

CTE Retreat Minutes

August 18, 2009

Welcome by Valerie Karnes at 9:20

VTEA

2010-11 VTEA Plan Process

- Each plan will be reviewed and scored by a third party college.
- Mark Beam explained the 4 rubrics which will drive the scoring
 - Regional collaboration
 - Special populations
 - High growth or High Wage
 - Core Indicators
- Differences in core indicators with detailed information will be provided by Marc at a later date.
- When reviewing data two areas that are important to look at are:
 - Program coding and core indicators
- Work experience courses are a possible problem.
- This year we will look at where our data is coming from and how it is being reported
- Marc suggests a college wide strategy.

Plan development cycle

- A rubric will be developed. Training will be done so each person will know what process to follow. Scoring will be done by an outside college.

Review Cycle

- Final Funding – will be based on review cycle

Discussion regarding the reporting of MIS data

- If we give an in house award, and report on MIS then it will be counted
- Review your own area for students eligible for awards.
- Suggestion to send letter to students with Title V printout and request that they either opt out or not and post to transcript and report to MIS.

Faculty agreed that Moodle was most effective to utilize when posting documents/forms and communication.

Valerie presented new Expenditure form. Form should accompany travel forms and receipts.

Stipends are still on hold and unsure – district has placed a hold on all stipends. Valerie has appealed and asked for clarification and consideration. Funding may be impacted. Valerie will meet with Doris on August 28th regarding this situation.

All VTEA Plans have been approved with the exception of the Stipends. Faculty can go forward with completion of activities and purchasing.

TECH PREP

Displays for each area have been purchased and available for presentations.

All CTE Brochures have been translated into Spanish and the English brochure has been updated too. DVDs have been completed by Ray Hocker – final editing should be completed soon.

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All Tech Prep funds are held at the district. Requests should be given with ample time to forward to the district and allow time for processing.

Virtual High School

Karee gave report on VHS stats for the Spring 2009. She will have a list of the VHS student list by next week and present to everyone. A reminder that Early Alerts are very important.

Articulation

There are 6 schools in process. Bishop is complete. A reminder email has been sent to notify those counselors/instructors for missing materials.

Career Pathways

Handouts of Career Clusters were distributed for the various areas. CTE Faculty are suggested to mark up the documents and forward to Karee with any corrections to be done. Documents can also be sent electronically if needed – requests should be sent to Counseling.

Job Development

- Jennifer Schwerin reported the stats on students seen throughout the spring semester. She is continuously working on job placement, interview skills, resume writing, job search, and working with employers. Throughout the local community the competition is getting scarcer. Jennifer plans to follow up by contacting employers to find out why the students were not employed
- Work keys just purchased and will be implemented. Software can test student and assist in placing them and project skills needed.
- SCANS can assess student's competencies/readiness
- Partnerships created SEEP, STEP
- Internship contract for Cerro Coso for all programs. Jennifer will send out electronically.
- Setup a resume writing workshop to be held once a month, 3rd Thursday of every month from 2 – 4
- Plan to set up designated months/timeframes to focus on specific programs in CTE
- Work experience class will begin this fall

Site Director Reports

ESCC – Deanna Campbell

- Current programs are doing good and supported by the community.
- Health Care Careers Academy will begin at the High School in January
- Health and Human Services has picked up.
- Deanna believes that Cerro Coso health career classes in VHS format rather than Articulation
- Owens Valley has been offering BSOT courses that are very popular. Karen plans to visit both KRV and ESCC
- Mary O'Neal has set up the CHDV on the ground now and is up and running. Thanks to Deanna for her help and commitment to working with the community
- Ski Industry is interested in developing courses
- DMA – hybrid format is going well. Both Suzie and Deanna agree that it is a good program but are unaware why it has not taken off. Suzie believes that once the certificate is available that would help attract the students
- VHS – Big Pine is interested. Deanna will send the information to Karee.
- Articulation – feedback is good from the High schools. She will be speaking to the Superintendents of Schools in the area next week. Any information you would like to share please send to Deanna.

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- Valerie would like a list of the programs available within the high schools in order to determine which faculty should make contact
- Career day – partnered with OVCD – 50 employers and over 200 participants in Bishop.
- Deanna will send the dates for the upcoming events
- ESCC is encouraging faculty to setup Moodle component

KRV/SK – Todd Coston

- Learning the student dynamics of each campus
- Attending various meetings within the areas to meet contacts
- If anyone has any community connections in the areas, please forward to him.

Discussion

Clarification regarding the 08-09 funding: Valerie stated a major piece of equipment was not received. The funds were then moved to pay salaries of the people that had supported CTE for the past few months, in lieu of sending the funds back.

Faculty want clarification why the decision to not support the plan that was approved for over a year was done by Dr. Fay and Dr. Retterer and why there were changes from month to month. Valerie will meet to get the answers from Doris. She has been asking since June regarding the status of the stipend payments.

State of the Workforce handout was distributed to provide data for various areas. We plan to have software which will provide valuable data.

Human Services

Started with 42 last fall, group of 25 students who are finishing up and setting up the internships. Currently 41 students registered in this fall semester

Health Careers

Online classes are well. Nursing students graduated from Bishop and Mammoth all students who have tested already have passed. Working with students to get into the LVN to RN program. New FT Health Careers instructor, Annette Hodgins will begin on Monday, August 24th.

Industrial Technology/Automotive

First college to have Renewable Energy approved program in California. Automotive is no longer a viable program. Bootcamp is a fasttrack means to allow students to be placed in the workforce.

In closing, Dr Fay stated that it is good to hear things are going ahead with program review and believes this was a good meeting.

Meeting completed at 2:20p

CTE Retreat

January 13, 2010

Carriage Inn 8:30p – 2:30p

Present: Valerie Karnes, John Means, Angela Sellers, James Fay, Paula Suarez, Erie Johnson, Marc Beam, Mary O'Neal, Suzie Ama, Karen O'Connor, Larry Board, Jill Board, Steve Busby, Debby Rundell, Annette Hodgins, Cheryl Gates, Karee Hamilton, Jennifer Schwerin

Breakfast/Greeting from 8:30 – 9:00

- Valerie reviewed agenda
- Introduction of attendees

VTEA Development Process & Review of Rubric/Data Review – How to use the core Indicator/Data to determine areas of improvement:

Jill Board – ARCC report

- Accountability Report of Community Colleges) a report card back to the Legislatures.
- Initial review of the data did appear correct as data is verified against Banner/ODS data.
- This report is a Draft document is for discussion.
- Completion rate is C or better in the course.
- To the benefit of the college to drop non-participating students in courses.
- W's count as non-success as well.
- DR code/grade – students who drop between the 20% -30%. This information is still gathered in the data set and affects success rates.
- Faculty are responsible to drop no shows prior to census date.
- 65% completion rate of Cerro Coso should be reviewed. State rate is 77%
 - Marc will verify success rate data from Online and Onground
- Public release of the ARCC report will be in February
- February 2nd for the next CTE meeting, Jill will attend the CTE meeting and return
- Diversity should also be considered when reviewing the faculty

Marc Beam –

- Demographics Report
 - Includes all service area of Cerro Coso
- Highest Ranked Occupations Report
 - Information is gathered from a variety of
 - Wages are recorded by region
 - If program is not included it is possible:
 - Not considered a High Paying or Fast Growing
 - Employer address is not located within the Region
 - To locate data that is not available from the system, it is possible to retrieve data by going to the employer and requesting information
- Each faculty member can access the database and retrieve data
- District Summary
 - This data can be utilized when writing VTEA plan
- Review of Moodle Website – forms and data presentation

CTE Retreat

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John Means –

- VTEA process - Over 2 years they have established a process as a scoring rubric to establish the funding of program/projects.
 - Scoring Rubric handout includes 4 areas – Core Indicators, Collaboration, Labor Market and Student Success for Special Populations
 - Team has been identified to consist of one CTE Dean, CTE faculty, Economic Development Specialist, local CTE Dean, non-CTE faculty member.
 1. Faculty expressed concern of non-CTE faculty member.
 2. Paula Suarez stated that there is a need for students to have that Employment Counselor to assist with placement. Current funding does not allow us, but this should be noted.
 - Summary of CTE Data for Cerro Coso report – Identifies areas of biggest needs and employment
 - Data includes Concentrators (students with 12 or more units within the program – 4 digit top code, within 3 years).
 - Need to prioritize the data
 1. Choose whether we are going to expand/ improve and/or create programs
- Goal should be have Activities that can meet Cerro Coso's needs

Brainstorming on possible activities:

- | | |
|--|--|
| <ul style="list-style-type: none">• Employment (Job Dev/Coach-CTE Advisor)-7• Researcher – with specific projects-9• Special Population – Non Traditional -6• Professional Development (Conference, Travel, Etc.)• Advisory Boards• Program Specific Activity – Supplies-1<ul style="list-style-type: none">❖ Should be done prior to Spring Break | <ul style="list-style-type: none">• Marketing• SLO Assessment – Stipends-1• Skills Attainment• Tutoring-6• Retention• New Programs• Work Keys |
|--|--|

Updates from areas:

- State Budget Development is still in process
- Continue to look for outside funds
- Data driven should be essential
- Conference call to be scheduled to assist with developing a college

Job Development Specialist:

- Continuing partnerships with community members
- Family Resource Center has offered Internships
- Dr. Newen called and he wants nursing students from Cerro Coso
- EAFB – Two current SEEP students
- Currently working with NAWS, 15 SEEP students have been placed.
- Expecting information back from Kate George regarding December placements

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- Apprentice Program
- Feb 8th Interview Process for Disabled Students – 13 students are scheduled to interview
- Resume Workshops will be scheduled for the Spring
- Open to suggestions – contact her anytime for input

Counseling:

- Distributed VHS Fall 2009 stats
 - Success rates have increased by 9%
- Health Careers, Keyboarding, Business – are the most popular

Sites:

ESCC – Deanna will summarize and email report.

KRV – Encourage everyone to think outside of the box.

Searching for ways to place individuals in the workforce.

Additional discussions:

- **District Grant** – Confidential Manager for Green Job is being hired as part of the requirements of the grant. This will be a training program that is not for credit.

CTE Retreat Meeting
Carriage Inn – Ridgecrest, CA
8/18/10

Attendees: Karen O'Connor, Suzie Ama, Mary O'Neal, Steve Busby, Cheryl Gates, Debra Rundell, Larry Board, Bob Hawkes, Jennifer Schwerin, Marc Beam, John Means, Valerie Karnes, Angela Sellers, Paula Suarez, Karee Hamilton, Heather Ostash, Jill Board

Valerie Karnes welcomed all attendees

Grants status:

- NSF Grant received at College of the Canyons 1.7 mil 780k for 4 years for towards Cerro Coso to evaluate Solar/Wind Program and update curriculum.
- KCCD - 160k over 4 years – Internship and Scholarships
- KCCD - 100k health Information technologies received Tech Prep. Matches with 150k through SB70. Hired a part-time employee, Nancy Johnson.

Explanation of Travel and Purchase Orders by Angela Sellers

- District Guidelines distributed to all faculty
- Purchase Order process also explained – any orders totaling over \$1000 will require 3 quotes. If vendor is the only manufacturer of product, please provide explanation.

Faculty Evaluation Schedule will be disbursed by Human Resources

Please provide Advisory Members list update and Meeting dates to Valerie and Angela

Meeting Minutes 2009-2010 please resend to Angela – data from computer was lost due to reimaging of Angela's computer

VTEA Funds Discussions & Reallocation

CTE Data Review – Marc Beam

Discussion of retention rates previous and current. Data will change due to instruction direction changes on dropping students.

John Means presented on the following:

- The group should look at programs and see what is working, what should be better
- Three areas the group should focus when allocation funds are:

- Core indicators
- 4 areas of the district wide strategic plan
- Closing the gaps in the Arc Report

Next year, funds will be reallocated differently than in the past and allocation tied to student success.

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Carriage Inn – Ridgecrest, CA
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Valerie Karnes – Reallocation discussion:

Post It Notes:

- Online Tutors
- Proctoring
- Tutorial – general
 - Specific CTE courses w/ challenges
- Anat, Phis, Bio Acct
- Supplemental Instruction
- Job Coach-Pre CTE enroll
- Increase non-traditional
- Identify Intervention at other campuses- best practices
- Prior Learning Assessment
- Work keys – Assessment Remediation
- Computer Tutor
- Mandatory Assessment
- Mandatory Computer Literacy
- Computer Information Binder
- First Week online success for online
- Mini Orientation (computer online) staffed by tutor, free for students, non credit basic skills
- Certificate – unrequested awards/cert Jill will ask Frank if we can do this – give cert w/out application
- Professional Development advance Moodle Training speaker liability/legal issues failure to learn.

Most favorable vote was for Online Tutoring Center – tutoring for everyone – online, course specific by discipline. Cheryl Gates stated that the Online Tutor availability for HCRS increased test scores by 10%

Valerie presented cost estimates from the current course offerings for the fall and spring semester:

- ✓ Online tutor development:
 - 5 x 20 x 19 = \$60,800
 - 500 x 19 = \$6,000
 - John Means will seek support for stipends to establish Online Tutoring Center
- ✓ Computer information sheet development \$500

Jill Board and John Means shared her support in the discussion of the group.

Bob Hawkes addressed the following:

- Tech Prep/SB70 combined – everything is regional based on goals and requirements.
- Allocation based on performance among colleges and high schools.
- Disbursed activity requirements for each grant.
- Process for applying for funds:
 - Anyone in region is eligible to apply.
 - One page application.
 - Listserv distribution – 12 voters have 5 days to respond.
- Champions Group first formed in Bakersfield.
- HIT – articulate entire region
- 5 classes in High schools to be articulated.
- Offer all courses online each college to develop 3 each.

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Karee Hamilton presented on the following:

- VHS success and overall stats. Rates have increased
- Noted that it appears the successful students are most often a result of a good facilitator and controlled environment.
- VHS list will be sent to faculty by 8.20.10
- Website is being created and should be up soon
- Articulation Current and potential new list distributed – faculty should review and respond to Karee
- Fall meeting will be set up for articulation. Karee will request for course descriptions prior to meeting.

Jennifer Schwerin presented on the following:

- List of job development and placement (compiled from students who have visited Jennifer within the office and the major which is listed in Banner).
- If any instructor knows of a job placement please inform Jennifer with name, contact information and employer.
- What class should be visited first? Let Jennifer know.
- What would like the career center to offer.
- Suggestions on gathering placement data.
- Would like to visit classes and if you can input dates on the calendar and turn into her
- Job Fair, possibly November 4th – would like to expand. Open first to students, 2nd part to students to present to employers with resumes. Date is not firmly set. Counseling will determine at a later time and notify everyone.

Deanna Campbell presented via Skype:

Most classes in Mammoth are full or waitlisted

- Mammoth Housing is full
- Teaching assistants will be scheduled to work every day during the first week of classes.
- Priority goes to classes with no onsite instructor – iTV
- Support is needed to be in each class during the meeting.

Program Review Discussion:

- 2 Year Program Review data given to each chair
- Vocational Program Review - Required every 2 years
- Goal is to submit to Board of Trustees by October
- Marc explained the data provided to chairs
- Faculty should review the data and make an appointment with Marc prior to September 2nd

Meeting ended at 3:00pm

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 22nd
- 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 18th, 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

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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

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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 Retreat

August 17, 2011

Sign-in Sheet

Name

Jillie Korns
Nani Newton
James Cant
Karen O'Connor
Veron Baker
John Pearce
Jennifer Schwereck
Heather Ottam
April Miller
S. B.
Steve W. B. L.
Cheryl Gates
Annette Hodgins
Gene Johnson
Selma Rundell
Loey J. Mann
Reanna Campbell
LISA DARTY
Mary G.
Bob Hawkes
Paula Shorey

**CTE Retreat
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1/12/11**

Attendees: Valerie Karnes, John Means, Dr. Rick Post, Laura Vasquez, Bonita Robison, Deanna Campbell, Erie Johnson, Debbie Rundell, Mary O’Neal, Mike Metcalf, Steve Busby, Cheryl Gates, Suzie Ama, Angela Sellers, Karen O’Connor, James O’Connor, Larry Board

Meeting began at 9:00am

CTE Moodle Site Presentation site by each department.

Suggestions:

- Change Password to Enrollment Key “Success”
- Indicate where you can get a campus account
- Recommended to purchase additional Presenter Adobe Connect licenses
- Site should indicate direction for students to request a tutor
- Campus Hours should be indicated on site as well

Send information to students the day before the semester begins

Need information from IT regarding the “Help Desk” and include on the General site to provide direction to the students

Valerie will write a general email to send to all students regarding the site.

Valerie will contact Magi regarding the stipends being paid to faculty.

Review of remaining funds \$55,277.17

How To Binders	\$2,500
Public Service Classroom	\$4,000
CHDV Training Materials	\$3,500
Welding Lab Modernization	\$20,500
iPads for all CTE Faculty	\$8,000
June Tutor Support	\$4,000
Moodle Training	\$

VTEA funds are supplemental money. Biggest abuse is spending funds on equipment.

Equipment is permissible activity, but the focus should be on student success.

Suggestion for INDT to contact West Hills regarding their mobile welding lab.

Environmental scan should be done regarding the basic support for going forward with a new Culinary Arts program across all sites.

Deanna – MMLF raise Measure C Bond funds approximately 12 million left. Foundation wants. To use the money and want to develop mammoth cultural art center, culinary art kitchen. Fund construction

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only, no operation costs. MMLF will operate the facility. Theatre will have 2 demonstration kitchens to teach community education classes (showcase cooking classes).
Materials have been given to request for commitments from industry and financial support.

Faculty should update the plans to reflect the additional funding.

Update by Vice President Student Services, Heather Ostash

- Sent out information to faculty regarding changes to waitlist and registration process she will resend
- Faculty should share information with adjunct
- CCAalert is going out to students today, directing to website for updates
- Will meet with Shelly regarding closing classes and provide specific date listing
- Send information to heather regarding classes that need a different close date ahead of time
- Enrollment key process is available through the Help Desk and student services offices to reduce barriers
- Student services will be open until 4pm on Friday
- Login process will begin Friday
- Drop for nonpayment last run was done on Tuesday
- Students with previously owed fees, can still be dropped
- Installment plans available for non-resident tuition fees
- Financial Aid – please notify students to complete their FAFSA as early as possible
- Counseling provides various face-to-face time for students and if there is information you need please contact to them
- K-16 Bridge allows for a tracking of career interest inventory which verifies when students have identified majors. Counseling in generating information sheets to be sent to students.
- SK update – Laurie Rice has been going to SK to cover the office for Kristi Lowe
- Kim Kelly will serve as Athletic Director

Student Success Center will be the name for the online supplemental site

Update from Vice Chancellor, John Means

- Last year's process was great
- Next year, key component is to identify priorities
- Reports were unavailable to disperse for this meeting

Plan cannot be done due to reports

ARC (all students) & Core Indicator (12 unit concentrators over 3 years) reports will be available in February.

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Discussion regarding student success and spending proposals:

- Suzie proposed having software that would become a part of the matriculation process. Captivate can create an assessment. Estimated cost will be given by Suzie.
- Student Success Center
- Professional Development
- Advisory Committee meeting expenses
- Computer Assessments
- Child Development Conference expenses
- KRV Skills lab for HCRS pending site relocation discussion

Update from Vice President Academic Affairs, Dr. Rick Post

- Report from Chancellor's office regarding email sent today 1/12/11
- Move Program Review Process
- Accreditation – to continue to support and keep everyone in good standing
- With support from critical areas, we will develop Enrollment management plans
- Evaluation process will be reviewed
- Hiring committees are being formed for instructional positions
- For enrollment issues, he will defer to instructor for any concerns
- Inquiry regarding class size

Update from Job Development Specialist, Jennifer Schwerin

- Report distributed which included placement report, partnerships,
- Will be placing a CalWorks student as City of Ridgecrest employee
- NAVFAC Apprenticeship program has begun
- Started the NASA Dryden SCEP program through CCCC
- 7 class presentations & 3 advisory board meetings & 3 workshops
- Attended DACUM process, Connecting Students to Careers & Preview/Career Day

Update from Counseling Dept, Karee Hamilton

- Virtual high school stats dispersed
- Presented an example of the career information sheets which includes the program and degree information

Adjunct Evaluation lists will be dispersed next week

Full-time evaluation lists have been received

Chair Evaluations must be done by February 15th

- Send list of committee members to Angela & Valerie next week

Brochure/Student Handbook presentation

- Update CTE brochure, perhaps smaller size
- Undated handbook is possibly a good suggestion

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Update from ESCC, Deanna Campbell

- Working with OVCD – 6 strands required to show student enrollment success. Requiring for students to take English and Math prerequisites before they can take any other courses.
 - Offering Reading and Math
 - Focused on Welding and Renewable Energy
 - Home Health Aid & Nursing Fair
- Mammoth HS cohort – 24 students which take all courses together. Seen significant increase in GPA
 - No online courses until their Junior year
 - Interested in articulation
- Hopeful to get FIRE up in the area soon
- SB70 funded Fair & College Day
- Interested in any help with Advisory meetings please contact Deanna

Update from KRV/SK, Erie Johnson

- Possibility of KRV campus moving to HS facility. Depends on processes
- 5 individuals recognized at the 25 year campus celebration on Tuesday 1/11/11
- Need more health training in the valley was expressed
- Wildland Fire Academy
- Proposal underway for 1.5 megawatt solar field and profits would funnel back to defined 4 agencies
- SK would like CLEP testing center at EAFB

Valerie and John Means will complete the Rubric and distribute.

Meeting completed at 4:00pm.

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- Site should indicate direction for students to request a tutor
- Campus Hours should be indicated on site as well

Send information to students the day before the semester begins

Need information from IT regarding the “Help Desk” and include on the General site to provide direction to the students

Valerie will write a general email to send to all students regarding the site.

Valerie will contact Magi regarding the stipends being paid to faculty.

Review of remaining funds \$55,277.17

How To Binders	\$2,500
Public Service Classroom	\$4,000
CHDV Training Materials	\$3,500
Welding Lab Modernization	\$20,500
iPads for all CTE Faculty	\$8,000
June Tutor Support	\$4,000
Moodle Training	\$

VTEA funds are supplemental money. Biggest abuse is spending funds on equipment.

Equipment is permissible activity, but the focus should be on student success.

Suggestion for INDT to contact West Hills regarding their mobile welding lab.

Environmental scan should be done regarding the basic support for going forward with a new Culinary Arts program across all sites.

Deanna – MMLF raise Measure C Bond funds approximately 12 million left. Foundation wants to use the money and want to develop mammoth cultural art center, culinary art kitchen. Fund construction

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only, no operation costs. MMLF will operate the facility. Theatre will have 2 demonstration kitchen to teach community education classes (showcase cooking classes).

Materials have been given to request for commitments from industry and financial support.

Faculty should update the plans to reflect the additional funding.

Update by Vice President Student Services, Heather Ostash

- Sent out information to faculty regarding changes to waitlist and registration process she will resend
- Faculty should share information with adjunct
- CCAalert is going out to students today, directing to website for updates
- Will meet with Shelly regarding closing classes and provide specific date listing
- Send information to heather regarding classes that need a different close date ahead of time
- Enrollment key process is available through the Help Desk and student services offices to reduce barriers
- Student services will be open until 4pm on Friday
- Login process will begin Friday
- Drop for nonpayment last run was done on Tuesday
- Students with previously owed fees, can still be dropped
- Installment plans available for non-resident tuition fees
- Financial Aid – please notify students to complete their FAFSA as early as possible
- Counseling provides various face-to-face time for students and if there is information you need please contact to them
- K-16 Bridge allows for a tracking of career interest inventory which verifies when students have identified majors. Counseling in generating information sheets to be sent to students.
- SK update – Laurie Rice has been going to SK to cover the office for Kristi Lowe
- Kim Kelly will serve as Athletic Director

Student Success Center will be the name for the online supplemental site

Update from Vice Chancellor, John Means

- Last year's process was great
- Next year, key component is to identify priorities
- Reports were unavailable to disperse for this meeting

Plan cannot be done due to reports

ARC (all students) & Core Indicator (12 unit concentrators over 3 years) reports will be available in February.

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Discussion regarding student success and spending proposals:

- Suzie proposed having a software that would become a part of the matriculation process. Captivate can create an assessment. Estimated cost will be given by Suzie.
- Student Success Center
- Professional Development
- Advisory Committee meeting expenses
- Computer Assessments
- Child Development Conference expenses
- KRV Skills lab for HCRS pending site relocation discussion

Update from Vice President Academic Affairs, Dr. Rick Post

- Report from Chancellor's office regarding email sent today 1/12/11
- Move Program Review Process
- Accreditation – to continue to support and keep everyone in good standing
- With support from critical areas, we will develop Enrollment management plans
- Evaluation process will be reviewed
- Hiring committees are being formed for instructional positions
- For enrollment issues, he will defer to instructor for any concerns
- Inquiry regarding class size

Update from Job Development Specialist, Jennifer Schwerin

- Report distributed which included placement report, partnerships,
- Will be placing a CalWorks student as City of Ridgecrest employee
- NAVFAC Apprenticeship program has begun
- Started the NASA Dryden SCEP program through CCCC
- 7 class presentations & 3 advisory board meetings & 3 workshops
- Attended DACUM process, Connecting Students to Careers & Preview/Career Day

Update from Counseling Dept, Karee Hamilton

- Virtual high school stats dispersed
- Presented an example of the career information sheets which includes the program and degree information

Adjunct Evaluation lists will be dispersed next week

Full-time evaluation lists have been received

Chair Evaluations must be done by February 15th

- Send list of committee members to Angela & Valerie next week

Brochure/Student Handbook presentation

- Update CTE brochure, perhaps smaller size
- Undated handbook is possibly a good suggestion

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Update from ESCC, Deanna Campbell

- Working with OVCD – 6 strands required to show student enrollment success. Requiring for students to take English and Math prerequisites before they can take any other courses.
 - Offering Reading and Math
 - Focused on Welding and Renewable Energy
 - Home Health Aid & Nursing Fair
- Mammoth HS cohort – 24 students which take all courses together. Seen significant increase in GPA
 - No online courses until their Junior year
 - Interested in articulation
- Hopeful to get FIRE up in the area soon
- SB70 funded Fair & College Day
- Interested in any help with Advisory meetings please contact her

Update from KRV/SK, Erie Johnson

- Possibility of KRV campus moving to HS facility. Depends on processes
- 5 individuals recognized at the 25 year campus celebration on Tuesday 1/11/11
- Need more health training in the valley was expressed
- Wildland Fire Academy
- Proposal underway for 1.5 megawatt solar field and profits would funnel back to defined 4 agencies

CTE Meeting – Retreat
January 11, 2012
Carriage Inn 8:30a – 3:00p

Attendees: Suzie Ama, Jill Board, Deanna Campbell, Lisa Darty, Cheryl Gates, Karee Hamilton, Bob Hawkes, Annette Hodgins, Jeremy Horton, Erie Johnson, Valerie Karnes, Corey Marvin, Mary O’Neal, Paula Suarez, Debra Rundell, Angela Sellers

Absent: James O’Connor, Karen O’Connor

Welcome by Valerie Karnes

Job Development update by Paula Suarez

- Still having difficulty defining actual students who have been hired on the base
- Contract is completed with Ridgecrest Regional Hospital
- One student has been placed at Leaping Lizards
- Suggestion made for Jennifer to create presentation by PowerPoint for online students
- Preview Day
 - 10 High schools that attended with approximately over 400 students
 - Following the Career Day – the college student attendance was slim
- Career Coach website presentation has been given to counseling department
- If faculty have a student with a unique skillset please make a referral to Jennifer Schwerin
- Request was made for Jennifer to provide us a comprehensive report of the total amount of placements from the beginning of the CTE funding

Virtual High School update by Karee Hamilton

- Mammoth Bishop and Mesquite are participating
- PDEV enrollment - 10 pass, 6 did not pass, 4 withdrawal, 3 drops
- 25 students enrolled in CTE programs
 - BSOT 131 all passed
 - CSCI 070 all passed
 - CSCI 121 all passed
 - HCRS 121 all passed
 - HCRS 061 6 passed, 3 did not pass
- Priority has shifted. Concurrent enrollment date has changed to 2 weeks after Open Registration

Career Coach Launch

- Valerie presented the website on the overhead projector
- A few disciplines still need to respond and update the program information
- cerrocoso.emsicareercoach.com

Student Success Site report

- Reports from Patti Keith & Barb Lieberman distributed
- We have reached our limit on the usage time of the tutors, if we employ them again after this semester they will need to be permanent employees
- Mary O’Neal and Suzie Ama provided their input of the project. Overall, the project is not effective and should be phased out.
- Tutors hours are set for the semester. If the CTE faculty need assistance from the tutors they can contact them directly. Mary will notify the tutors of the changes this semester.

CTE Meeting – Retreat
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Computer Readiness Assessment Tool presentation by Suzie Ama

- Goal is to incorporate into matriculation process.
- Currently this tool is available to instructors to add to Moodle sites
- Suggestions:
 - Tool should be used outside of the coursework
 - Control group ask January 3rd PDev course to take the test
- Suzie will email out the link to allow everyone to test the assessment tool
- Paula and Annette will use in PDEV and HCRS
- Suzie will send link to tutors to use in the online success site

Table project presentation by Valerie Karnes

- Students will video each other in the classroom for projects and assess themselves
- Faculty will also review the project video
- Faculty will receive a package of tablets in a rolling cart, how to binders, agreements for students, extension cords.
- Tablets will not have administrative rights.
- Only IT can add any applications or update software.
- End of the semester the complete package will be returned to IT by May 4th
- Possibility to have the project presented at the Board of Trustees meeting

Powerpoint Presentation by Jeremy Horton

- Brief overview of IOS5 and Android Honeycomb
- Dropbox video
 - CTE has account already setup and information will be given within the package and binders received by the faculty.
 - Subfiles can be created.
- Board policy 3E1A – 3E1E handout included
- Contact IT should you need support
 - Mike Campbell and Sean James will meet regarding the support of additional devices
- Additional training is available on Lynda.com for iPad2 and Acer Iconia 7

Articulation Conferences by Bob Hawkes

- Distributed a handout which identifies the status of all district grants
- Grants could fund summer bridge program
- Southern Conference at Cerro Coso IWV campus March 2nd
- Teachers from region who attended the conference in SB are very excited to participate
- CATEMA will be used if articulation exists:
 - Student completes an application for college
 - When student completes the course the High School teacher will certify the final grade
 - Grade will be issued to college to be issued on transcript
- Current articulation process is still used
- Dual enrollment class
 - Take HS instructors and make them Adjunct faculty and they teach the college level course (replacing AP courses)
- March 2nd will introduce the new process:

CTE Meeting – Retreat
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- Articulation agreement between high school and college faculty (Curriculum and exam)
 - Teacher gives option – you can take this course as regular HS course (HS credit only) or Articulated college course (college credit too)
- Inyo County is reluctant to re-enter this process. They have revamped their ROP.
- Lone Pine is currently holding Virtual High School through Barstow

CTE Budget 2012-2013

- Reviewing ARCC report and Program Review information
- CTE Program Manager –full time hire (1 year temporary)
 - Current/Incoming students, Career Pathways, Articulation, Outreach for High School & Middle School, Preview Day
 - Diane Thompson at Porterville can share the materials and processes
- Define what the communities would support in the CTE area
- Suggestions:
 - Funding should focus on Degreeworks
 - Provide training for faculty to create a successful classroom environment
 - Should re-evaluate the funding of the Job Development position
 - District Work Experience plan needs to be updated from 1998

Review of ARCC 2012 Report

- Discuss regarding Table 1.3 and decrease from 09-10 to 10-11.
 - What data are we reporting that indicates the decrease?

Discussion regarding Human Services

- Measures will be made to move program to Public Services

Action items:

- Angela will re-run Success Retention data to include HMSV
- Valerie will place Work Experience on Dean's agenda
- Angela will request to expand the upload capability Inside CC

Meeting concluded at 3:00pm