

## CTE Department Chair Meeting

### Agenda – April 6, 2010

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- Updates –
  - CCCAOE State Conference CTE March 2010
  - CTE Faculty Minimum Qualifications Resolution
- VTEA 3<sup>rd</sup> Quarter Reports Due
- VTEA 2010-11 Plan Final Review
- Program Review
- CTE Advisory Minutes
- Department Brochures

# CTE MEETING

## April 19, 2011

- VTEA 2011-12 Plan
  - Core Indicators
  - Program Support
- VTEA 2010-11 Remaining Funds
  - Professional Development Funds
- VTEA 2010-11 Remaining Funds
- Student Success Plan Review



## **CTE Chair Meeting**

**November 8, 2011**

**MB 212**

**2:00p – 4:00p**

### **AGENDA**

- I. Standard II Section A Review. We have been asked by the Steering Committee to provide feedback on the portions that directly address CTE areas.
  
- II. VTEA
  - a. VTEA Online Support Site update - Suzie/Mary
  - b. Job Developer Update - Jennifer
  - c. Lyndia.com
  - d. Advisory Committee Minutes needed
  - e. EMSI Analyst 3 & Career Coach
  - f. Mid year cut 1.27%/Additional funds
    - i. Android pads
    - ii. Additional professional development
  
- III. Preview Day –Nov 10<sup>th</sup>
  
- IV. Articulation Conferences in spring (ESCC and IWV)
  
- V. Future Meeting Dates
  
- VI. Adjournment

# CTE – MEETING MINUTES

Friday, August 24, 2007

12:00 noon

Cerro Coso Community College, IWV Campus

## Attendees:

Suzie Ama; Larry Board; Steve Busby; Lisa Darty; Lisa Fuller; Cheryl Gates; Matt Hightower; Phyllis Hix; Dan Johnson; Valerie Karnes; Debby Kilburn; Jackie Krause; Mary Kowalski; Mike Metcalf; Karen O'Connor; Mary O'Neal; Cori Ratliff; Angela Sellers; Paula Suarez; Del Teigen

## Minutes:

Meeting began at 12 noon with lunch provided.

Valerie began the meeting by welcoming everyone to another school year.

## VTEA Updates:

- Each Chair will receive a copy of their VTEA budget and plan for the 07-08 year. In addition, Valerie will also send out the VTEA guidelines to assist the Chairs with this years planning and spending and retention dates.
- The first Chair meeting is scheduled for September 11<sup>th</sup>.
- Everyone decided that CTE Meetings will be held on the 3<sup>rd</sup> Thursday of every month.

## Tech Prep Update:

- Valerie will look into getting the date for the SSUSD ROP Advisory committee meeting.
- Employer Summit was discussed and the announcement was made that Burt Rutan will be the Keynote Speaker.
- Cerro Coso will be partnering with Cerritos College and presenting at CCCAOE in October 2007.
- Valerie will copy and send the Articulation Agreements out to those involved in the Articulation Conference – North.

- Valerie would like to have instructors accompany her with the High School Presentation system. Debby, Karen and Larry
- The following committee was formed to explore, upgrade extra movie theatre advertisements: Larry Board, Cheryl Gates, Debby Kilburn, & Dell Tiegen.

#### Virtual High School Update:

- Currently the following schools are participating the Virtual High School during this Fall semester: Cal City, Mojave, Burroughs, Opportunities for Learning, Lone Pine, and Trona.
- Valerie is coordinating a Parent Night with each high school participating in Virtual High School.

#### Grants:

- Strengthening CTE Grant Award – Valerie explained the grant to everyone. In addition, this grant has allowed us to create Partnerships with the base and in turn will allow us the ability to use their equipment and establish intern positions.
- IDRC Grant will be submitted by Valerie. It is important that we receive Academic Senate support for this grant.
- Faculty/Counselor Work Experience Grant will provide us the opportunity for job shadowing to field instructors. Anyone interested will contact Valerie.
- 7<sup>th</sup>/8<sup>th</sup> Grade Career Exploration Grant will assist us in providing presentations to those grades. Debby expressed interest in participating with these presentations.

Everyone should begin reviewing their Unit Plans

The meeting was concluded at 1:15pm.

**Faculty Chair Minutes**  
**September 18, 2007**  
**1:30 – 4:00**

**Where are we now**

1. Dennis, Larry and Valerie reported on the Employer Summit. We have been receiving positive feedback regarding the summit. Site tours are going to be setup for the Tehachapi Wind Farm and FPL. Valerie will announce the dates and they would like to encourage faculty attend.
2. Student Email Address – This has been a discussion in the District Distance Learning Committee. We are currently looking for a temporary solution; however, it may not be until November before a real solution can come about.
3. Program Review Cycle – Dennis reviewed the Program Review Cycle list and made necessary corrections to the years for the Instruction programs that should be evaluated.
4. Rubric for Evaluating Institutional Effectiveness – Dr. Harmon presented the Rubric received from the Accrediting Commission. She has advised everyone to hold onto their copies and bring them back to the next meeting.
5. Minutes – Dr. Harmon would like any corrections to the minutes to be sent to Tammy electronically.
6. Basic Skills Initiative Update – a team of 16 Cerro Coso faculty and administrators from IWV, KRV, ESCC, SK, and Online are attending the Basic Skills Initiative Workshop being held at the Weill Center in Bakersfield on September 28. Funding for the initiative has been approved by the legislature and the governor has signed it.
- 7.

**Where are we going**

1. CCC Research Agenda – Dr. Harmon explained that we need to explain to the Institutional Researcher why and what we need. Members suggested that everyone email a request for information to Marc Beam and cc Dr. Harmon and Yifen Chen. In addition, the requests should identify a deadline. Yifen will send everyone a list of a sample request in order to identify the data we need to collect.
2. 2008-2009 Full-time faculty needs – Group Discussion regarding full-time faculty replacement process for 08-09. Positions identified were as follows:
  - a. 1 full-time Reading – replacement for John Garcia
  - b. 1 full-time Business – this is a replacement position, vacant for more than 1 year.
  - c. 1 full-time CIS – the committee believe this position was built in the 07-08 budget.
  - d. 1 full-time Biology @ ESCC – this position needs to be verified
  - e. 2 full-time Math – replacement positions
  - f. 1 full-time Counselor – this is a replacement position, vacant for more than 1 yearFaculty Chairs voted to replace two Mathematics positions, one Reading position, and one Business Position.
3. Adjunct Faculty – Bringing the adjunct faculty in is very important. Suggestion was made that we create a website with information for adjunct faculty to be able to refer them to. Dr. Harmon and Tammy will work with faculty chairs and Cori Ratliff on this.
4. Targeted Marketing – Discussion about new markets and building on populations that we currently are serving.
5. Adjunct Hiring Needs for spring 2008 – Dr. Harmon asked that each Faculty Chair identify adjunct hiring needs for spring 2008 and let Pam Coward know of these needs by October 4<sup>th</sup>. This includes individuals who have been hired on an emergency basis for one semester and need to go through the regular adjunct hiring process if they are going to teach again.
6. Moodle Migration – Matt Hightower will communicate with all online instructors regarding the migration. Faculty instruction for Moodle is available through the INST 269 course.

## **Area Updates**

1. Automotive will be adding evening classes.

Dr. Harmon announced that there will be a two week break before we will start the summer schedule.

# CTE – MEETING MINUTES

Tuesday, October 23, 2007

1:45 pm

Cerro Coso Community College, IWV Campus

## Attendees:

Larry Board; Steve Busby; Cheryl Gates; Valerie Karnes; Karen O'Connor; Jennifer Schwerin; Angela Sellers

## Minutes:

Meeting began at 1:45pm.

Valerie began the meeting by having Jennifer Schwerin, the Temporary Job Development Specialist introduce herself. In addition, all members in attendance introduced themselves.

Jennifer and Larry plan to meet with Chuck Kimball and Bill Wilcox regarding internships at Desert Motors.

Jennifer will begin emailing the list of job opportunities to the Faculty Chairs.

SSUSD/CCCC Advisory Dinner will be held at China Lake Buffet on November 13<sup>th</sup> at 6pm. Each Chair needs to respond with the list of attendees from their area in order to give SSUSD an accurate headcount.

Preview Day – November 2<sup>nd</sup>, each department is encouraged to attend and prepare a table/booth for the students.

## VTEA Updates:

- Valarie informed everyone that only 7% was spent for the 1<sup>st</sup> Quarter. The budget needs to be spent at 44% for the 2<sup>nd</sup> Quarter.
- Angela will schedule meeting date/time for Marketing Group.

## Tech Prep Update:

- There are currently 6 different schools participating in the Virtual High School. The feedback from the instructors is being sent out to the Facilitators. So for the progress reports appear to be good.



- Articulation Conference North is on track. We have been working with Carlos Padilla and there has been a good response for attendees.

#### CTE Unit Plans:

- Valerie will send the Unit Plans to all departments.
- Valerie will ask Dennis Vanderwerff regarding Program Review.
- Presentation of website for CTE was given by Valerie
  - Articulation status is available for all schools and disciplines.

#### Additional Info:

- Karen announced that every weekend she has a curriculum party. Larry and Karen worked together for 5 hours on Sunday. Dean Bernsten completed 2 Math courses. She also needs to see the SLO assessment for clarification.
- Valerie would like for future meetings to have Christine Swiridoff and Dean Bernsten to attend a CTE meeting to speak about Technical Writing and Math.
- Cerro Coso has been asked to host the State Wide Meeting for the Wind Industry on December 14, 2007.

The meeting was concluded at 3:30pm.

## CTE – MEETING MINUTES

Tuesday, November 6, 2007

1:30 pm

Cerro Coso Community College, IWV Campus

### Attendees:

Larry Board; Cheryl Gates; Valerie Karnes; Karen O'Connor; Angela Sellers

### Minutes:

Meeting began at 1:30pm.

### VTEA Updates:

- Headers for each department will be ordered for the Display Boards through One Time Funds.
- We will look into the process for getting Signs for the Allied Health Careers and Automotive Technology areas, similar to the Transfer Center Sign.
- Purchase for CD/DVD Publisher will be processed from VTEA Across Programs Marketing monies.
- Marketing meeting is scheduled for 11/29/07.
- Presentation of the new CTE Sharepoint site was given by Valerie.
- Transition to Word 2007 will be done by Spring 2008.
- All departments need to get their Quotes in as soon as possible. All purchase orders need to be completed by November 16<sup>th</sup> in order to receive the items and process payment before December 31<sup>st</sup>. We need to expend 44% of the VTEA budget.
- Larry would like for the students in the Automotive Department to have a uniform shirt.
- Wind Meeting will be held on December 14<sup>th</sup> at Cerro Coso. There will be a dinner meeting the night before at Victoria's at the Heritage.

### Tech Prep Update:

- The listing of the courses offered for Virtual High School was reviewed.
- Valerie has reviewed all the information in the Articulation packets from Close the Loop-ESCC. They still need to be organized and missing documents need to be submitted.

The meeting was concluded at 3:30pm.

**Faculty Chair Minutes**  
**November 27, 2007**  
**1:30 – 3:20**

**Attendees:**

Dick Adams, Dick Benson, Dean Bernsten, Yifen Chen, Lisa Fuller, Dr. Jane Harmon, Jon Heaton, Valerie Karnes, Corey Marvin, Karen O'Connor, Heather Ostash, Angela Sellers, John Stenger-Smith, Jon Tittle

**Where are we now**

- Dr. Harmon reviewed the 16.3 Scheduling Matrix.
- Discussion regarding vacant positions. Due to the anticipated budget reduction we are not sure if the vacant positions will be filled.

**Where are we going**

- Catalog is going to be re-done in Spring 2008.
- According to the direction of the Chancellor's Office, the Associate of Arts in General Education will no longer be offered. Because the Gen Ed degree does not require an 18 unit emphasis the degree will need to be modified to meet the Title V requirements.
  - Heather Ostash is scheduled to attend a Region 9 meeting next Thursday. She will bring back a model from other schools. She will contact Lisa Fuller.
  - The new program will be assigned to a faculty chair member and a committee will be created.
- Annual Unit Plans are due December 14<sup>th</sup>; however, if anyone would like to turn them in after the winter break that is not a problem.

The meeting was completed at 3:20

## **CTE Meeting Minutes December 4, 2007**

### **Attendees:**

Suzie Ama, Larry Board, Steve Busby, Lisa Fuller, Valerie Karnes, Karen O'Connor, Angela Sellers

Meeting began at 1:55

### **VTEA Update:**

- Marketing meeting with Joann went well. Supplement idea of newsletter that would be one page and have them as a mailer within the local papers in the various areas. Joann is going to give us pricing on how much this would cost. Joann advised that we would receive more for our money from print ads. Larry will talk with Erik Kaufman regarding radio ad costs.
  - The supplemental ad would be a good idea during Spring 2008.
- The theatre ad is still running and we have processed payment from the Tech Prep budget. We will begin a new campaign at the end of January. Cori will make changes to update the current slide.
- The department area names have been ordered for each program.
- All updates for the new CTE Brochure could be gathered during the Spring 2008 semester and should have the inputs by March 15th and print by April 15th.
- High School visitations – Dates will be presented at the next meeting.
  - ESCC could be done on a Thursday/Friday
  - KRV can be done on a Friday (April)
- Purchase 1000-2000 color CDs and 500 DVDs, desk calendar, jewel cases and labels and ink for printers.
- Suzie reported the Data provided through ODS Spring and Summer 2005 was coded incorrectly. Gale explained that there was a misunderstanding regarding the changes that needed to be made. Clarification needs to be made regarding the information received by the Institutional Researcher.

### **Program Updates:**

Automotive and Welding – All courses are completed and approved through CIC. Class for Hybrid is almost complete and planned to be offered in Fall 2008.

Business & Info Tech – Certificate/Degree programs are being updated. One is being eliminated and another is being modified. Everyone is continuously working on the curriculum updates.

Child Development – Working with ESCC and did a training and is scheduled to do another next year. Set up 2 days in April for a seminar. National Association Education of Young Children – Formed a board for ESCC area.

Health Careers – not in attendance

Media Arts – Middle of Program Review for Digital Animation. Expanding the web design program to include mobile media. Anticipating the need for Design Visualization needs. ESCC now has one of the high school counselors as an adjunct.

Public Service – Working on bringing up an academy in California City. Steve has looked into a place that is available for use for a variety of programs, it is owned by the city. Steven has talked with the Sheriff's department. Cal City is interested in a Fire Dept program. Finished 2 academy classes and 2 classes currently running. A new instructor that is available

Human Services – Needs to go through Academic Senate

If there is a major revision, Valerie can take the program back to Region 9.

Information and feedback approval needs to go through Academic Senate twice, then through College Council as an information item. If only information, it only needs to go through Academic Senate once.

If program is being changed, such as the name, it only has to go through CIC.

If there is a new program that is 12 units or more it must go through the state.

**Tech Prep Update:**

- Virtual High School flyers have been finalized. Valerie is going to be meeting with the facilitators at the beginning of January.
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**Unit plans:**

- We can extend the date until we return in January.

Informational Item:

IT will be preparing a package that will be sent to faculty to load the Office 2007 on December. Classified will be trained on Monday and then given the week

Meeting completed and 4:10pm.

# CTE Meeting Minutes

## February 5, 2008

**Attendees:** Valerie Karnes, Dr. James Fay, Larry Board, Cheryl Gates, Mike Metcalf, Angela Sellers, Lisa Fuller, Karen O'Connor

### Updates:

- Job Development Specialist, Jennifer Schwerin was in attendance. The idea was presented to potentially hold a Career Fair on campus, in April. She would also like to visit the classrooms.
- Group has agreed to hold a Joint Advisory Groups Meeting on May 2<sup>nd</sup>
- Dept Chair Standing Meetings – if the chair would like to have a standing meeting, please contact Angela.

### VTEA Update:

- Region 9 Training in San Bernardino, 2/13/08. If anyone would like to attend please contact Angela. Additional training will be held for Region 5 in Merced, two weeks following the Region 9 training.
  - New plans will have to be based on a new area that we are deficient in.
- Karen would like clarification on reporting absences.
- Valerie and Angela will determine marketing available balances to all areas

### Tech Prep Update:

- Virtual High School is currently going – approximately 50 students enrolled.
- ESCC wrap up date has been changed date to April 3<sup>rd</sup> and 4<sup>th</sup>. If you plan to go please notify Angela to make the hotel reservations.
  - Advisory Groups will plan to meet in the evening in Mammoth on the 3<sup>rd</sup>.
- We would like to plan an articulation conference for SSUSD alone and an additional one planned for surrounding schools that we serve. We need to identify the partners ahead of time and exchange files prior to meeting.
  - Invitation to the paper for specific discipline will place an in the paper
  - Date and location to be determined
- Program Review
- Dr. Chamberlain is visiting tomorrow here at CCCC
  - FTES issue with online labs
  - Valerie will ask about Paralegal program
  - Valerie will speak about the Wind/Solar program

### Information items:

- Will be bidding with the Region on a 10mil grant from Dept of Labor
- Grant applications were rescinded.
- We have received \$35k to develop programs for sending faculty to training, curriculum development, tools, etc.

### Action item:

- Valerie will get the minutes from the SSUSD/CCCC Advisory Board Dinner from November.
- Angela will contact Laura Hickle to find out the meeting times for SSUSD/ROP to bring back the CHDV programs.

## **VTEA Chair Meeting April 7, 2009**

**Attendees:** Karen O'Connor, Mike Metcalf, Cheryl Gates, Steve Busby, Suzie Ama, Valerie Karnes, Angela Sellers

### **VTEA**

- Valerie presented the new Perkins Forms and provided an explanation of how these funds can be used and distributed. Core Indicators and KCCD Targeted CTE Job Programs. An example was presented by Valerie in Across Programs. Valerie has proposed to have an Across Programs Professional Development – Faculty Retreat.
- Valerie will request for Mark to pull a more current data for the Core Indicators. The information received does not have current data.
- Funds have not been swept as of today. Valerie will re-evaluate and let everyone know next week where that stands.
- Scoring will be conducted on April 21<sup>st</sup>. Dr. Fay will review with Valerie and once completed and the package will be sent to the District.

### **Tech Prep**

- Tech Prep preliminary funding for 2009-2010 is \$68,000.
- Valerie will request for a complete report from Karee regarding Virtual High School. The condition whether we are going to continue this program will be dependent on the report received.

### **District Office**

- Strategic Initiative Grants will be decided tomorrow, April 8, 2009.
- Each area can apply for funding of SB70 District as long as the requirements are met.

Next meeting is scheduled for April 21, 2009.

# CTE Meeting

## September 15, 2009

### 2 – 4p

**Present:** Suzie Ama, Steve Busby, Valerie Karnes, Mike Metcalf, Karen O'Connor, Mary O'Neal, Angela Sellers

Valerie began meeting with presentation of Moodle website.

#### **Faculty Evaluations:**

- List of Adjunct Evaluations have been sent to chairs on 9/14/09.
- Faculty will request email listing from online instructor and forward to Angela. If there are no responses from faculty, Angela can pull data from ODS, but only after chair does not receive response.
- Online Surveys will not be started until the email is received.
- Surveys should start October 2<sup>nd</sup> and run through October 16<sup>th</sup>.
- Summary reports should be emailed to chairs by October 21<sup>st</sup>.
- Angela will contact Clint regarding timeline for evals
- Angela will pull the contract information and upload to Moodle.
- Valerie edited and uploaded the evaluations to the site.

**Special Comp Forms/Stipends:** Valerie submitted a spreadsheet to the District for explanation. She is going to follow up to find out if there is a decision going to be made soon. Valerie will speak with Dr. Retterer tomorrow and email the response to Mary.

**Reports:** Quarterly reports – due at the end of September.

- Valerie will make reports dates from meeting agenda should be matched to today's Agenda.
- Final report forms should be sent to faculty by April 1<sup>st</sup>.
- Valerie will input link to upload the final reports online.

**Purchasing:** Orders should be placed as soon as possible.

#### **Tech Prep:**

- Inyo County has requested that CTE join in on the ESCC Career Fair/Preview Day for the spring semester.
- Articulation should be done each year to verify all information is correct between HS and college course.
- Angela/Valerie should be notified ASAP when planning to meet with Advisory groups. Detail receipt from restaurant, sign-in sheet, and minutes should be provided when requesting reimbursement.
- CHDV recommends to have one Advisory Committee Meeting – fall with combined meeting and in the spring specific to the community
- Advisory meetings in large groups vary on the effectiveness
- Cal City/Mojave would like for articulation to be done; however, there are questions regarding the South Kern Cal City/Mojave facility



- Valerie will contact Larry Phelps for a listing of the ROP courses and schedule meeting in the spring for those programs with the CTE faculty
- Virtual high school grades versus high school grade needs to be addressed. Valerie will talk with Laura Hickle regarding the discrepancy in grades.

#### **Program Review**

- Training should be available soon for Program Review. Valerie is going to contact Dennis Vanderwerff to find out when training will be scheduled.
- Valerie will update the list and upload to Moodle.
- Top Codes and SAM codes should be carefully looked at when reviewing data. Karen is taking a list to CIC for review.
- December 10<sup>th</sup> is the deadline for Program Review CIC. Karen will send list of dates to Valerie and Valerie will update the Program Review Meetings list

Steve Busby stated he has had to reapply to VA as the programs were not submitted as we believed they were being. Valerie will send email with link to all CTE faculty. It is important to verify your courses are verified and approved. The approvals are course and site specific.

Meeting adjourned at 4:21p

# CTE Chair Meeting

October 6, 2009

2p – 4p Room 229

**Present:** Suzie Ama, Karen O'Connor, Cheryl Gates, Mary O'Neal, Steve Busby, Valerie Karnes, Paula Suarez, Angela Sellers

**Absent:** Larry Board

Valerie presented the current Moodle site showing how forms have been uploaded

- Angela will make forms block for travel

## **Evaluations:**

- On-campus surveys have been printed
- Some Online surveys are still outstanding due to emails not received.

## **Articulation/Outreach:**

- KRV/SK – plan has been place on hold
- Valerie still needs to contact Larry Phelps
- Valerie will request for schedule of administrators when they are at KRV/SK and on IWW campus
- If articulation meetings are going to be conducted please let the Valerie and Angela know as soon as possible.

## **VTEA:**

- 2009-2010 Core indicator reports have been received and available after the meeting.
- Rubric is presented for the VTEA plans 2010-2011. Each activity will be based on this rubric. Independent evaluators will score.
- Forum discussion will be created regarding the Rubric
- Karen presented 45 courses to CIC on September 25<sup>th</sup>. She will share the form if anyone is interested.
- District has acquired access to software EMSI – which gathers data and assist with programs. Valerie will send out the information such as login and passwords.
- Budgets will be posted on Moodle monthly.

## **Tech Prep:**

- Karee met with BHS. Have new facilitator. Students will receive grade that is received in CC class. A process will need to be established how the facilitator will distribute grades.
- Paula Suarez reported that College University from 3-5 did not have representation from Academic and CTE.
- Preview Day is November 6<sup>th</sup> and it is highly advised that there be representation from CTE. 10:30-11:30
  - Angela will have CTE Booth. CHDV, MA, BSOT/CSCI will attend. HCRS may attend.

## **Program Review:**

- Meetings have been scheduled with Marc Beam
- English Review has been scheduled with Cliff Davis

## **CTE Chair Meeting**

**October 6, 2009**

**2p – 4p Room 229**

### **Reports/Questions:**

- Region 9 report distributed from Valerie.
- Steve presented that the first fire fighter apparatus has been donated to the Fire Science program in the Big Pine area.
- Request for a report of Community/Contract Education income/expense and find out if programs we are offering are cost effective.
  - Valerie is meeting with Cheri and Lisa regarding the reports and will get back with Cheryl Gates.
- Mary is concerned about losing the Child Development Center where the practicum center is conducted due to the excess amount of funds being spent. A negotiation between the Union and Administration should be held soon regarding the excessive cost in salaries.

Meeting ended at 4p.

# CTE Meeting

## November 3, 2009

**Present:** Valerie Karnes, Mary O'Neal, Steve Busby, Suzie Ama, Cheryl Gates, Karen O'Connor, Paula Suarez, Angela Sellers

**Absent:** Larry Board

### **Stipends - Valerie met with Dr. Retterer**

- Valerie has already spoken with all faculty involved. President is taking forward the stipends
- \$4,700 of unapproved stipends

### **Not funded:**

- Career pathways/Articulation (included in professional responsibilities).
- Handbooks (included in professional responsibilities).
- Instructional Multi-Media (found a different way to meet the objective). Will not need \$3,000. Giving students the option to purchase textbook or subscription. Video replaces the need to develop the video on her own.

### **Suggestion for use of unapproved stipend funds:**

- Online Tutor suggestion
- CCCCAOE Conference
- Special Populations Conference
- Allocating funds to the Counseling area/ways to make the college "whole"
- Scoring will be done with same matrix as before.
- Valerie will send out the form for everyone to submit their proposal on how the remaining funds should be reallocated.

### **2010-2011 Plans**

- Steve Busby, Mary O'Neal, Suzie Ama and Karen O'Connor object to have an outside party score the VTEA Plans for 2010-2011
- 4 colleges are involved in the scoring rubric.
- Faculty would like to keep process used this year.

### **ODS Data:**

- Concerns made that Data recorded in ODS is inaccurate. If outside party is basing their decision on the information received from ODS, the data will be null because there are errors.
- Build report with specific parameters needed; find where data is collected and who inputs the data.
- Valerie will address the issues with John Means & Marc Beam – basing data on core indicators although they are incorrect
- Regarding Rubric, Mary would like a more descriptive narrative as to who will be the decision makers

Next meeting scheduled November 17, 2009.

**CTE Meeting**  
**November 17, 2009**  
**Room 733 3p-4:30p**

**Present:** Valerie Karnes, Marc Beam, John Means, Suzie Ama, Karen O'Connor, Mary O'Neal, Cheryl Gates, Angela Sellers, Mike Metcalf

**Absent:** Steve Busby, Larry Board

**Review Process for 2010-11 CTE Funding**

- John Means explained how money will be spent for 2010-11
- Deans agreed in August that plans would be submitted based on the Core Indicator
- Funds will be distributed based on Scoring Rubric
- Reviewing VTEA Team would be the local Cerro Coso Dean, Non CTE Faculty, Economic Development Specialist and a Non CC CTE Dean. (John Means has modified this from our discussions. Please see process document under VTEA area.)
- When scores are in, Valerie and John will present to Mary then the Chancellor.
- Accountability regulations John Means.
- Funding will be based on targets not being met and gaps in special populations.
- Faculty expressed concerns to John regarding the process not being a collaborative process.
- As an example a college wide program would be if a target is not being met in a non-traditional gender, then the college must focus on meeting that specific target
  - CTE Group reviews deficiency, special populations
  - Plans will then be college wide based on data, no longer program specific

**Explanation of Scoring Rubric by Marc Beam:**

- Core Indicator performance summary
  - Find the biggest gaps referring to CC College Summary
- Labor Market Data
  - Refer to growth and earnings
- Special Populations
  - Refer to Demographics report

Most important focus is indentifying the gaps and understanding the data.

Meeting ended at 4:30p

**CTE Meeting**  
**March 2, 2010**  
**Room 229, 2p-4p**

**Present:** Valerie Karnes, Mary O'Neal, Lisa Fuller, Karen O'Connor, Paula Suarez, Larry Board, Angela Sellers, Suzie Ama, Karee Hamilton

**Absent:** Debby Rundell, Steve Busby

Valerie began meeting at 2:05p

**Discussion for selection of Non-CTE Faculty, suggestions for individuals are:**

- Karee Hamilton
- Paula Suarez
- Dennis Vanderwerff
- Suggested time for the team would estimate to be 10 hours
- Discussion was held regarding Stipend for this additional responsibility
- Team should be identified by March 5, 2010

**Researcher:**

- Report on progress within the CTE Dept meetings
- Meet with faculty as needed
- Timeline will be provided for necessary deadlines
- Available to attend Advisory meetings
- Develop standardized reports for Unit Plans and Program Review
- Assist in develop to track Student Program Learning Outcomes
- Generate reports to identify students who complete all requires courses for CTE Certificates or Degrees
- Validate data as new information is captured
- Work with Counseling
- Location will be at IWV Campus
- Working with Job Development/Coach

**Job Developer:**

- Visit CTE Capstone courses
- Attend Advisory/Department Meeting
- Tracking of CTE student contact count
- Visit CTE Courses during the first week of school
- Give guidance on Resume building resources (i.e. work experience courses, capstone courses, etc.)

**Financial Needs for Department handout was reviewed**

- DMA – use last years amounts
- Need Public Service amounts

**Tech Prep Conference March 9<sup>th</sup> Attendees:**

- Cheryl Gates room
- Annette Hodgins room
- Karee Hamilton no room
- Valerie Karnes room
- Angela Sellers

**CTE Meeting**  
**March 2, 2010**  
**Room 229, 2p-4p**

- Larry Board room

**Articulation:**

- Valerie & Counseling staff will be meeting with Sophie Ken March 15<sup>th</sup> in Bishop, CA
- High School Articulation agreements will be reviewed
- Faculty should report if changes have been made within their courses
- Remove Residency Requirement has been presented; however, Valerie will check on the status
- Counseling Dept will contact faculty for updated information if needed

**Orientation/Assessment:**

- Any handouts faculty would like to promote within their program, please give to counseling
- Parent night – March 15<sup>th</sup> at BHS at 6pm
  - Any faculty wanting to attend, please do
- Counselor Collaboration – April 16<sup>th</sup>
- I'm Going to College – April 29<sup>th</sup> & May 5th
- Lisa suggests for Counseling to send announcements to Home Schools

**Brochure Designer:**

- Brochure specs are needed to provide accurate price quote
- All Departments should include the content

**Items Due:**

- VTEA 3<sup>rd</sup> Qtr Reports due 4/1/10
- Program Plans due by 4/15/10
- VTEA Year End Due 4/30/10

Career Expo had a great turnout

Request for Job Fair has been presented

Karen distributed declared majors list. Wanted to report that 7 students were declared majors for INDT.

Meeting ended at 4:05p

CTE Meeting Minutes  
Room 229  
September 7, 2010

**Attendees:** Valerie Karnes, Paula Suarez, Cheryl Gates, Steve Busby, Mary O'Neal, Suzie Ama, Angela Sellers, Karen O'Connor, Larry Board, Karee Hamilton

- Preview Day – November 4<sup>th</sup>
  - CTE Preview Day – November 4<sup>th</sup>
  - Morning – Touring Junior & Seniors
  - Afternoon – Employers invited on campus – open to Cerro Coso students
  - Need Information for fair – need student in area to represent department. Provide information regarding department. Karee will have Career Pathways information to distribute.
  
- Faculty Evaluations -- Full Time & Adjunct
  - Faculty Evaluations – committee members are needed. Valerie sent email to those Chairs requiring evaluation in the department
  - Adjunct Faculty Evaluations – list sent by Clint (last week) 9/3/10
  
- 2 Yr Program Review Documents – Due by Sept 17, 2010
  - Marc sent final document to Valerie.
  - Would like to take to October Board meeting.
  - Need one page sheets sent to Valerie by September 17, 2010.
  - Will upload document sent from Marc on the Moodle.
  
- VTEA 1<sup>st</sup> Quarter Reports Due Sept 30<sup>th</sup>
  - Activities done for the first quarter should be sent to Valerie by 10/1/10
  - Travel should be pre-approved.
  - Advisory meetings require minutes for reimbursements.
  - Chairs should send list of scheduled advisory meeting dates to Angela/Valerie
  - SSUSD is interested in doing Joint Advisory meeting in November at a local restaurant.
    - DMA – will schedule on their own
    - Business has been eliminated at SSUSD.
  
- Online Supplemental Instruction Discussion
  - Faculty want to be sure they are in control of instruction.
    - Want to be sure students are going to faculty for content questions - not tutor.
  - Should be considered a remediation site with supplemental instruction materials.
  - Recommendation for site to be called Mastery site, supplemental instruction
  - Idea to be able to answer basic questions or guide them to correct area
  - Facilitator should direct students with answers such as “Let’s review that... did you do this...”
  - Facilitator should have the ability and resources from instructor to direct the students to alternate sites (i.e. publisher websites with supplemental materials)
  - Should have area for FAQ sections
  - Have access to Moodle and connect live
  - 1 Portal setup for 10 Moodle sites - 8 disciplines and 2 general with separate links
    - Chairs can determine best mode of connection (i.e. DMA would like to utilize Adobe Connect)



CTE Meeting Minutes  
Room 229  
September 7, 2010

- Online Supplemental Instruction Discussion (con't)
  - Area of concern is for students entering the Online courses (i.e. Public Service states there area of focus is needed for online students prior to entering core courses – most unsuccessful students are those unprepared for the Online environment).
  - Goal is to have site up and running by November 1<sup>st</sup>
  - Send potential facilitator to Valerie within the next week.
  - \$17/hr = Professional Expert for 5 hours a week
    - Exceptions will be made for the disciplines depending on the online course offerings within the semester (i.e. disciplines with wider variety of course offerings will require more hours allotted for Professional Expert).
  
- Valerie will contact Elaine to setup one page site to connect Moodle and Kiana to setup Moodle shells.

Meeting completed at 2:30p

## CTE Meeting Minutes October 19, 2010

Attendees: Valerie Karnes, Angela Sellers, Karee Hamilton, Jennifer Schwerin, Steve Busby, Mike Metcalf, Mary O'Neal, Annette Hodgins, Cheryl Gates, Karen O'Connor, Paula Suarez, Matt Crow, Bonita Robison

Meeting began at 2pm

### Tech Prep

- CTE Preview Day – November 4<sup>th</sup> 10:30a – 11:30a & 1:30p – 3:00p
  - Karee Hamilton – Requests for attendance at Preview Day
  - Suzie Ama agreed for DMA
  - EMTC, HCRS, HMSRV, INDT, CHDV
  - Jennifer Schwerin listed committed companies who are committed to attend. Additional suggestions by faculty were given and Jennifer will make contact.
- Update for Career Center – Internship with City Planning Dept.
  - Presented to 6 classes and done a few resume workshop via iTV with KRV & Bishop
  - Has worked with approximately 55 students w/in the last 3 months, Engineering, ADMJ, Human Services, CSCI, CHDV
  - 3 students applying for the SEEP
  - Mentoring Day – for Disabled students
  - Preview Day – getting employers on board
  - Intern position on campus
  - Articulation status – Karee Hamilton
- Need to renew current agreements. Letters have been sent to HS and requested for a response by November 1<sup>st</sup> whether there are changes or not.
  - Only one response received – JD Wright
- Preview Day funding approved
- Solar KidWind Training
- Brochures – Angela will gather samples of alternate marketing for CTE Brochures
- Valerie Karnes attended Dayton Ohio, Sinclair Community College – career pathways nationally recognized
  - 7<sup>th</sup>/8<sup>th</sup> grade explore and apply in 10<sup>th</sup> grade and go to specialized career center
  - 98% graduation rate
  - If they complete tech prep pathways they receive a 3,000 scholarship
  - Faculty and high schools have established relationships
  - Post meeting will be held and a report will be given

### Program Review

- 2 year supplemental will go to Board of Trustees in November

Establish an assessment committee

Program assessment once every 6 years

Curicunet will assist with providing a schedule – possibly all information will be included by the end of the semester

Board Action dates – The date has been moved up to one week prior to the standard due date list for all Educational services.

## CTE Meeting Minutes October 19, 2010

### Supplemental instruction project

- Basic skills and counseling is currently working on supplemental instruction vs supplemental instruction forum
  - Utilize successful students in future courses
  - Hired to attend, take notes and hold study sessions
  - Have implemented in few courses and
- Targeted type tutoring with outside tutor training
- Online tutoring is currently offered through Adobe Connect Pro
  - Train
  - Expectations
- TA or Adjunct to serve the roll in CTE
  - CTE students are not readily available for tutoring
  - Tutoring can be through a Center
  - Teacher Assistants have to be supervised
- Open lab is no longer allowed – only proctors are available for 4 hours a day
- Each discipline noted there are very different needs
- Student Assistant Model in previous years
- VTEA funding could provide SAs for 3 semesters and gather data
- If the district goes after funding for
- Hours are able to be doubled for spring semester if we do not start until January
  - Classified are paid by hour
- Moodle sites have been setup
- Valerie will ask John Means regarding the approval of the \$500 stipend for Faculty to setup the Moodle and work with the teaching assistant (20 hours) for the semester and supervise to be sure they are meeting their hours.
- General support online tutor support – Faculty and TA should be identified
  - One week ahead of first day of semester
- Deadline for site setup should be setup prior to first day of the semester
- Setup will be individualized by department
- November 1<sup>st</sup> should be the anticipated deadline to allow TAs to begin
  - Valerie will check the status of HR processing the 2 names
  - Valerie will verify if employee is a current Adjunct if they can be a Teaching Assistant

Meeting completed at 4:11p

**CTE Meeting  
November 2, 2010  
Room 212**

**Attendees:** Valerie Karnes, Dr. James Fay, Suzie Ama, Steve Busby, Cheryl Gates, Clint Dougherty(via phone), Angela Sellers, Karen O'Connor, Larry Board, Karee Hamilton, Mary O'Neal, Mike Metcalf

**Report from Karee Hamilton:**

Preview Day – November 4<sup>th</sup>

- Faculty should be setup by 9:30a
- Tours for HCRS area will be available
- Angela will check into various shirts available for CTE Faculty

Articulation update

- Kathy from Bishop has reported that nothing has changed

**CTE Online Supplemental Instruction Site Update:**

Report from Clint Dougherty (via telephone)

- After reviewing the duties the position falls under classified work
- If it is classified work, you cannot hire individual as Professional Expert
- Concerns for classified positions are as follows:
  - College practice to not allow classified to work from home.
  - No ability to supervise
  - Liability for the college (i.e. control of work hours, working more than 5 days in a row)
  - Classified positions cannot work nights, weekends
  - Shift differential if hours are split, if they are more than 5 days a week there will be difficulties
- If you treat the work as Supplemental Instruction, you can hire as adjunct and pay at \$30 rate of pay (assisting students)
- Chairs have agreed that adjunct faculty would best meet the needs of the online environment
- Minimum qualifications will need to be met if hiring as adjunct faculty

Mary O'Neal reported that the Tutor position is what CHDV needs after reviewing the job descriptions this best fits for the departments. She also stated that this is a classified position and if we try to get around it, they will be a met by the unions.

Suzie Ama suggested that we explore the option of an open entry tutor training course, to enable tutors to be trained more quickly and as they are needed.

- Clint suggested a formal presentation to the President and a meeting should be scheduled (He will be available to meet on Monday – Jill is also available)
  - Presentation should include:
    - Needs of online students to be served on nights and weekends.
    - Establish hours.
    - Inclusive of all controls and the hours of when they work
    - Define the Need and how it is outside of the normal working hours and how it meets the needs of the college.
    - Positions will not set precedence
    - Address Liability issues

**CTE Meeting**  
**November 2, 2010**  
**Room 212**

- Supervisor will be the Chair
- In Moodle hours can be tracked.
  
- Valerie will gather information from Chairs
  - Chairs will give Valerie the specifics of their tutor by Friday November 5<sup>th</sup>
  - Estimated hours and schedule and what is needed for the area
- Faculty will send the following:
  - Hours
  - Need at specific campus and hours
  - Valerie will calculate over the weekend
- Clint will mention to Abe
- Clint will draft some language to help with presentation to the President.

Additional discussions:

- Faculty will setup Moodle and received one time \$500 stipends
- Reevaluate tutoring progress for fall/spring of next year.
- Possibility to get tutors on campus for direct tutoring depending on need within the discipline
- “General Computer Help” is a question since the outsource services are being implemented
- Online training to develop self-paced non-credit course students can complete

Ended 3:56p

CTE Meeting Minutes  
February 1, 2011  
Room 212 2p – 3p

**Attendees:** Steve Busby, Cheryl Gates, Karen O'Connor, Valerie Karnes, Angela Sellers, Suzie Ama

**Absent:** Larry Board, Mary O'Neal

➤ **Online Student Success Project Update:**

- General site has had traffic during the week but weekends are slow
  - CHDV & DMA are very active
  - DMA has offered extra credit
  - Enrollments are:
    - General – 6
    - BSOT – Staff & faculty only
    - DMA – 46
    - HCRS – staff & faculty
    - CHDV – 64
  - Student needs will more than likely increase throughout the semester and increase traffic on the sites
  - Important to be sure that Tutors are aware of the duties and not stepping into the role of the instructor
  - Valerie will email tutors to keep track of who they are serving
- HCRS stated they registered a 10% difference for Spring 2010; however, the process was the Instructor sent students directly to the site.
- Data will have to be evaluated to verify the success of this project. Right now, there is no determination of how this will be determined.
- Core Indicator reports will be out in February and will be distributed and posted to Moodle
- CTE Moodle site has been updated as of 2/1/11
- Budget Development will be tied to Unit Plans. Gale will be sending out spreadsheets soon.
- Valerie attended the Leadership Academy trip to Sacramento and received information that there will be cuts to community colleges.
- Potentially a 15% cut
  - \$36 per unit will be current cost and potentially could be \$80 per unit.
- Teacher Skills Workshop attended by Valerie, Suzie and Laura.
- Assisted instructors with developing mini lessons
- Next meeting is scheduled for March 15<sup>th</sup> Valerie will determine if a meeting can be scheduled prior to that date.

**CTE Meeting**  
**March 15, 2011**  
**Room 212 2p – 4p**

**Attendees:** Valerie Karnes, Steve Busby, Suzie Ama, Mary O'Neal, Cheryl Gates, Larry Board, Angela Sellers, Corey Marvin, Karen O'Connor

Valerie reported:

Tech Prep has been zeroed out and unlikely to return

- Funds have been rolled into Perkins, but Perkins will also be reduced
- This will be a physical impact on the budget regarding Educational Administrators salary

Review of current VTEA Funding Balances spreadsheet

- Suzie and Debby to provide Moodle Training
- American Welding Society Conference – Jim O'Connor
- Advisory Meetings changes updated
- New proposals – Turning point clickers (3 sets) – agree to order
- Valerie will check with design quotes for HCRS Brochures
- Steve would like to wait for Mike to return from OSHA Training
- HCRS is unsure of needs pending KRV Skills Lab location – this may need to be input for the 2011-2012 plan.
- INDT – valves on welding equipment need to be replaced
- Requests due by March 31<sup>st</sup>

VTEA Plan for 2011-2012

- Roll Plan to continue online support
  - DMA will need online subscription continued
  - KRV HCRS Lab – need location determined
  - Mary will upload CHDV request for funding to Moodle for ESAEYC
  - Build in additional funds for stipends for faculty approximately \$1000

Online Moodle site feedback:

- Incentives given to students to attend has worked well
- Child development has 70+ students – survey available and is a very active site
- Asked for Patricia Keith to keep track of disciplines she is assisting
- Valerie verifies hours by activity level in Moodle

CIC – Program course distribution List – Corey Marvin:

- To align courses and program information
- Updates to programs in April
- If information is listed twice, contact Corey for deletion
- 2<sup>nd</sup> reading due by May 6<sup>th</sup>
- CIC is not in charge of programs so it is a good time to clean up the information and be consistent

**CTE Meeting**  
**March 15, 2011**  
**Room 212 2p – 4p**

Work experience/Internship:

- Should be driven by the advisory committees
- Work Experience Plan should be filed at the state level
- Manual at the state level is available
- Bring courses through to CIC the first part of next semester
- Valerie will provide research regarding the difference between work experience/internship/externship

2 year Program Reviews will go forward to the April Board meeting

- Valerie will upload to the Moodle

6 year Program Reviews

- Faculty will send to Corey and copy Valerie
- Valerie will begin Board Action
- Once completed all CTE Program Reviews will be up to date and ready for Accreditation

Suzie – Moodle Training

- 30 hours of development & 10 hours of delivery workshops
- Will pool the faculty
- Deliver through Connect & On-ground

Valerie will meet individually with faculty to review Summer & Fall schedules

- Per direction of the Board we should project a 15% workload reduction
- Anything not required of or tied to a program should be reviewed
- Valerie will check with Dr. Post regarding a discussion with all chairs for 15% reduction
- Concern regarding the courses being reduced and if that will be the baseline for future semesters or can the courses be re-input for upcoming semesters



# CTE Meeting Minutes

April 19, 2011

733 2p – 4p

**Attendees:** Valerie Karnes, Steve Busby, Cheryl Gates, Mary O’Neal, Suzie Ama, Angela Sellers, Karen O’Connor, Deanna Campbell

**Absent:** Larry Board

Review of DRAFT 2011-12 Perkins Workplan –

## **CTE Online Student Support Site Discussion:**

- Counts for current semester
  - 24 participants in the general site
  - 18 part bsot
  - 76 part chdv
  - 52 part dma
  - 0 students
- Meeting with the tutors to come to the campus at the end of the semester. Determine what did and didn’t work.
- Survey of the online support site will be developed by Tina and Angela
- One central site is suggested by the tutors
- Workshop can be available by tutors.
- Faculty request to keep
  - Patricia Keith for onground and online tutor
  - Barb Lieberman for onground tutor at ESCC
- To evaluate the site and receive valid feedback then we should offer the support site for a full year.
- CHDV – sent all students the link to the success site

## **Discussion regarding funding of Job Development position:**

- Deanna’s feedback regarding Job Developer traveling to ESCC
  - Connections have already been made regarding placements in the ESCC community.
- Faculty request
  - Refocus position to provide a listing of job placement
  - Record / store the information

Valerie will recalculate the Student Success fund and extra funds will be dispersed across the professional development.

Valerie called regarding the status of Degree Works – Porterville college sent the VP to gather information full implementation would be about \$1 million dollars district wide.

## CTE Meeting Minutes

April 19, 2011

733 2p – 4p

Remaining funds for current year

- Travel for Steve Busby \$1000
- Travel for Mike Metcalf \$2000
- Equipment for Jim O'Connor \$9000
- Equipment for Steve Busby \$10000
- Tutors \$5300
- CHDV travel to Bakersfield \$400
- Lisa Fuller travel to Bishop \$100
- Testing stations at ESCC \$1000
- Networking \$1500
- Brochures \$6000

Adjunct faculty appreciation day is a possible event we can provide.

Angela will purchase 15 total of the Lynda.com subscriptions for the current year

Faculty would like to have training for Luminous & Moodle

Angela will talk to Natalie regarding college brochures

Suzie will provide information for next year's Web Hosting cost for Valerie to include in the next year's budget.

Meeting adjourned at 4:00pm

# CTE Retreat Meeting

## Carriage Inn

### August 17, 2011

**Attendees:** Bob Hawkes, Mary O'Neal, Lisa Darty, Deanna Campbell, Corey Marvin, Debra Rundell, Annette Hodgins, Cheryl Gates, Steve Busby, Angela Sellers, John Means, Vivian Baker, Karen O'Connor, James O'Connor, Valerie Karnes, Suzie Ama, Natalie Dorrell, Jennifer Schwerin, Karee Hamilton, Paula Suarez, Heather Ostash

Meeting began 8:30 am

Presentation of materials

- CTE Moodle will be updated by Monday, August 22<sup>nd</sup>
- Program review materials provided

Funded projects for 2011-2012:

- CTE Student Success Site
- Student Online Assessment will be developed by Suzie Ama
- Advisory members list needs to be provided as soon as possible to Valerie and Angela
- Professional Development funds - \$1800 per full time faculty
  - Complete to Request for Funding
  - Reports will be required before reimbursement
- Faculty Success Recognition Dinner will be scheduled
- Job Development & Placement position – partial funding
- EMSI Database & Career Coach system
  - Would be beneficial to capture our own data
  - Problems with tracking information

Suggested ideas to assist with current data:

- Need to identify a process to correctly capture the core indicator which captures employment
- Part time employee to capture information and evaluate data
- Degree works program will identify students achieving degree and certificates
- Identify funds to evaluate the CTE data, TOP/SAM code information
- Work with CC researcher and evaluate how much time
- Focus should be: DATA collection that we need to notify students upon completion

John Means, Associate Chancellor Deans:

- District wide strategic plan was updated in April and as a result the Student Success
- Key issues of student success in California
- Measuring how good of a job you've done is important
- Funding is based on number of degrees, transfers, certificates
- Tomorrow, August 18<sup>th</sup>, 2011 announcements will be made regarding the new funding process for community colleges
- Dispersed Student Success Outcomes Workshop draft summary
- Focus is going to have to be on students to gain a certificate/degree
- Student Success will be first and foremost
- Annual unit plans will have 3 goals with measured success
- CTE Divisional set of goals

## CTE Retreat Meeting Carriage Inn August 17, 2011

Natalie Dorrell, Public Relations Marketing:

- She will offer assistance with design and will work together with the graphics designer
- Use real photos, she can attend the class and take photos
- Contact her for:
  - News releases – for promotions
  - Postings on Facebook
  - Interviews with students/faculty/etc
  - To promote course enrollments, please allow 2 – 3 weeks prior to start date
- Her goals are to:
  - Highlight a full time faculty once a semester
  - Visit all the sites and taking pictures
- District website will be undergoing a complete redesign
- Web content editor
  - Request can be submitted, but for only content editing – Not design.
  - Submit by email to Natalie or Allison
- Luminous
  - Kiana is currently handling Luminous
  - Luminous training will be on Friday, August 19, 2011
- Programs should have a consistent look with defined information
  - Program learning outcomes, gainful employment, skills, program pathways, etc
  - Which programs is being offered at which sites and online or onground
- Reminder to regularly check your data
- Unsure what will happen to department websites – pending outcome of district redesign

Bob Hawkes, SB70

- Tech Prep is now gone
- SB70 Grant Funds, CTE Transition grant \$188k – Not a replacement for Tech Prep
  - Requests for funding are submitted and voting is done by selected voting members
    - Funding is awarded by merit of proposal and meets up with goals
  - Funds are expected to take us through 2013
- Collaborative strategic goals distributed
- Test in sophomore year, offer summer or weekend bootcamps,
- High school students will have opportunity to achieve HS credit through Credit by Exam process
- Articulation process
  - 12 unit residency requirement has been removed
  - Articulation must be paired with exam by the college
  - Credit by exam 1 – someone from outside the college and wants credit – challenge the course and take the exam (if the course allows it)
  - Credit by exam 2 – articulated class is completed. Exam is approved by the college and receives an A B or C then they receive credit
  - San Diego CC – applies to college, completes the forms, at the end of the HS class, takes the exam, information given back to college (A&R), transcript is issued.
  - Pathways in Oregon began at last 2 years of high school through college and work

## CTE Retreat Meeting Carriage Inn August 17, 2011

Jennifer Schwerin, Job Development Specialist:

- Job Development program update 2010-2011 dispersed
- Other colleges collect data in SARS as codes help gather information quickly
  - Jennifer will contact Heather work with Jennifer to get this setup
- Meeting with employers ongoing basis
- Has seen an increase in appointments after class presentations
- Contact her if you would like her to attend advisory meetings
- She will be becoming more familiar with Work keys and EMSI
- Job Fair is planned in the spring
- Suggested by the VP to capture information from students as they enter/exit

Office updates:

- Absence reporting should be called in to the Office of Academic Affairs
- Purchase and travel guidelines distributed
- Adjunct evaluations lists will be available 2 weeks after the semester starts
- Outlook CTE calendar is created and available with all due dates linked to CTE
- Moodle will be updated by Monday

Karee Hamilton:

- Virtual High School:
  - Stats – Spring 2011 38 participants
  - Mesquite Bishop and Mammoth will be participating this Fall 2011
  - List of students within the courses will be provided by Karee to the faculty
  - Feedback from Deanna:
    - OVDC – would not like to participate because of past unsuccessful experiences
    - Mammoth – instructor feedback varies, syllabus is inconsistent across classes
- Career pathways distributed
  - Please verify the information. If there is a question, please communicate that back to counseling.
  - Child Development reported changes to Paula
  - Suggestion to note: How we offer the courses, online/oncampus

CTE Success Site/Projects reports for 2010-2011 funding:

- Spring 2011 CTE Success Site analysis completed and dispersed.
- Suggestions to create a control group with identical course within a CTE course (i.e. child development). As an example, Health careers pilot project showed remarkable increase for controlled group. Spring 2011 did not have control groups.
- On campus tutors would be most desirable on campus.
- Computer literacy assessment tool will be ready in approximately 3 weeks.
- How to Guides have been placed in all the labs
- New moodle site has been updated and is available

CTE meetings will be once a month.

Valerie will meet with chairs individually.

Meeting adjourned at 3:30pm

**CTE Chair Meeting**  
**August 30, 2011**  
**Room 212 2p – 4p**

Attendees: Lisa Darty, Mary O'Neal, Vivian Baker, Jennifer Schwerin, James O'Connor, Valerie Karnes, Cheryl Gates, Angela Sellers, Paula Suarez, Dr. Corey Marvin, Mike Metcalf

Meetings will be recorded but not publicized. If individual faculty who did not attend the meeting would like to hear the minutes we will provide the minutes.

Valerie presented the National Careers Pathways conference material. Cost is approximately \$4,000 to send a team. Faculty agrees the focus of VTEA Funding should be to identify student completions (verifying certificates and degrees).

VTEA Coding Project report – Valerie Karnes:

- Hire Researcher/Independent person to review every programs courses, verify and validate each courses are aligned and have correct TOPs and SAM codes and reported correctly to the state.
- Met with Corey & Tina and discussed the project. The work has been done and input into ODS for the last year's information was sent to the state and should be fine.
- Secondary upload is being on hold, includes the previous 5 years corrections.
  - Once the upload is done, there could be a 10% change (increase/decrease) would go into effect.
  - There will be a discussion at the VP's meeting tomorrow
- Tina would recommend a Grad student for this project. Cost would be approximately \$1500/month and should not exceed \$5000. Tina is working on a Statement of Work and Outcomes to be developed to be presented. They will also include Lisa Fitzgerald.
- Following the VP meeting, Tina and Valerie and Corey will meet again on 9/1/11.

Employment

- A model can possibly be identified such as looking into the 62 Welding declared majors. Jennifer will track the time needed to track this information and obstacles that arise.
- Faculty are concerned regarding the manual intensive labor this could cause. We should not lose focus of Degree Works.
- Paula Suarez believes the District is still committed to purchase Degree Works in addition to the manpower to implement it; however, it has been a few weeks since she has heard anything.
- Corey Marvin reported Degree Works will be discussed at the VP meeting Wednesday, August 31, 2011 and he will provide feedback.

Additional VTEA funding received will be used for Temp labor/Grad student

- Mary, Lisa, Tina and Valerie will work together for a statement of work for the temporary position.
- Chair must commit to the time to meet and verify program information

Students coming in for applications will be evaluated for any previous completed certifications.

Cohort Modeling & Tracking

- DMA is launching an online survey to collect declared majors

Internship/Work Experience/Lab course Discussion – Dr. Marvin:

## **CTE Chair Meeting**

**August 30, 2011**

**Room 212 2p – 4p**

- What are the distinctions between each course
  - CHDV – Field experience as a 3 unit course that includes a lab component
  - Work experience general class
  - Work experience field class
  - General work experience
  - Occupational work experience
  - Clinical externships – placed in a medical facility with contract
  - Nursing clinical instructor is with the students
- District needs to develop a work Experience plan

CTE to create a matrix for CIC as an established guideline – Each chair should provide the information to Valerie. She will compile and send for review to Corey.

Work experience is defined at the state level.

Advisory meeting dates should be sent as soon as possible.

Meeting ended at 4:00pm

**CTE Meeting**  
**March 12, 2012**  
**Room 733, 3pm**

**Attendees:** Suzie Ama, Adnan Buxamusa, April Browne Lisa Darty, Cheryl Gates, Valerie Karnes, Mike Metcalf, , Karen O'Connor, James O'Connor, Mary O'Neal, Debra Rundell, Angela Sellers, Matt Wanta

Meeting began at 3:05pm

Valerie distributed 2012-2013 Core Indicator Reports to CTE chairs

- Notified faculty Core Indicator 4 is invalid
- Reviewed areas which indicate target was unmet
- Informed faculty core indicators are tied to SAM codes
- Questions regarding counts should be directed to Institutional Researcher, Tina Tuttle

Program Plans need to be completed for each area to be funded for next fiscal year.

- 2011-2012 copies of program plans were distributed to chairs
  - Chairs should review prior to spring break
- Final plans for active plans for 2011-2012 are due April
- Valerie will notify faculty of the due date for 2012-2013 program plans

VTEA Budget for 2012-2013

- Funding will be determined once we hear about the district budget status
- Suggestions for funding will be taken at the next CTE meeting
  - Comments on funding
    - Fund Degree Works will benefit
      - Ability to have automated program audit

Additional Topics:

- The current district wide process of student initiated certificate/degree needs to be reviewed.
- Department reorganization for Human Services has not been moved to Public Services at the college level.
  - Special Academic Executive Senate meeting should be called after spring break.

Next CTE meeting is April 16<sup>th</sup> at 2pm in room 212.



# CTE Meeting

## April 23, 2012

### Room 212, 2pm

**Attendees:** April Browne, Lisa Darty, Cheryl Gates, Valerie Karnes, Mike Metcalf, Karen O'Connor, James O'Connor, Mary O'Neal, Angela Sellers, Sylvia Sotomayor, Paula Suarez

Meeting began at 2:05pm

#### New CTE Brochure Design & Content Review

Chairs should check and review the following information and send to Sylvia Sotomayor by 5/14/12.

- Update career opportunities
- Fact & highlights
- Provide quotes and pictures
- URLs should be defined
- Colors – refer to Wikipedia and select shades of colors
- Tri-folds can be developed from information
- Webpage can hold more data than brochure

#### Articulation Conference – March 2<sup>nd</sup> Report/Website

- Website has been updated

Job Developer Report – No report

Career Coach Launch

#### Online Student Success Site

- Review Tutor Reports
- Decision to make this semester the last semester to offer the support site.

#### Computer Readiness Assessment Tool

- Doesn't appear any faculty have utilized this tool
- Charles Osteen presented a new software Smarter Measures – Ready
  - 2011-12 Funds could potentially be used to fund this software

#### Table Project Updates

- Business – no feedback from Matt Hightower (no phone line/video access to Mammoth)
- Child Development
  - Need more direct control to add applications and updates
  - Would like to use skype feature
- Emergency Medical Technology
  - Students were given a hands-on technique
  - Reviewed with students and positive feedback
- Health Careers
  - Used during skills lab in groups of 2 or 3
  - Review the videos on the big screen to display their skills among peers

**CTE Meeting  
April 23, 2012  
Room 212, 2pm**

- Human Services
  - Used for role playing for intake, crisis intervention and angry client
  - Reviewed with class for input
  - Volume is only difficulty
  - Only need 2 tablets for department
- ❖ All departments would like to use for the Fall 2012
- ❖ Valerie will check with Jeremy if they have a
- ❖ Valerie will notify CTE faculty if they will need to present to the Board

2011-12 VTEA Requests

- \$1,000 Human Services – Request to purchase instructional aides
  - Help to strengthen academic skills of students
  - Test results will help identify if DVDs have been helpful
  - Debra will contact Julie to verify if she can fulfill the requests with other funding
- \$9,000 Child Development – Identified within Program Review to identify one class room as a Smart Room.
  - Need materials and supplies to setup classroom. Equipment is request to have a smart board.
  - Targeting Core Indicator 1, 2, 3, 5, 6. Looking to rebuild CHDV on ground.
  - Need to verify with IT if there is equipment available.
- \$2,500 Health Careers – 1 Simulator control box. Cheryl/Annette will submit 2011-12 request to Valerie
- \$2,000 Smarter Measure software
- ??? Backfill fund for Karee Hamilton – supports Articulation, Outreach

2012-2013 VTEA

- Job Placement – Valerie and Paula are working together to repurpose time. Identify students within capstone classes
- Educational Advisor – Any previous semester's data will not be entered. 1-2 years to be fully functional.
  - Scribing of prior year catalogs and capturing employment data.
  - Suggestion for Barb Lieberman to be employed and assist with this process.
- DMA
  - 1 Certified Internet Web Professional Certification Self-Study Kit for students
    - Cheryl will ask if Jacobs has CIW kits available to checkout
    - Employment, completion, skill attainment
  - Post Semester Extended Student Learning Program
    - Further discussion will need to be done
- Human Services
  - Request for visit iTV sites twice a semester
- Advisory meetings
- Professional Development
- General Supplies/Travel/Outreach
  - Valerie will submit funding for extra visits to sites.

Meeting ended at 4:10pm.

# CTE Meeting

## April 23, 2012

### Room 212, 2pm

**Attendees:** April Browne, Lisa Darty, Cheryl Gates, Valerie Karnes, Mike Metcalf, Karen O'Connor, James O'Connor, Mary O'Neal, Angela Sellers, Sylvia Sotomayor, Paula Suarez

Meeting began at 2:05pm

#### New CTE Brochure Design & Content Review

Chairs should check and review the following information and send to Sylvia Sotomayor by 5/14/12.

- Update career opportunities
- Fact & highlights
- Provide quotes and pictures
- URLs should be defined
- Colors – refer to Wikipedia and select shades of colors
- Tri-folds can be developed from information
- Webpage can hold more data than brochure

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