

Excerpt from PTEC Advisory Board Meeting Minutes 14Nov2013-documenting soft skills

William Cruz updated the group on the PTEC program:

- The average age of the PTEC students is around 35 years old. The typical student has not recently graduated from High School. There are students with different backgrounds including veterans. This is the first year that we have 40 students both semesters.
- It was mentioned that the curriculum was created based on the need for the industry to operate specific equipment. It has evolved with the years adjusting to industry's needs. Examples are: PTEC 007 (Soft skills on how to deal with personalities including your own and others), PTEC 60 (how to interview better and get better test scores), supervised tutorial (hands on experience on outside equipment routine work), contextual chemistry, and physics. The certificate does not require English and other General Ed courses, but there is a need for the student to learn how to keep protocol with emails, be familiar with computers, write high school level English, communicate well, and work in teams.
- David Wahl talked about FTS in filling these CTE Workforce Development Program/classes up. He discussed the new TAACCCT grant worth \$1.2 million and how ETEC, PTEC and Welding are part of this grant for the next couple of years. He announced that we will be hiring a new person to be our Workforce Development Liaison who will be working with the community on connecting internships.
- Ana Castro mentioned the work that she is involved with (STEM) and how she has started a pipeline with some of our partners.
- William Cruz described the new PTEC flyers and how the students can plan their educational journey at Los Medanos College based on this information. Discussion of the need of soft skills for our students was mentioned.
- Jim Martin discussed the PTEC 07 & PTEC 60 courses which are focused on soft skills and interviewing skills. PTEC 07 consists of subjects such as paying attention, asking questions, participation, personal and interpersonal skills, self management, taking responsibility, communication, listening, observing and interpreting, vision and long-term goals. PTEC 60 consists of creating professional resume and interviewing skills. Guest speakers visit the classes from industry HR and former students. Students have a lot of practice answering STAR questions.
- Rich Carey from Shell mentioned that the students who come in with good attitudes and good technical skills are the students they will want to hire.