

**Sample CTE Advisory Committee Minutes showing Equity Discussions-  
CHDV Advisory Committee minutes, 11-3-2024**

Committee Name: IWV Child Development Advisory Committee

Date: November 3, 2023

Time: 12:00p.m.-2:00p.m.

Location: Zoom

Attendees	
Baker, Vivian	Professor, Department Chair, Cerro Coso
Fuller, Lisa	Professor, Child Development, Cerro Coso
Krall, Jessica	Director CDC, Cerro Coso
Guevara, Frank	Professor, Child Development, Cerro Coso/CECMP Virtual Mentor Coordinator
Decker, Lisa	Sierra Sands USD
Terry, Samantha	LPC Coordinator, Child & Youth Development Council Manager Tulare County Office of Education
Lindsay, Peggy	Early Learning Program Coordinator, Inyo County Office of Education
Sanchez, Lupe	Area Manager -CAPSLO
DeBaillets, Molly	Executive Director, First 5 Mono County
Libatique, Cristy	Tehachapi High School
Heaslet, Julie	Tehachapi High School

**1. Call to Order (Vivian Baker)**

- Meeting called to order at 12:04 pm by Vivian Baker

**2. Review of March 10, 2023 Minutes (Vivian Baker)**

- Professor Baker provided the minutes from the last advisory meeting, March 10, 2023, for review. No corrections noted.

**3. Approval of Agenda (Vivian Baker)**

- No additions/changes to the agenda

**4. Welcome and Introductions (Vivian Baker)**

- All those in attendance briefly introduced themselves.

Jessica Krall gave a quick update on the Early Childhood Council of Kern

- IWV CDC and Taft are hosting the virtual meetings for KCC if anyone would like to be a guest, they can contact her for more details or to make arrangements. They are in the process of

developing a new strategic plan, updating website, conference planning, and a new professional development committee.

#### 5. Department Updates (Vivian Baker)

- New Master Teacher COA Specializations: Dual Language Learners; Trauma Informed Care
  - DLL was offered this fall with some added interest. The two new Trauma Informed Care courses will be offered in Spring 2024. Vivian will be sending out a flyer.
- Associate Teacher COA offered in Spanish
  - Professor Frank Guevara recapped the first year. Seventeen COA graduates in Spring 2023, eight graduates completed Fall 2023 and expecting around twenty-two for Spring 2024.
- ESCC Info-session
  - Professors Frank Guevara, Tyrone Ledford, and Vivian Baker visited programs in Bishop and held an info session for students/community in the evening. It was wonderful networking with employers and students.
- CHDV Program application for ZTC/OER Acceleration Grant
  - The department has applied for a ZTC Grant. At this time there are quite a few ECE applicants across the state and we may be asked to collaborate with other colleges. Vivian has a meeting next week. *<-In an effort to reduce equity gaps and increase access*
- SBCOE Apprenticeship Partnership
  - The department had their first three student enrollments. We expect enrollment to increase as SBCOE's program grows.
- AUP Report
  - Vivian shared the Department's AUP in a PPT. The department is requesting a new full-time bilingual faculty and a new part-time bilingual Teaching Assistant.
- Spring 2024 Schedule
  - The Spring 2024 schedule is available online and students with priority registration are currently registering.

#### 6. Potential New Courses/ Programs (Vivian Baker)

- Vivian shared several new courses the department is considering. The committee agrees all courses have merit.
  - Family Home Child Care (Lisa Fuller) – Six non-credit (18 hour) courses are being developed. They will go to CIC in Spring 2024 and be ready to be offered in Spring 2025.
  - Emergent Curriculum / Project Based Curriculum
  - Forest School/Outdoor Curriculum: non-credit
  - Introduction to Working with Children: non-credit
  - Introduction to Careers in Education: non-credit
  - Child Development Readiness (designed to help students who need additional assistance mastering the specialized vocabulary and developmental theories in introductory CHDV coursework): non-credit
  - Committee members recommended a Beginning Tech Course

#### 7. Advisory Committee Recommendations/Concerns

- Vivian invited members to share any recommendations, concerns, etc. General concern for potential loss to the workforce due to the state minimum wage for fast food workers moving to \$20/hr. There is great need for advocacy in Sacramento.

#### 8. Future Meeting Dates - TBD

- 9. Adjournment – Professor Baker adjourned the meeting at 1:51



Minutes

Committee Name: IWV Web Professional/Digital Media Advisory

Date: November 12, 2021

Time: 12:00 – 1:00

Location: Zoom

Attendees	
Suzanne Ama	Department Chair Business CCCC
Matt Hightower	Faculty CCCC
Michelle Stallings	Faculty CCCC
Larry Cosner	Medical Community
Nicole Griffin	Dean CTE CCCC
Ray Hocker	Faculty CCCC
Deanna Campbell	Director Bishop/Mammoth Campuses
Vickie Taton	Faculty CCCC

1. Call to Order – *the meeting was called to order by Professor Suzanne Ama at 12:02 p.m.*
2. Introductions - *all those in attendance introduced themselves and their role at the college or in the community.*
3. **Program Review 2021 – A thorough and detailed program review was presented and discussed. Presentation is attached.**
4. Discussion – Professor Ama opened the floor for discussion:
  - a Vickie Taton discussed the need to move towards embracing mobile apps and cross device usage within the programs. She also discussed the need to recognize the uptick in businesses operating solely from social media platforms. A need to stay up to date with technology and trends is important for the programs.
  - b Ray Hocker expressed a need for a digital photography class. His proposal is to offer the course once a year. Discussion took place on the feasibility of folding it into existing classes, the consensus was, it would be difficult to do based off the time it

takes to learn and apply Adobe Photoshop. Professor Hocker also discussed partnering more closely with SSUSD to meet digital media demands. Professor Ama expressed the desire for more dual enrollment opportunities with BHS but currently there is not a qualified teacher.

- c** Larry Cosner addressed the need for real world experiences for young people coming into the professional world. A gap exists between what young people think of social media and its applications, as well as how to be professional in a social media world. Is it possible to partner with business for externships for students to gather real world knowledge with social media in a professional sense being the main application? Professor Ama will discuss with Jennifer Marshall, CCCC job development specialist.
- d** Michelle Stallings reported that a majority of the drops or completion issues, in her courses, correlate to the pandemic or too much going on in life. This report lead to the discussion of how to better communicate to students the requirements and intensity of the courses. Professor Ama adds the time requirements to her syllabus quiz. Another suggestion was to make sure the counseling department is communicating to students effectively about the program requirements, and for professors within the web professionals/digital media courses to communicate their expectations in the syllabus; as well as, drop and withdrawal dates.

**5.** Adjournment – *Professor Ama adjourned the meeting at 1:04*

Meeting Chair: Suzanne Ama

Recorder: Denise Allen

# Digital Media Arts Fall 2021 Advisory Meeting

NOVEMBER 12, 2021



# Retention and Success - Overall

Retention	2016-17	2017-15	2018-19	2019-20	2020-21
Graded Counts	11	42	47	86	101
Metric Counts	10	35	42	77	86
Retention Rate	91%	83%	89%	90%	85%

Success	2016-17	2017-15	2018-19	2019-20	2020-21
Graded Counts	11	42	47	86	101
Metric Counts	8	32	38	68	71
Retention Rate	73%	76%	81%	79%	70%



# Course Completion by Ethnicity

		2016-17	2017-18	2018-19	2019-20	2020-21
<b>DMA Completion Rate</b>	African American	67%	57%	75%	29%	100%
	Native American	100%		50%	0%	100%
	Hispanic/ Latino	81%	82%	86%	80%	87%
<b>Collegewide Completion Rate</b>	African American	81%	84%	87%	81%	86%
	Native American	85%	85%	89%	85%	89%
	Hispanic/ Latino	89%	88%	89%	86%	89%



# Course Success by Ethnicity

		2016-17	2017-18	2018-19	2019-20	2020-21
<b>DMA Success Rate</b>	African American	58%	14%	50%	29%	100%
	Native American	0%		50%	0%	100%
	Hispanic/ Latino	46%	61%	72%	72%	70%
<b>Collegewide Success Rate</b>	African American	56%	68%	72%	67%	70%
	Native American	67%	66%	72%	74%	73%
	Hispanic/ Latino	72%	72%	76%	74%	78%





# New Goals

- ▶ Close equity gaps
- ▶ Increase completions
- ▶ Ideas??

