9 pm.

We offer our students two ways to take our CTEC classes. They can either come in and take one or two classes at a time, or they can take a full career pathway. We offer our students 11 career pathways, and once a student completes a career pathway, they will receive a vocational diploma. We also offer our students industry certification. We highly recommend all of our students to get the industry certification and in order to help our students get the certification, we offer the test vouchers at a deeply discounted rates. Bob Takhar, instructor, mentioned that most companies will not hire employees unless they have received the industry certification.

Review Mission Statement

By Chuck Minear

The goal of a mission statement is for everyone to know what we are focused on as a school. "The mission statement of the ABC Adult School is to improve the quality of life by providing our diverse community with meaningful opportunities to fulfill career, educational, and personal goals through lifelong learning." We have many different departments including Academics, ESL, Community Education, and Parent Education. Today we are focused on our CTEC program and more specifically our IT Technician pathway.

Job Center Updates

By Caroline Fortuno

With COE Accreditation we are required to meet a 60% completion rate and a 70% placement rate. We have a job developer who will help all of our students who are enrolled in our programs.

As a job developer, Caroline, helps the students with job preparation including resumes, cover letters, internship, etc. We want to get our students somewhere permanent in their field of study. We have an annual career fair, a monthly Join our Business (JOB) workshops, and much more. We look forward to working closely with you all in the future.

Review and Discuss Student Learning Outcomes

Instructional Delivery Methods

Instructional Supplies

By Bob Takhar

Job Placement Numbers

By Chuck Minear

Many of our students have already been in jobs, and they are coming back to school to update their skills or to find a new profession. Many students like hands-on work, and that is what we offer with our IT Technician program. PaolLing added that in many areas you don't need a degree just the industry certification. Our state is starting to recognize the importance of industry certification.

IT Technician Occupations Area of Focus

The scenario put forth to the group: **"QUOTE SCENARIO"**

Remember that adult school training should be:

1. Entry Level
2. Broad without being too broad
3. Adequate training to be placed in a job and/or
4. Preparing the student to further their education in a degree granting institution
5. Obtain appropriate entry level industry certification

Program Main Outcomes

Come up with six to ten main, realistic outcomes you think a student should have for a program that is 27 – 36 weeks long.

Program Class Titles

If you have to design a program from the beginning that consists of about eight courses, each course six to ten hours a week for nine weeks, what titles would they have and what order would you offer them.

Program Equipment/Software/Resources

Is there any further equipment/software/resources you think we should plan into future budget allocations?

Community Contribution

Is there any way you or your company would be willing to help with any of the goals/courses above?

Adjournment

Chuck thanked everyone for coming and contributing to today's Office Occupations Advisory Meeting.

Transcribed by: Melissa Van Aalsburg

Signature: _____ Date: _____