

**CENTER FOR TECHNOLOGY, ESSEX  
ENGINEERING / ARCHITECTURE  
ADVISORY BOARD MEETING**

**Minutes - June 11, 2020**

Due to the pandemic, the meeting was held on Zoom. The advisory Group was split for this meeting into only the (Mechanical) Engineering advisors.

Present at meeting:

*Jim Dirmaier - Instructor*  
*Michael Perrault - ExactBuilt*  
*Kelsi Record - VT Agency of Transportation*  
*Rob White - Hazelett Corporation*  
*Jamie Patterson - CTE Co-op Coordinator*

The meeting was called to order at 4:00 PM.  
There were no visitors present

Jim screen shared the agenda:

Jim welcomed the group and went over the agenda for the meeting which he had also shared with them by email. Jim noted that there were no visitors present to be heard.

**Agenda for the meeting:**

- 4:00 PM Call to Order
- Visitors and Staff to be Heard
- Review of the Year
- Advisory Board Poll/Questionnaire
- Discussion of student Coop opportunities for next Fall
- Future Agenda Items
- Jamie gave a recap of coop experiences with student throughout the year and also talked about the uncertainty of co-ops and Career Work Experiences next year due to the pandemic. Everyone agreed that it is too soon to be able to plan for coops and Career Work Experiences since every business will probably have different rules for allowing outsiders into their place of business. The group agreed that it would discuss coops for next year when they met in the fall.

- Jim started with a discussion of how the pandemic and quarantine of the past three months has affected the operation of the program and the education of the students:
  - Jim described how he used both asynchronous and synchronous technology to continue to connect with students and direct their learning during the long school closure. Jim defined both terms and also defined LMS (Learning Management System), which is the general term used to describe apps and software used to set up digital classrooms. The program currently uses Google Classroom and Moodle.
  - Rob asked Jim whether the current situation, the closure of school, and the transition of learning to student homes had caused any technical challenges. Jim answered that it was a good question and he did have some technical difficulties that he had to find solutions for in order to make sure every program student had access to the software and hardware needed continued learning.
  - Jim described the other challenges students faced with staying focused during the school shutdown.
  - Each member then informed the group about the challenges they had faced and how their architectural firms had been doing throughout the last three months.
  - Rob White reported that the engineers at Hazelett were all working from home still and that the manufacturing shop was operating but with restrictions.
  - Michael said that people were working from home, where possible, and that manufacturing was operating within the state restrictions and opening up the windows, with the warmer weather, for better air circulation.
  - Kelsi said that the engineers in her department were all working from home but visiting worksites in their own cars and following precautions. She mentioned that this would probably continue beyond August.
  - Jim informed the group that even with the interruption of learning, he was able to keep the students moving ahead in the curriculum with 60% of the first-year students passing the Certified SolidWorks Associate (CSWA) Exam.
  - Jim recounted to the group the successes of the one Architectural seniors this year who is going on to study Construction Management at Norwich University. She has earned many scholarships this year. Kelsi mentioned that she teaches on of the required courses for that major at Norwich and looked forward to seeing her at the university.
  - Jim informed the group that he has completed his Master's in Education this Spring and shared how that research has helped him in recruiting five students that identify as female into the program. Jim offered to send a copy of the research paper to anyone interested. All members mentioned that they would like a copy.
  
- Jim asked the group members if they had received an email from Bob Travers with a poll for advisory board members to fill out. Everyone reported that they had filled out the poll.
  
- Jim asked the members to consider making a short video (30 seconds to 1 minute long) that could be shared with potential or incoming students to the program. He shared the link which has the question: What has CTE given you? He expressed that these

videos, especially coming from this professional group, would be powerful messaging.

- The group discussed meeting in the September and having the meeting on Zoom again, anticipating that there will still probably be restrictions in place. The group agreed that later September would be better and that afternoons, except Tuesdays or Thursdays would be best.

The meeting adjourned at 4:10 PM.

Submitted by:

Program Teacher: Jim Dirmaier

Date: 6/16/20