

Building Technology Advisory Committee

Agenda

April 22, 2026

3-5 Pm

- 1. Introductions**
- 2. Agenda review**
- 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. Examining and responding to the status of program curriculum.**
- 7. Supporting the professional development of faculty.**
- 8. Set goals for future of Building Technology Program**
- 9. Instructor recruitment**

Attendees

1. Martin Cooper Chief Building Official, Adjunct Faculty
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. Robert Rooney master's in electrical engineering

College of San Mateo
Building Inspection Technology Advisory Committee
Meeting Minutes

April 22, 2026 • 3:00 p.m.

Location	Zoom
Attendees	1. Martin Cooper, Chief Building Official, Adjunct Faculty-Retired 2. Brent Hipsher, Chief Building Official, Casp, Adjunct Faculty 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, Management Assistant, Town of Hillsborough, Past Student 7. Robert Rooney, Master's in Electrical Engineering, Inspector, Past Student 8. Renee Needleman, Certified Plans Examiner, City of Palo Alto, Past Student
Attachments Referenced	Attachment A – 2022–23 Program Viability Review Report

1. Call to Order and Purpose of Meeting

The meeting was called to order at 3:00 p.m. Committee members met to review the status of the Building Inspection Technology program; discuss unresolved support needs identified in the 2022–23 Program Viability Review; review peer program examples; and consider potential program structure refinements intended to improve early employability, certification readiness, and long-term program sustainability.

2. Review of Prior Advisory Work and Program Context

The Committee reviewed the general direction and concerns reflected in prior advisory discussions, including the need to better quantify program value, increase enrollment and community partnerships, improve curriculum sequencing, gather student completion and workforce-outcome data, and strengthen faculty recruitment and retention. The Committee noted that these issues have remained substantially unresolved over the past year.

3. Review of 2022–23 Program Viability Review Findings

The Committee discussed the findings and recommendations of the attached 2022–23 Program Viability Review Report (Attachment A). The Committee noted that the report found the program viable and recommended continuation with minor programmatic changes, while also identifying structural constraints associated with operating an adjunct-led program with limited division-office support. Committee members noted that the report highlighted the need for clearer administrative coordination,

improved communication with the division office, a compensated faculty lead or equivalent coordination support, and stronger institutional support for adjunct-only programs.

The Committee further noted that the Program Viability Review called for follow-up assessment and specifically framed several recommendations as broader college issues relevant not only to Building Inspection Technology, but to other adjunct-only programs that may face similar operational constraints. The Committee also noted that advisory committee compliance is an area in which college administrative guidance is necessary, including support with committee composition, member recruitment and invitation, recordkeeping, and confirmation that the advisory structure meets applicable Title 5 requirements.

4. Committee Finding Regarding Outstanding Support Needs

After discussion, the Committee found that the principal unresolved issues affecting the Building Inspection Technology program are administrative and structural, rather than solely curricular. The Committee observed that adjunct faculty continue to carry substantial instructional and informal program-support responsibilities while also maintaining full-time professional obligations outside the college, and that no meaningful additional administrative support structure has been put in place since the Program Viability Review. The Committee emphasized that, while faculty and advisory members have continued to make good-faith efforts to support the program, those efforts have occurred without sufficient administrative guidance from the college.

The Committee also noted that the program was referenced in recent April 2026 Academic Senate discussion as an example of an adjunct-only program experiencing communication and support issues, yet the Committee is not aware of a subsequent formal reevaluation or implemented support plan addressing the recommendations identified in Attachment A.

5. Faculty Recruitment and Retention

The Committee discussed efforts made to recruit additional adjunct faculty and increase instructional depth within the program. The Committee noted that efforts were made to bring forward qualified professionals, but those efforts did not result in additional retained adjunct instructional capacity. Committee discussion reflected concern that administrative barriers in the onboarding and appointment process, together with the absence of a stable support structure for an adjunct-only program, continue to undermine recruitment and retention efforts. The Committee similarly noted that compliance-related functions, including maintenance of a Title 5-compliant advisory structure, cannot reasonably be sustained through volunteer effort alone and require college administrative participation.

The Committee concluded that faculty recruitment and retention should be treated as a shared institutional responsibility requiring active administrative partnership, rather than an informal burden placed primarily on existing adjunct faculty and advisory members.

The Committee expressed particular concern that the program cannot reasonably expand faculty recruitment and student outreach efforts through adjunct and advisory volunteer labor alone, even as members see substantial workforce demand and educational opportunity in the field. Committee members noted that they want to increase awareness of the program and recruit both students and instructors, but because faculty and many advisory members maintain full-time careers outside the college, those efforts require active college partnership, coordination, and communications support.

6. Peer Program Review and Program Structure Discussion

The Committee discussed comparison programs, including Diablo Valley College, Cosumnes River College, and San Bernardino Valley College, as reference points for how inspection-technology pathways may be organized, supported, and promoted. The Committee also discussed examples of external partnership and outreach activity, including Diablo Valley College's collaboration with CALBO for a virtual career event.

The Committee observed that, while peer programs share many common course areas, there may be opportunities to strengthen the CSM pathway by more intentionally front-loading employability-focused coursework so that students may become job-ready earlier and then continue their education while already working in the field.

- Course 700 – Intro to Building Inspection Technology and Governance: discussed as a potential overview course covering Title 24, health/life/safety principles, authority and administrative code concepts, the role of the jurisdiction and building department, related Community Development/Planning functions, departmental roles, permit and inspection workflow, technology used in the field and at the counter, and the public-service context of municipal work.
- Course 701 – Residential Building Code and Inspection: discussed as an annual core course that could be clearly positioned to prepare students early for residential-inspection work and B1 certification readiness.
- Course 702 – Blueprint Reading for Construction and Inspection: discussed as a critical skill-building course that could focus more deeply on reading and using plans in both inspection and plan-review contexts.

The Committee discussed the remaining technical classes as potential advanced or elective courses for students seeking additional certifications, degree completion, and continuing professional development after reaching an entry-level employability threshold.

The Committee acknowledged that any curriculum restructuring would require faculty leadership and formal college curriculum processes, but expressed support for continued evaluation of a pathway model emphasizing early employability, plan-reading competence, certification readiness, and stacked professional growth.

7. Program Placement and Internal Alignment Discussion

The Committee discussed whether the Building Inspection Technology program's current academic home should continue to be evaluated if meaningful administrative support is not provided in its present location. Across California community colleges reviewed by the Committee, Building Inspection programs are generally housed adjacent to construction, construction management, applied technology/career education, engineering, or law-and-safety/code-enforcement pathways.

In connection with that discussion, the Committee reviewed how related programs are situated at peer colleges and within the broader San Mateo County Community College District. The Committee noted that the Building Inspection Technology program at College of San Mateo is currently housed in the Business/Technology Division, while CSM Architecture and Engineering are housed in the Mathematics and Science Division. Within SMCCCD, the Committee noted that Cañada College places Engineering in its Science and Technology Division and architecture/design-adjacent instruction in Business, Design and Workforce through Interior Design and Architecture coursework, and that Skyline College places Engineering in its STEM Division and also offers Construction Management coursework.

Based on this review, the Committee concluded that there is no single required academic home for a Building Inspection program. Rather, the key issue is whether the program is placed in an academic setting that provides active administrative guidance, faculty coordination, workforce partnership development, and operational support appropriate to a specialized career education program. The Committee agreed that this comparison should inform future discussions of program support, alignment, and possible administrative placement, whether within the current division or elsewhere in a structure better aligned with construction, engineering, design, applied technology, code administration, or workforce education.

The Committee also discussed possible cross-program coordination opportunities within CSM, including stronger connection to Architecture and Engineering coursework. Members noted that structural and engineering-related content could strengthen the Building Inspection pathway and that existing coursework such as Engineering Statics may represent a useful conceptual crossover if future curriculum development is pursued.

8. Administrative Support Needs Identified by the Committee

- a designated administrative point of contact within the division office for the program;
- a formal program coordination structure, including compensated non-instructional leadership and/or equivalent staff support;
- regular communication and planning meetings among program faculty and division/college leadership;
- administrative assistance with advisory compliance, including guidance and support to constitute and maintain a Title 5-compliant advisory committee, member invitations/appointments, meeting records, curriculum processing, scheduling coordination, outreach, and student outcome data collection;
- active institutional support for adjunct recruitment, onboarding, and retention; and
- production and release of any follow-up assessment, implementation record, or reevaluation conducted in response to the 2022–23 Program Viability Review Report.

9. Committee Action and Recommendation

By consensus, the Committee determined that action is needed to support programs such as Building Inspection Technology, and potentially other adjunct-only or operationally constrained programs, that continue to provide important educational and career-development opportunities for the community. The Committee emphasized that the central issue is not lack of effort by faculty or advisory members, but lack of sufficient administrative guidance and support to carry required operational, compliance, and program-development functions.

The Committee recommends that college leadership review Attachment A and identify responsible parties for implementing or responding to the outstanding recommendations reflected in that report. The Committee further recommends that the college provide a written response or implementation update addressing: (1) what follow-up evaluation has occurred, if any; (2) what support actions have been taken since the Program Viability Review; (3) what near-term administrative support will be provided to stabilize and strengthen the program; and (4) what steps will be taken to assist the program in establishing and maintaining a Title 5-compliant advisory committee structure.

The Committee also recommends circulation of these minutes and Attachment A to the Dean of Business & Technology, the Vice President of Instruction, the Academic Senate President, the Interim Director of Workforce Development, the College President, and other appropriate college leadership as determined by the program.

10. Adjournment

There being no further business, the meeting was adjourned.

Submitted as the official minutes of the April 22, 2026 advisory committee meeting.