



MAINTENANCE & TECHNOLOGY COUNCIL

TECHNICIAN CURRICULUM ADVISORY COMMITTEE CONFERENCE CALL MINUTES

Date: September 13, 2016

Time: 2:00 PM CST

Location: by conference call

Present:

Heath Wilson	Chairman, Maverick Transportation
Edith Lozano	Tyson Foods, Inc., Secretary
Sarah Sheets	Arkansas Trucking Association
Frank Lynch	ASE/NATEF
George Arrants	ASE/NATEF
Mike Martin	Distribution Solutions, Inc.
Judy Winslett	Gentry Public Schools
Karrie O'Neal	J.B. Hunt
Tyson Sontag	McKee Foods
James Berry	McKee Foods
Christie Toland	North Little Rock School District
Carl Desens	Northwest Technical Institute
Senator Jane English	State of Arkansas
Jim Coffren	Transco Lines, Inc.
Kenneth Calhoun	Truck Centers of Arkansas
Chris Parsons	USA Truck

- I. Call to order: at 2:00 PM CST by presiding officer Heath Wilson
- II. Agenda items: Purpose, background, responsibilities of the advisory committee.

Discussion: What should the advisory committee begin with in order to establish what accredited training in secondary and post-secondary schools will be acceptable? The proposal was made by George Arrants to the advisory committee whether we should consider the National Automotive Technicians Education Foundation (NATEF) 2014 medium/heavy duty truck task list as a benchmark or "measuring stick" on accredited class offerings that an institution should deliver. The task list was provided in the meeting planner and committee members agreed to use this tool. As background, the mission of NATEF is to improve the quality of automotive technician training programs nationwide at secondary and post-secondary, public and proprietary schools. NATEF examines the structure, resources and quality of training programs and evaluates them against standards established by the industry. These standards reflect the skills that students must master to be successful in the industry.

It was highlighted by George that the accreditation is based on entry level skills that the industry needs. The key cornerstones of the NATEF accreditation process is the industry led advisory committee, which any school receiving Perkins Funding should have an advisory committee. The advisory committee drives the program and starts off with determining what is needed by the business community in that local community. This committee reviews the task list and areas of accreditation that the business/industry would like the school to achieve. The committee can also add additional tasks if they notice there are items that aren't included that they feel are

important. NATEF has a defined definition of curriculum and they want formalized lesson plans. When a school agrees to teach a NATEF task that means lecture in the class room and hands-on demonstration aptitude by the student. Also there are a number of hours allocated to each area of accreditation based on the amount of tasks and amount of time they determine it takes to achieve the level. Instructors are required to have attained Automotive Service Excellence (ASE) in the areas in which the program is being accredited and required to have 20 hours of industry-based training on any of the areas that they are being accredited.

How do schools apply to NATEF to set up these programs?

NATEF's website, www.natef.org, offers the tools to begin the process. There is a self-evaluation and there are a total of 12 standards, 10 of which are required. The hardest part is the self-evaluation as this is how a school documenting program improvements and rating components. This process is the same for auto collision and truck. Self-evaluation is done by the advisory committee members at the institution and documents can be downloaded from the NATEF website. All required information and steps will be transferred into an application, NATEF reviews it. If all is acceptable, they assign an evaluation team leader. That team leader, yourself and two additional team members selected by you will arrange to review the program with students in place. George explained that part of his job is to assist committees during this process.

How do we find out what schools to reach out to? What can we do to help a committee started at any given school?

Each institution should have a Perkins Coordinator

Identify learning institutions to begin seeking

Partner with our local schools; elementary, secondary, post-secondary

Get our maintenance council involved

The committee agreed to establish the action item list to get us started on a road map to success:

- a. Identify/develop a list of secondary schools that are currently teaching diesel tech program. Kenneth Calhoun volunteered for this task.
- b. Identify the schools who are receiving Perkins funding, do they have a committee, what can we do to help them form a committee to steer them in the direction we need them to go.
- c. Draft a document that explains how to go about requesting equipment donations, the tax implications of such donation requests. Kenneth Calhoun volunteered for this task.
- d. In addition to the task list and curricula, develop a standardized list of soft skills, match skills, writing skills type of courses that must be included in the program. Christie Toland is willing to share the list that the North Little Rock School District used to pilot their existing program.
- e. Each of us should check with local schools, visit schools, be involved, and bring industry speakers into the schools.
- f. Only 9 2-year schools in the state of Arkansas – Sarah has provided the list during the call. George Arrants – commits to conduct and set up the appraisal process for the first school we approach.

Next meeting date is set for October 11, 2016 at 2 pm (tentatively).