

Auto/Tech Substantive Change

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**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

*Western Association
of Schools and Colleges*

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August 15, 2014

Dr. Jowel Laguerre
Superintendent/President
Solano Community College
4000 Suisun Valley Road
Fairfield, CA 94534-4017

Dear President Laguerre:

On May 8, 2014, the Accrediting Commission for Community and Junior Colleges, WASC (ACCJC) Committee on Substantive Change approved the Solano Community College (SCC) new location for the Auto Technology Program at 1301 Georgia St., Vallejo CA, pending a federally mandated site visit. That visit was conducted by an ACCJC site visit team on July 23, 2014. The purpose of the site visit was to review evidence that demonstrated the assertions presented in the SCC Substantive Change Proposal are true and accurate, and that the College's new location meets the ACCJC Eligibility Requirements (ERs), Accreditation Standards and Commission policies.

The SCC personnel interviewed and conducting the site visit provided evidence that the state of the facilities, equipment, funding and administration were appropriate for the program offered at the site. Evidence was provided demonstrating student learning outcomes and student support services were monitored and assessed, and faculty to student ratios were appropriate for the program being offered at the site. Faculty participate in institutional professional development, and both faculty and students are connected to the main campus via College activities and technology.

In summary, evidence provided at the federally mandated site visit demonstrated that the Auto Technology Program Facility meets the ERs, Accreditation Standards, and appropriate Commission policies.

The activities at the new location will be reported and evaluated each time the College undergoes the ACCJC accreditation processes to ensure the institution is meeting its mission, implementing program review and integrated planning for resource allocation, providing quality education and student support services, assessing the aforementioned and implementing improvement strategies to sustain institutional effectiveness.

Sincerely,

Susan B. Clifford, Ed.D.
Vice President

Cc: Diane White, Accreditation Liaison Officer

From: Leigh Sata
Sent: Tuesday, August 19, 2014 6:48 PM
To: Roger Clague; Jowel Laguerre
Cc: Yulian Ligioso; Maire Morinec; Diane White
Subject: RE: Update: Technology & connectivity for Auto Tech Program 301 Georgia St,

Glad to hear we're up and running. Thanks to you and your team for the extra efforts!

Typos courtesy of my Verizon Wireless 4G LTE smartphone

----- Original message -----

From: Roger Clague
Date:08/19/2014 5:32 PM (GMT-08:00)
To: Jowel Laguerre
Cc: Yulian Ligioso ,Maire Morinec ,Leigh Sata ,Diane White
Subject: Update: Technology & connectivity for Auto Tech Program !301 Georgia St,

Good evening Jowel,

As you know, we still do not have the AT&T fiber, which is pending a new contract and then probably 60 days lead time.

We have set up temporary connectivity using UVerse. Further to my meeting with Paul last week, my team and I re-engineered our side of the AT&T box, including deploying two Cisco routers, to better manage the limited bandwidth available.

To provide the wireless Paul requested, access points were placed in the following locations:

- One in the center of the long auto bay
- One in the 'elbow' at the end of the bay, where originally a smart classroom setup was to reside
- One in the alignment center in the furthest bay
- One inside the smart cabinet in classroom 103. We were going to place it on the wall next to the IDF cabinet, but the brick walls resulted in only providing 'ok' coverage in 102 and bad coverage in 103. Because there were no drops on the ceiling to use (or feasible way to mount an AP) we placed it in the cabinet to ensure strong signal in both classrooms and also in the surrounding offices

When IT staff left the facility today, here is what was provided to Paul and his students

- **Wired connections to all smart classrooms, office computers, and printers**
- **Wireless coverage throughout the facility, highlighting the areas specifically requested by Paul to the best of our ability**
- **All 24 laptops were on, attached wirelessly, and functioning correctly**
- **The wireless devices attached did not impact wired device performance**
- **All devices saw connections speeds to the Internet in excess of 20Mb/s. Numbers peaked as high as 30Mb/s (not all simultaneously)**

Just worth mentioning, the work by the wiring contractor retained by the owner was poor at best... so we have some additional follow up work to do.

- The contractor did not run the CAT6 cables for the projectors correctly. They were supposed to run from the projector to the smart cabinet, to plug into the switcher. Instead, they were run back to the patch panel. In order for IDF to get the smart classrooms up, they then had to create 'loops' at the patch panel to redirect the signal to where it needed to be. The result is that the two drops that were provided in the classrooms for the access points are in use for these loops. We will need to either:
 - o Run a new CAT6 from projector to the smart panel, to free up the AP drop, or
 - o Run a new CAT6 from the access point location to the patch panel, and leave the existing loops alone
- The contractor pulled the wireless drops and left them bundled in the air, tie wrapped to something. There is no mount or gangbox in place to mount these access points. We therefore have simply attached the access points to nearby structures using security lock cables and tie wraps. Will retrofit this to a higher standard.

Best...

R

Roger Clague, FInstLM, FCMI
Chief Technology Officer
Solano Community College
Office: 707 864 7264
Mobile: 916 600 2107

Ipsa scientia potestas est

From: Rebecca LaCount
Sent: Friday, August 29, 2014 1:12 PM
To: Annette Dambrosio; Laurie Gorman
Subject: RE: visits to auto tech

I visited the auto tech program on 2/4/14, 3/11/14 and 4/22/14. During those visits, I saw approximately 15 students. I also saw approximately 12 students in the counseling office on the main campus.

Please let me know if there is anything else I can provide for you.

Rebecca LaCount

Counselor

Solano Community College

707-864-7000 ext. 5779

rebecca.lacount@solano.edu

SOLANO COMMUNITY COLLEGE
invites applications for the position of:

Automotive Lab Technician

SALARY: \$38,913.14 - \$48,503.64 Annually

OPENING DATE: 07/29/14

CLOSING DATE: 08/28/14 11:59 PM

DESCRIPTION:

BASIC FUNCTION:

Under the direction of the assigned Dean and lead automotive faculty, provide administrative and technical support in the operation of an instructional lab and assist students in the proper and effective checking in and out of a variety of equipment and supplies used in the training of Automotive Mechanics; order, receive and store supplies; and maintain a variety of records and reports.

DISTINGUISHING CHARACTERISTICS:

The Instructional Lab Technician class is distinguished from the Instructional Lab Assistant class in that incumbents assigned to the class of Instructional Lab Technician provide clerical support as well as oversee a complex instructional laboratory and must possess extensive technical or academic training and experience in assigned field. Incumbents work independently and provide instructional assistance to students and instructors in an instructional laboratory designated for a specific academic or vocational subject area. Instructional Lab Assistants provide clerical support such as preparing instructional materials, maintaining statistical or financial records related to lab activities, ordering supplies and equipment and providing basic assistance to students about lab procedures, schedules and other matters, and they are trained on the job and do not need previous training or experience in the area of instruction.

RESPONSIBILITIES:

Essential duties and responsibilities include the following. Other job-related duties may be assigned.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Operate an instructional lab to provide reinforcement of instruction of the processes, techniques and equipment used in the field of automotive mechanics; maintain equipment, assuring good working order and availability for student use.
- Maintain lab schedules; plan, schedule, organize and conduct lab orientation for students and staff as assigned; monitor student activities in the lab.
- □Control the circulation of supplies, materials and equipment to students and instructors by checking items in and out, maintaining appropriate records and inventories and ordering replacement items as necessary according to approved procedures.

- Provide administrative and technical information and assistance to students, instructors and the public about Automotive Service Excellence (ASE) testing and certification, and California Bureau of Automotive Repair (BAR) regulations and requirements for smog technician licensing and smog inspections; assist the lead automotive faculty with examinations by proctoring and grading exams as needed.
- Prepare student files, microfiche and administrative/curriculum manuals for vehicle inspections; work closely with students to keep their assignments current and to assist students with supplies for their lab work; evaluate student files for graduation; monitor and post timecards, exams and required California Driver's License background data; assure that appropriate safety procedures are observed by students.
- Type, assure the duplication of, file or distribute a variety of correspondence, requisitions, minutes, reports, course proposals, exams, manuals, certificates and other material; maintain calendars, logs and other documentation.
- Train and provide work direction to student workers when conducting tool room inventory, general office work or other assigned duties.
- Propose expenditures for the lab budget; assist in evaluating and selecting tools, equipment, supplies and materials for purchase; contact vendors for information and demonstrations of new or updated products; monitor expenditures of budgeted funds.
- Order, receive, catalog, inventory and store supplies and equipment; maintain inventory records and assure adequate levels of supplies, including BAR and Automotive Service Excellence (ASE) materials such as administrative forms, exams and books; report BAR and ASE monthly exam counts.
- Perform clerical duties including data entry and filing; answer telephone inquiries; maintain records and files related to lab activity, student attendance and progress, correspondence, purchase requisitions, invoices, parts lists, material safety data sheets, inventory and equipment maintenance and repair.
- Maintain a vehicle fleet and an inventory of vehicle components for training and instructional purposes; repair vehicles and vehicle components as needed: finish reassembly of vehicles and vehicle components as required; maintain inventory of a vehicle fleet including service

and maintenance schedules; prepare vehicles and vehicle components for laboratory assignments and assessments.

- Perform job-related duties as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

Ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

Satisfactory completion of 180 hours of major course work in automotive technology or related discipline from a community college or technical school. Two years of work experience in the field of automotive service or repair or related industry. Valid California Driver's License with clean driving record. Minimum of 2 Valid ASE certifications in the area of Automotive and Light Truck certification.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of modern office practices, procedures and equipment, including letter and report writing, record-keeping, receptionist and telephone techniques.

- General needs and behavior of students of various ethnic, racial and cultural backgrounds.
- Knowledge of record keeping techniques.
- Ability to operate computer programs including word processing, data base management and spreadsheet software.
- Operate office equipment including copier, calculator, facsimile machine and others.
- Format, type, proofread and distribute documents and other written materials.

- Ability to meet schedules and timelines; plan and organize work; maintain accurate statistical and financial records.
- Establish and maintain effective and cooperative working relationships with others.
- Work confidentially with discretion.
- Demonstrate a sensitivity to relate to persons with diverse socio-economic, cultural, and ethnic backgrounds, including the disabled.
- Work independently with minimum supervision.
- Assist students in understanding and applying basic principles for the area to which assigned.
- Perform assigned work with speed and accuracy.
- Learn new and updated equipment, processes and techniques as required.
- Perform clerical work, including taking and transcribing minutes of meetings, record-keeping, using modern office practices, procedures and equipment, including a personal computer.
- Health and safety regulations.
- Assure the security of assigned equipment, materials and supplies.

- Issue and receive equipment and supplies.
- Operate mainframe computer terminals and microcomputers including word processing, data base management and spreadsheet software.
- Operate an electronic keyboard at 55 words per minute.

LANGUAGE SKILLS:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence using correct English usage, grammar, spelling, punctuation and vocabulary.
- Ability to effectively present information in person or on the telephone to students, staff or the public.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute percentages. Ability to convert units of measure using the metric or U.S. customary measuring system.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties outlined in this classification, employees in this classification are regularly required to walk and stand, sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information, and hear to understand voices over telephone and in person.

Employees assigned to this classification frequently must lift, carry and/or move objects weighing up to 75 pounds.

Specific vision abilities required for positions assigned to this classification include close vision (clear vision at 20 inches or less), color vision (ability to identify and distinguish colors), ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work assigned to this classification is typically performed in an automotive repair shop environment. While performing the duties of this classification, the employee regularly works near moving mechanical parts and in confined spaces and is frequently exposed to temperature extremes; fumes from welding, equipment operation, solvents and petro chemicals and the risks and potential hazards of working under elevated vehicles. The work environment is noisy. The employee occasionally is exposed to vehicle traffic when traveling to other District locations to conduct work.

The work assigned to this classification is also typically performed in an instructional lab office environment. While performing the duties of this classification, the employee regularly is subjected to frequent interruptions and exposed to the risks of computer-generated video radiation. The work environment is moderately noisy.

ATEC 135 Automotive Engine Performance		
Launch	2014-03-30 20:24:28.0	
Process Version	New Course Proposal	
Visual		
		
<u>Course Outline</u>		
<u>Course Impact Report</u>		
<u>Section K</u>		
<u>Distance Education</u>		
<u>SLO Report</u>		
<u>Course Content Report</u>		
<hr/>		
Originator		1 (required)
Paul Hidy		Done
Action: Pre-Launch 1		03/30/2014
<hr/>		
Librarian		2 (required)
Sandra Rotenberg		Done
Action: Approve		04/28/2014
<hr/>		
Distance Education Coordinator		2 (required)
Distance Education Coordinator		Awaiting Approval
<hr/>		
Division Faculty Review		2 (required)
Sue Clement		Done
Action: Approve		04/22/2014
Roy Pike		Done
Action: Approve		04/14/2014
Kevin Anderson		Done
Action: Approve		03/31/2014
<hr/>		
Articulation Officer		2 (required)
Articulation Officer		Awaiting Approval
<hr/>		
Curriculum Committee Rep		3 (required)
Debra Berrett		Done
Action: Approve		04/21/2014
<hr/>		
Division Dean		4 (required)
Maire Morinec		Done
Action: Approve		04/22/2014
<hr/>		
Technical Review		5 (optional)
Erin Moore		Done
Action: Approve		08/26/2014
<hr/>		
Originator (after revisions)		6 (required)
Paul Hidy		Done
Action: Approve		04/24/2014
<hr/>		
Curriculum Technical Review		6 (required)
Technical Review Committee		Awaiting Approval
<hr/>		
Curriculum Committee Chair		7 (required)
Curriculum Committee Chair		Awaiting Approval
<hr/>		
Curriculum Committee		7 (required)
Teri Yumae		Done
Action: Approve		08/26/2014
Marianne Flatland		Done

Action: Approve	08/26/2014
Randall Robertson	Done
Action: Approve	08/26/2014
Neil Glines	Done
Action: Approve	08/26/2014
Joshua Scott	Done
Action: Approve	08/26/2014
Debra Berrett	Done
Action: Approve	08/25/2014
<hr/>	
Curriculum Office	7 (required)
Technical Review Committee	Awaiting Approval
<hr/>	
VP Academic Affairs	8 (required)
Diane White	Done
Action: Approve	04/08/2014
<hr/>	
Board of Trustees	9 (required)
Technical Review Committee	Awaiting Approval
<hr/>	
Curriculum Office	9 (required)
Technical Review Committee	Awaiting Approval
<hr/>	
Chancellor's Office	10 (required)
Chancellor's Office	Awaiting Approval

SOLANO COMMUNITY COLLEGE

Alternative and Renewable Fuel Vehicle Training Program Summer Workshop 2014

*Solano
Automotive
class*

*Training for
Automotive
Technicians,
Automotive
personnel and
Automotive Fleet
Municipalities*

*9 hours of hands-on
training*

SOLANO COMMUNITY
COLLEGE



Participants should be automotive technology students, faculty, or technicians employed in the automotive industry. All participants will receive hybrid and electric vehicle training and a completion certificate at the conclusion of the workshop. First come, first served.

When: August 26th & 28th (two night class)
Time: 5:30pm - 10:00pm
Location: Solano College Automotive Technology
Training Center
1301 Georgia Street, Vallejo
Cost \$25.00

Contact Traci Taylor to register (707) 249-7093

Paul Hidy - Automotive Instructor
 Solano Community College
 1301 Georgia St. Vallejo, CA 94590
 Cell: 530-200-0082

From: AAPEX and the SEMA Show [aapexsema@compusystems.com]
Sent: Friday, August 01, 2014 12:18 AM
To: Paul Hidy
Subject: AAPEX and the SEMA Show 2014 Registration Confirmation

REGISTRATION CONFIRMATION
416188

Dear PAUL HIDY:

Aug. 01, 2014

We are pleased to confirm your registration for AAPEX and the SEMA Show. If you have any further questions please contact customer service at +1-866/229-3687 (US) 9a – 6p CST or +1-708/486-0700 (outside US) or via e-mail at aapexsema@compusystems.com. Badge mailing will begin mid August for Domestic and International Attendees.

REGISTRATION NUMBER / BUSINESS CLASS: 416188 / Association/Education/Government

PAUL HIDY	AUTOMOTIVE PROFESSOR	SOLANO COMMUNITY COLLEGE
	4000 SUISUN VALLEY FAIRFIELD, CA 94534	
	ROAD	

REGISTRATION PAYMENT SUMMARY

QTY	DESCRIPTION	PRICE	TOTAL	
1	Non-Buyer (PAUL HIDY)	\$25.00	\$25.00	
	Total Amount:			\$25.00
	Total Paid:			\$-25.00
	Balance Due:			\$0.00

SHOW INFORMATION

Registration Hours

Exhibit Hours

Additional Information

Sun.	Nov. 2	8:00a-5:00p	Tue.	Nov. 4	9:00a-5:00p	Infants and Individuals Under the Age of 16 Will Not Be Admitted.
Mon.	Nov. 3	7:30a-500p	Wed.	Nov. 5	9:00a-5:00p	
Tue.	Nov. 4	7:00a-5:00p	Thu.	Nov. 6	9:00a-5:00p	
Wed.	Nov. 5	7:30a-5:00p	Fri.	Nov. 7	9:00a-4:00p**	
Thu.	Nov. 6	7:30a-5:00p				
Fri.	Nov. 7	7:30a-5:00p**			**SEMA ONLY	

CAMERA AND VIDEO POLICY

At AAPEX, the use of cameras and video recorders are prohibited in the exhibit hall with the exception of authorized members of the working trade press. At both Shows, professional film crews (video only) must carry the official video pass.

CHECK STATUS/ACCESS REGISTRATION

To check the status of your badge, [click here](#) and select 'Check Status'.

You can also click on the following link or copy and paste it in your web browser to access your registration where you can do the following:

- | | |
|-----------------------------------|----------------------------|
| 1. Print a visa invitation letter | 4. Invite a colleague |
| 2. Re-Send a confirmation | 5. Access the housing link |
| 3. Edit your registration | |

https://www.compusystems.com/servlet/ar?evt_uid=545&login=PH8647000&pwd=416188

HOUSING INFORMATION

To make hotel reservations [click here](#) or call Toll Free: +1-800/221-3531 or +1-212/532-1660.

From: Maire Morinec
Sent: Monday, September 08, 2014 2:54 PM
To: Laurie Gorman
Subject: ATEC classes for Spring 2015

Below is the current schedule of classes for the ATEC Center in Vallejo. Paul and I will be meeting later in the week to discuss adding sections as a result of the high fall enrollments and addition of two adjunct faculty members. Additional Sections will be assigned to both Paul and the adjuncts.

10686	ATEC	133	Internal Combust	MW	01	01/12-05/19	08:00 AM-08:50 AM	33	1.00
10686	ATEC	133	Internal Combust	MW	04	01/12-05/19	09:00 AM-11:50 AM	33	3.00
10687	ATEC	134	Auto Trans	MW	01	01/12-05/19	01:00 PM-01:50 PM	33	1.00
10687	ATEC	134	Auto Trans	MW	04	01/12-05/19	02:00 PM-04:50 PM	33	3.00

Thank you.

Maire A. Morinec MS, RN
 Dean
 School of Applied Technology and Business
 Vacaville and Travis Air Force Base Centers
 Solano Community College
 4000 Suisun Valley Road
 Fairfield, CA 94534-3197
Maire.morinec@solano.edu
 707-864-7155
 Fax 707-864-7190
 Cell 707-330-7382

“Let us think of education as the means of developing our greatest abilities, because in each of us there is a private hope and dream which, fulfilled, can be translated into benefit for everyone and greater strength for our nation.” President John F. Kennedy”