

Agenda

May 8, 2025

4:30pm

Due Date 6/30/2025

- 1. Introductions**
- 2. Examining and responding to the status of program curriculum.**
- 3. Adjunct Faculty hiring.**
- 4. Discussion topics:**
 - **Review structure of course offerings related to certificate completion and/or AA degree**
 - **Discuss course content that should be included/excluded per student success / SLO's**
 - **Present any ideas or suggestions to improve course content and availability – outside resources**
 - **Open the floor to industry participants, share ideas, concerns, questions**
- 5. What is your feedback on the CSM Building Technology program?**
 - **What were the positives?**
 - **What were the negatives?**
- 6. ICC preferred provider certification of courses and instructors.**
 - **Skip to report**
- 7. Supporting the professional development of faculty.**
- 8. Set goals for future of Building Technology Program**
- 9. Instructor recruitment**
- 10. Stakeholder outreach and value of our division**

Attendees

1. Martin Cooper, Retired Chief Building Official, 4LEAFinc
2. Brent Hipsher, Chief Building Official, Adjunct Faculty
3. Skip Walker, Property Inspector, Adjunct Faculty
4. Michael Mitchel JD. Senior Plumbing Inspector, Adjunct Faculty
5. Fred Lustenberger, MPA, Chief Building Official, Adjunct Faculty
6. Nicole De Lancie, Management Assist, Town of Hillsborough
7. Lauren Johnson, Student
8. Mark Sherwood, PhD 4Leaf Inc.
9. Renee Needleman Plan Checker City of Palo Alto
10. Elisa Vargas, Building inspector, City of Palo Alto

CSM Building Inspection Technology

Advisory Committee Meeting

May 8, 2025 - 4:30pm

1. Introductions

Welcome to current and past faculty, and current and past students.

In order to keep meeting the requirements of the college and the needs of the community, we are meeting to discuss current course programming.

Last year there had been some discussions with the college about the role this program plays, is it best as part of the college or adult education.

Strong sense amongst both faculty and staff that the program is best held within the college.

Need to find ways to better quantify value of the program.

Continue to Increase enrollment and community Partnerships.

Also – always room for curriculum improvement, and we want to discuss that today and get feedback.

2. Staff Discussion of Plan for Next Term

Staff discussed what they planned to offer this coming term. It was noted that since there is a core group of students, it is difficult to offer many classes in the same term because the students typically need classes offered after work hours and we cannot have multiple classes offered at the same time. Unless we move more to asynchronistic – but feedback from students is they prefer group classes.

Skip had about 90% success rate for certification after class – and other feedback is that his curriculum is a great addition to the program.

Discussion of incentivization for certification (credits) as well as requesting class to keep faculty updated so we can track certification rates.

Need to request completion rates – Brent had requested previously but has not heard back.

3. Examining and Responding to the Status of Program Curriculum

Discussion about course 700 “Intro”/ “Survey” course

Had been discussed at previous stakeholder meeting whether course 700 was needed.

Some staff and students believed it would be helpful to present students with an overview of not only the code, but the role of an inspector within the jurisdiction having authority.

Building Inspector is not only career opportunity, and understanding how municipalities and building department works can give students knowledge of many career paths. Opportunity to introduce “soft skills” needed for the job, in addition to the “technical skills” which are the focus of the rest of the programs curriculum.

Some staff and students noted that they appreciated when this information was given within the other courses they took and would want to make sure it was still incorporated into those curriculums in order to keep students engaged, and to make sure students who start the program mid year have the same context.

No decision made as to best path forward – but something the staff wanted to consider further – either bring back 700, or make sure to incorporate an overview into existing courses.

General Curriculum:

- Overview of Title 24
 - Intent of the code – HLS
 - Administrative Code and Authority – Role of Building Official
- What is the Building Department/Community Development
 - Role of JHA: Friend or Foe?
 - What are the other staff positions within the department?
 - How do they work together
 - Include high level discussion of Planning + Code Enforcement
 - Municipal Codes and Policy also applies
- Discuss Permit and Plan Check Process
 - Various design and construction professionals involved
 - Various reviewers/agencies involved
- Discuss the Life of a Construction Project
 - Discuss Permit and Plan Check Process

- Various design and construction professionals involved
- Various reviewers/agencies involved
- Completeness Reviews
- Plan Check/Routing
- Fees
- Issuance
- Inspection
- Occupancy
- Final
- Discuss Technological Advancements
 - Permit Software
 - Logging Inspections in the field on Tablets
 - Plan Review Software
 - Bluebeam, etc
- What does it mean to be a Public Servant
 - Understanding relationship within the community
 - Residents, City Council, City Manager
 - political agendas, zoning, and also building safety

4. Discuss Suggestions to Improve Course Content

Students on the call shared their thoughts:

- Use different media to show the course content
- Show videos, like an inspection being conducted
- Bring in guest speakers
- Power point presentation – Not just plain lecture
- Informal quizzes to quickly review what was just covered in lecture
- Create engagement between students so they discuss the topics
- Showing real life examples of what we are talking about
- Lab component – Field Trips
 - Need to review with the college what is possible/allow
 - Habitat for Humanity partnership?
 - Ride Along? Partner with a jurisdiction??

5. ICC Preferred Provider Certification of Courses and Instructors

- Skip has gotten his class and is working on getting the other classes to be ICC preferred.

- Past students have had success in getting CE credits through ICC when they self report through [PPP Student FAQs.pdf](#)
- Equally as important to maintain ability to obtain certificate or AA as it is for the community and current professionals to take classes for CE and professional development purposes
 - Creates a community around the program

6. Next Steps

Instructor Recruitment

- In process of conducting interviews and excited about potential candidates
- Please let us know if you know anyone who may be a good fit

Student Data Collection

Discussed wanting to gather information about past students – career paths, certifications, program completion.

Group of students offered to spearhead and work with Brent and the college to collect data.

Attendees

1. Martin Cooper - Chief Building Official, Adjunct Faculty, Retired from Foster City, Consultant with 4LEAF Inc.
2. Brent Hipsher - Chief Building Official, CASP, Adjunct Faculty, Consultant with 4LEAF Inc.
3. Skip Walker - Certified Property Inspector, Adjunct Faculty
4. Michael Mitchel - JD. Senior Plumbing Inspector, Adjunct Faculty
5. Fred Lustenberger - MPA, Chief Building Official, CASP, Adjunct Faculty
6. Nicole De Lancie – BA Political Science, Management Assistant Town of Hillsborough, Past Student
7. Mark Sherwood - PhD, Certified Inspector, Consultant with 4LEAF Inc., Past Student
8. Renee Needleman - Certified Plans Examiner City of Palo Alto, Past Student
9. Elisa Vargas - Code Enforcement Manager City of Palo Alto, Past Student
10. Lauren Johnson-Williams - Past Student