

# Advisory Committee Meeting Agenda & Minutes

**ROP Course:** Art of Video

**Date:** January 11, 2013

1. **Purpose of meeting:** The main functions of the Advisory Committee are to provide up-to-date information on current trends in business and industry, make recommendations for the improvement of the ROP program, and provide an overview of labor market conditions.

*In order for the ROP curriculum to be approved by the California Department of Education, it is essential for the advisory committee to discuss:*

- *The curriculum*
- *The labor market—job opportunities*

2. **Business Advisors present:** (include name, title, name of business, phone number and e-mail address, or **attach business card**) Alex Tomec

3. List of **ROP Teachers** and **Guests** present: Paul LaCasse/Alex Tomec

4. **Meeting called to order.** Meeting location: **By Phone**

5. **CURRICULUM REVIEW:** Review the curriculum thoroughly, discuss, and make recommendations for updating.

- Are the entry-level job titles appropriate? Entry level titles are appropriate. However, the Wedding Videography Industry is increasingly competitive and skill level is a must. A Demo Reel demonstrating Skill and Workmanship is essential to landing a job. Internships are only used as training exercises for potential employees.

- Is the course description relevant?

After discussing the course description Alex agreed that it was essential the students get the basic concepts of filmmaking. He suggested a more detailed use of understanding of the equipment as well. Unfortunately we do not have all of the proper lighting gear to help students grasp the detailed concepts of lighting and I agreed this will be a source of equipment purchasing I will consider in the future.

- Is the course outline realistic and up-to-date?

Alex liked the projects and felt they can help with the understanding of basic to advanced filmmaking but he was in disagreement with the use of iMovie over Final Cut. I tried to explain the class of 40 – 42 does not always include students interested in filmmaking. The percentage, in fact, is rather small when considering the class size. The reason behind using iMovie is it is easy for all to grasp. I also explained as the class goes into the second semester Final Cut Express is introduced and the student can choose to go this direction if they so desire

- Are the books, instructional materials, and equipment up to date?

I explained the books are used to introduce new concepts and he was resistant to the equipment only because of the industry trend. Recently, Lumitone (Alex's Wedding Company) switched from EX1 Video Cameras to Canon 5D DSLRs. He explained this is the industry trend and soon video cameras may be obsolete in their current form. DSLRs are cameras that shoot photo and HD Video.

- Are allotted hours adequate?

This topic was not breached, but he agreed the hands-on projects were relevant

- Discussion and recommendations.

\_\_In conclusion, Alex was confident the program will help the motivated filmmakers learn the trade. His recommendations regarding Lighting, DSLRs and the use of Final Cut will help the students that are interested in filmmaking as a career or college pursuit will be taken into the highest of consideration

## 6. Does the committee approve the curriculum? YES

## 7. LABOR MARKET INFORMATION: What is the demand for employees in this field?

- What are the local job opportunities for ROP graduates?

A Demo Reel demonstrating Skill and Workmanship is essential to landing a job.

- Are internships available?

Internships are only used as training exercises for potential employees for his Lumitone business. However, internships can be found online but Alex suggested most companies use the interns as gophers rather than videographers.

- Discuss current and future trends in this business or industry.

Once again DSLRs are the trend of the industry with an eye on 3D

## 8. Recommendation to support continuation of this program: YES

## 9. Adjournment. Minutes taken by: Paul LaCasse

**ROP Teachers:**

*Please take minutes of your Business Advisory Committee meeting and e-mail them to your Student Programs Principal, or send them to ROP along with your weekly ROP attendance.*

**Contra Costa County Office of Education  
Student Programs — ROP  
77 Santa Barbara Road**



## Business/Industry Advisory Committee Meeting Agenda & Minutes

**ROP Course:** Architectural Design, Adv. Architectural Design, Construction, Int

**Date:** 11/8/12

1. **Purpose of meeting:** The main functions of the Advisory Committee are to provide up-to-date information on current trends in business and industry, make recommendations for the improvement of the ROP program, and provide an overview of labor market conditions.

*In order for the ROP curriculum to be approved by the California Department of Education, it is essential for the advisory committee to discuss:*

- *The curriculum*
- *The labor market—job opportunities*

2. **Business Advisors present:** (include name, title, name of business, phone number and e-mail address, or **attach business card**) See attached sign-in sheet.

3. List of **ROP Teachers** and **Guests** present: See attached sign-in sheet.

4. **Meeting called to order.** Meeting location: 4:00 p.m. at Pittsburg High School

5. **CURRICULUM REVIEW:** Review the curriculum thoroughly, discuss, and make recommendations for updating.

- Are the entry-level job titles appropriate?

We need to include Drafting (not Architecture) as an entry level job title. Also, include Industrial Hygienist Technician.

There was a discussion about the requirements for becoming an electrician apprentice. Students will need to be 18 years old e of being or

Wages for electricians start at about \$19.00 the first year. Industrial Hygienist tech requires a college degree.

Students applying will take an aptitude test and also have an interview. Training is two nights per week. The apprenticeship stresses the he apprenticeship stresses the importance of being on time, having good visualization skills, and effective communication skills.

Students will need to be 18 years old and have a high school diploma and a drivers license to apply. Students applying will take an aptitud

- Is the course description relevant?

Tools (computer applications) are good, but we need curriculum which is focused on problem solving and "thinking". Board drafting should be included and students should be encouraged to do more presentations to develop their communication skills.

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• Is the course outline realistic and up-to-date?

We need to stress reading, writing and the ability to communicate professionally.

Students should be encouraged to do more presentations to develop their communication skills.

Another skill which students should learn is how to write a clear proposal for a project.

Critical thinking and problem solving both independently and as part of a team are essential, and will benefit students no matter what career path they choose.

• Are the books, instructional materials, and equipment up to date?

Yes, but we are less interested in the tools and more interested in developing the "soft skills" and helping students become "work-ready".

Additional resources: Terry Baldwin, Assistant Business Manager for the International Brotherhood of Electrical Workers L.U. 302 offered to be a classroom speaker to talk to students about becoming an apprentice electrician. He can be reached at 1-925-228-2302

• Are allotted hours adequate?

Students need to be able to break a complex job into manageable parts and then complete each part in a reasonable amount of time.

Time management is a good skill to teach students.

• Discussion and recommendations.

Work ethic and initiative are a must. Thinking and conception are more important than drafting tools.

We must do more than teach applications. Workers are only good if we can bill hours. Communication and presentation skills are critical across all industries.

It is important for staff working the College & Career centers to be familiar with apprenticeship programs.

6. Does the committee approve the curriculum?  YES  NO

**7. LABOR MARKET INFORMATION: What is the demand for employees in this field?**

- What are the local job opportunities for ROP graduates?

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Colleges are looking for portfolios, and industry is looking for students with great professional communication skills.

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Commercial, heavy commercial and industrial jobs in electrical are strong.

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As a union electrician, you have the mobility to work across the country. The labor market for electricians is fairly consistent as long as the economy stays firm; jobs are returning. There are several large projects employing electricians, such as the 49ers and Earthquakes stadiums. Many smaller housing tracks are also beginning to be built.

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- Are internships available?

Skills students need: Listening skills, ability to read, write and speak clearly, ability to take constructive criticism are important.

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For math skills, students should have basic algebra, and use a tape measure accurately. Professionals use application tools and calculators to assist them on the job.

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Students need good math skills, common sense, and adherence to safety standards to do well in these jobs.

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- Discuss current and future trends in this business or industry.

Employers are actively seeking female and minority candidates to fill open positions.

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As the economy swings upward, growth of jobs will increase in construction, architecture and electrical positions. Right now there is building going on commercially, and to a lesser degree, residentially.

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**8. Recommendation to support continuation of this program:**  YES  NO

**9. Adjournment. Minutes taken by:** Lindi Huntsman

**ROP Teachers:**  
*Please take minutes of your Business Advisory Committee meeting and e-mail them to your Student Programs Principal, or send them to ROP along with your weekly ROP attendance.*

**Contra Costa County Office of Education  
Student Programs — ROP  
77 Santa Barbara Road  
Pleasant Hill, CA 94523**

# Sign-In Sheet

## Engineering/CAD Advisory Committee Meeting

Date 11/8/12

Attach business cards **OR** fill out contact information

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Name and Title Rob Pardi  
Company Name and Address Heritage High School  
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Name and Title JOHN REED  
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Company Name and Address  
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Company Name and Address  
Phone Number and e-mail:

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# Sign-In Sheet

## Engineering/CAD Advisory Committee Meeting

Date 11/8/12

Attach business cards **OR** fill out contact information

Name and Title PAUL MEYER - TEACHER

Company Name and Address CLAYTON VALLEY CHARTER H.S.

Phone Number and e-mail: 925-682-7474 xt3145 ~~925-682-7474~~ paul.meyer@claytonvalley.org

Name and Title Mark Milani, VP, Engineering & Envtl

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Name and Title LINDI HUNTER

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Name and Title Hillel Posner

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Name and Title

Company Name and Address

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Name and Title

Company Name and Address

Phone Number and e-mail:

Name and Title

Company Name and Address

Phone Number and e-mail:

Timestamp	Industry Sector	Your name	Job title	Name of company or school	Industry folks: What does your company do?	Best phone number to reach you	Best email address to reach you	Other Comments?	Are you interested in participating in the 2012 advisory meeting Pittsburg High School in Pittsburg, CA?
11/5/2012 14:25:30	Engineering and/or manufacturing, Architecture and/or City Planning, Construction and/or construction management, Industrial Hygiene	Mark Milani	✓ Engineering and Environmental Services	Millennium Consulting Associates	Industrial Hygiene Including asbestos, lead, mold, indoor air quality, industrial safety, forensic analysis, clandestine lab characterization, building renovation/demolition Civil engineer - Industrial and construction stormwater, land assessment	925-808-6700	mmilani@mecaenviro.com		Yes!
11/6/2012 8:30:08	Engineering and/or manufacturing, Construction and/or construction management, Engineering and/or manufacturing, Architecture and/or City Planning, Construction	Michael Milani	✓ President	Milani & Associates	Milani & Associates is a Civil Engineering Consulting firm. We provide Planning, Civil Design, Survey and Mapping, construction staking and construction management services.	925-260-4447	mmilani@milani-eng.com		Yes!
11/8/2012 17:00:25	and/or construction management	Paul Meyer	✓ Teacher	Clayton Valley Charter High School		9258166726	pjmfg@juno.com		Yes!



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- Land Development Engineering
- Municipal Engineering
- Construction Staking
- Construction Management
- Landscape Architecture

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**President**

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# Sports Medicine Advisory Meeting Minutes

October 24, 2012

Submitted by Sally Savage

7:00 at Center for Sports Medicine

**Teacher Attendees:** Julia Westcott, Stan Nakahara, Glen Barker, John Grigsby, Maureen Wisner, Bonnie Schar, Shane Borchert, Achilles Walker, Julie Mello, Chris Clark, **Scott Pygeorge**, Sally Savage.

**Advisor Attendees:** Dr. William Ross, Dr. Artic Perez – both from the Center for Sports Medicine in Walnut Creek.

Dialog began with a discussion of concussions. We had a “show of hands” of who is using **Impact** for athlete concussion evaluation. At least ½ of the teachers are using it at their sites.

Suggestions were made for baseline evaluation testing: a quiet room, air-conditioned, no more than 15 people at a time testing in a computer lab setting, stress the seriousness of the baseline evaluation test. Doctors said to determine if the student is taking any medication (ADHD for example). They also suggested not to administer the baseline testing too early in the morning with teenagers. Also, the doctors suggest baseline testing in 9<sup>th</sup> grade and again in 11<sup>th</sup> grade because the athlete is growing and evolving during these formative years.

The doctors reported that they are seeing a sharp increase in the number of concussions they are evaluating.

Glen Barker reported that at Northgate HS athletes have to be impact tested before they are approved to return to the playing field.

In the Acalanes District, the athletic boosters pay for the Impact software.

Stan Nakahara: Coaches should be required to take a concussion class/test which is a CIF requirement.

The doctors reported that patients are making appointments at their office asking to be baseline tested. Dr. Perez is the concussion specialist at the clinic.

Sally asked question about cheerleading. Are the cheerleaders baseline tested at the school sites? In most cases they are not. Doctors reported that they see more catastrophic injuries with cheerleaders. Scott Pygeorge commented that the athletic trainers are in the locker room at half time when the cheerleaders are performing and not available to treat an injury on the field if one should occur at that time.

The Impact “app” is available for free download on cell phones and teachers reported that it is useful.

The doctors suggested that teenagers should not be year around athletes. They should choose to take a season off. The reason, too much stress on a growing teenage body. They also suggested that athletic scholarships are much harder to come by and most athletes are not going to earn an athletic scholarship. Hence, they should focus on academics and not play a sport year around.

It was mentioned that football is the only high school sport that does not have club level teams for the athletes to join outside of school.

The doctors recommended no “impact” sports until the child is age 14. Within each sport the proper techniques should be taught and learned (tackling for example). This should lead to fewer concussions and healthier athletes.

When asked about new job titles in this arena Dr. Perez stated that he could see in the near future that a fellowship in the area of concussions is going to become a reality. He also stated that pediatricians may be wary of the concussion evaluation and there may be more concussion professional development opportunities for pediatricians.

The doctors also recommended that athletes with concussions should be kept out of school 3-5 days in order to reduce stress, rest and recover. The teachers commented that time off for concussion recovery can vary from conference to conference and sometimes leads to challenging conversations with coaches who want their athletes back on the field.

We briefly talked about educating school staff members (administrators, teachers, counselors, coaches) about the symptoms related to concussions that can impact the success and health of athletes in the classroom. This led to a discussion about a professional development day for all the sports medicine teachers and Dr. Perez and Dr. Ross to develop a form letter for parents, school administrators, and athletes re: concussions and to work on curriculum and lesson plans around the topic of concussions.

ROP Course: \_\_\_\_\_

Attendees

Date: \_\_\_\_\_

Advisors

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Instructors & Guests

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ROP Course: \_\_\_\_\_

Attendees

Date: \_\_\_\_\_

Advisors

Name	DR. WILLIAM ROSS
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Instructors & Guests

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E-mail	

DR. AETIE PEREZ

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**Advisory Meeting  
October 18, 2012  
4:00 Briones Room  
Conducted by Sally Savage  
Web Design, Game Design, Computer Applications, Graphic Design  
Computer Art & Animation**

**Attendees:** Sally Savage, Lindi Huntsman, Wayne Sharp, Carolyn Moore, Rene Acevedo, Laurie Harris, Jeffrey Silverman, Erin Susoev, Mario Ferrario, Sharon Johnson,

**Advisors:** Mitch Zamara, storm8.com; Clifton Mbanugo, Clifton Creative Web; William Klyver, immigration paralegal, Berry, Appleman, and Ledden, LLP

1. Entry level job titles: Game Tester is the entry level title in the “gaming” industry. Next level is Associate or Junior Game Designer. Next level is Senior Game Designer which is Mitch’s current job title. Mitch stated that a new “tester” may work many hours, even extra additional hours with no pay. Entry level could earn \$20 hour. A “tester” needs to understand how games are made and have a passion for games. Testers need the ability to meet deadlines, complete tasks, ability to speak up, and be open to constructive criticism. When interviewing a portfolio is useful.
2. It is best to have a bachelor’s degree in a related area: computer science, computer engineering, etc. A game tester also needs attention to detail, excellent spelling and grammar. This is a very hard working industry: long hours.
3. Team work is essential: there are many players on a game or web design team and they need to be able to work together towards the final outcome. They are all reliant on each other.
4. Knowledge of “google docs/drive” and “google spreadsheets” is important, more used than MS Word or Excel. MS Project would also be good to teach in ROP classes. Also some type of CRM software such as Basecamp.
5. Storm8 – product is free business simulations.
6. Nelson Staffing a good source for “testers”.
7. No changes on curriculum, textbooks, etc.
8. College internships are available and often lead to jobs.
9. Stay industry informed, go to websites to see what the trends are, etc. Many to choose from.
10. CSS – good entrance to programming. Graphic design still viable.
11. Flash still good to teach, Adobe After Effects – yes, Dreamweaver – no. Notepad ++ - yes.
12. Book suggested: “Why People Buy” by Guy Baker, “Ogelby on Ogelby”.

GRAPHIC DESIGN  
ART & ANIMATION  
GAME DESIGN  
COMP. APPS

ROP Course: WEB DESIGN

Attendees

Date: 10-17-12

Advisors

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ROP Course: \_\_\_\_\_

**Attendees**

Date: \_\_\_\_\_

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