

El Camino College - Industry and Technology Division  
Air Conditioning & Refrigeration Department Meeting  
October 3, 2013 – 3:30 p.m.

PRESENT: Vic Cafarchia, William Johnson, Timothy Muckey, Stephanie Rodriguez, Daniel Shrader, Dale Ueda.

The meeting began at 3:30 p.m.

Plan Builder Updates: Tim is making updates in PlanBuilder.

Curriculum Review: Dale noted that Compton is up-to-date on curriculum review.

PLO Assessments: All required PLO statements have been written and assessments completed.

SLO Assessments: SLO statements and assessments for the semester have been completed.

New Instructors: There is a need to recruit two additional part-time instructors. In addition, the department would like to institute a CAA cohort similar to Welding; it will require additional lab support

Safety Program: There will be a meeting on October 12 with industry members to review current safety fundamentals and compliance with OSHA and other regulations. There are concerns regarding safety glasses, lock-out, tag-out, shoes, etc.

Update Lab Equipment: There is a need to have an updated equipment list.

New Building: There is a question regarding owner-supplied vs. new equipment; Dan will follow up.

An open house will be held once the new building is open.

There was discussion regarding technical training as part of faculty development. Vic recommended the HVAC Workshop held in Las Vegas in March. It was suggested to partner with NC3 and others to make sure that ECC is in sync with industry.

Program Changes: An automation certification was suggested.

Student Success: There was discussion regarding several aspects of student success, including jobs and employment, certificates and degrees earned.

The meeting was adjourned at 4:30 p.m.