

Cerro Coso CTE Annual Unit Plan Meeting
October 31, 2012
Minutes

Attendees: Cheryl Gates, Mary O'Neal, Paula Suarez, Angela Sellers, Valerie Karnes, Matt Hightower, Deanna Campbell, Michael Metcalf

Announcements by Valerie Karnes:

- Today's meeting is to have all chair directors give updates for their plans for next year.
- Valerie is being tasked to Review budgets and combine into one sheet summary.
- Valerie will meet with each director chair next week for 30 minutes.
 - Angela will schedule the meetings and send invitations.

Business & Information Technology, Matt Hightower:

- 2 new faculty in Bus and CSCI plans to expand offering at IWV campus.
- Trying to get paralegal up and running again.
- Request for full-time paralegal instructor and expenses to join the American Bar Association.
- Merging with Digital Media Arts and repairing curriculum.
- No specific plans for outreach or marketing other than the regular.

Child Development, Mary O'Neal:

- Continuing with goal to have 2 on ground classes working with counseling and Corey to streamline offerings.
- 4 classes in CHDV that count for General Education – they will be offered two classes. One in the morning and one in the evening, two days a week. Will rotate more classes and hopefully develop a cohort and students can earn the Teacher Permit.
- Continue to offer 1 – 9 week class at KRV.
- Willing to offer Saturday class, but not hearing institutional support as of right now.
- Will offer iTV if identified expenses will be covered.
- The new adult classroom will hold the new classes.
- SLO & PLOs - will gather assessment data each semester, but plan to take an in-depth look at two classes per semester.
- Have done PLO for 3 years and in fall 2014 CHDV will develop PLO to assess at the various stages.
- Will work toward Associate of Arts Degree Transfer.
- Full-time will work for best practices with technologically illiterate challenged students.
- Did not input for additional faculty although the data does provide support for two FT faculty.
- Requesting to support ESAEYC conference bi-annual \$5,000 or less.

ADMJ, Cheryl Gates:

- Worked with Steve Rogers to add a Corrections Core Academy.
- KCSO is building a new jail and there is anticipation to hire 400-500 new officers.
- ADMJ constantly always looking for space for their equipment and currently have driving simulators that can't be used.
- One of the largest FTES producing and feel they do not have the support needed.
- Request for the need of another faculty member to just serve monitoring the POST academy and 70 in-service classes.
- Generated 217.5 FTES 2011-12. Required to travel to Bishop, Bakersfield, Cal City and teach classes.
- The faculty does receive Director Pay but does not feel they are compensated adequately.

Cerro Coso CTE Annual Unit Plan Meeting

October 31, 2012

Minutes

- Steve Rogers is the only Master Certified P.O.S.T. instructor within Cerro Coso.
- Goal is to serve KCSO, Mod 2-3 needs, less travel.
- Would like to improve list of available Adjuncts.
- In January, Steve Rogers becomes Department Chair and Director so this will result in less time available to him to put into the program requirements and needs.
- Need general office and lab and instructional supplies, hard drives, a range supplies, travel funds and need for open space are desired.
- No SLOs were done.
**Comments regarding ADMJ:* Faculty expressed concern why there was no support for ADMJ and why Welding will receive the space in the West Wing. A solution to finding dedicated space for EMT and ADMJ is critical. ADMJ has been a steady producer however we will lose our reputation if we do not tend to this. Mary is requesting for Valerie to pull the data for ADMJ and help Cheryl Gates.

HCRS, Cheryl Gates:

- Next year we are beginning the new LVN and Medical Assisting program.
- Continuing to respond to community needs.
- Working to better prepare underprepared students.
- Requesting for .1 release time for FT faculty to identify as a Skills Lab Coordinator at all IWV, ESCC, and KRV to coordinate all simulations and training.
- All simulations have to be approved by the Nursing Board. Annette will be certified as Simulation Trainer.
- Other colleges in District do have the Skills Lab Coordinator.
- Request for supplies for skills lab, office supplies, fingerprint fees, chairs in advanced skills lab, member dues, travel, professional development funds, and advisory meetings.
- Due to limited space on skills lab, the class size is limited to 15 for Medical Assisting.

EMT, Michael Metcalf:

- Program goal is to build meet standards and community needs. Goal is to build a continuing education program or contract education.
- Will be presenting to Advisory Programs.
- Continuing education units are required for EMT to keep their licenses. Most classes are single day or two day classes.
- Why are we looking at Community Ed? With a small size class we can offer without the restrictions of enrollment.
- Unsure of what will happen at the KRV campus. Once we have an established SK location to have a dedicated area for the course. ESCC has dedicated office and no specific needs are there.
- Proposal to expand 20 iPads to sites and 3 charging stations: Students have had reviews, pretest, semester tests, and online testing. Students are happy with the ability to review what they have done on video. The immediate ability to correct the problem or concern of practical skills increases student success. 1 iPad for every 3 to 4 students (1 in each group).
- Certificate/Degree Programs: Region did not approve based on job market research.
- Trying to get advisory groups to write letters but have not had a good turnout.

Cerro Coso CTE Annual Unit Plan Meeting
October 31, 2012
Minutes

CTE Annual Section Plan 2013-14, Valerie Karnes:

- Goals:
 - Retention/Completion
 - Expand CTE marketing & Recruiting such as Medical Assisting and Welding brochure is in progress.
 - Update CTE Brochure.
 - Expand outreach to high schools and go into the classrooms.
 - Dual enrollment project such as PLTW.
- Mary has requested for Section Plan from previous year and 3 years of expenditures.
- Corey has requested Valerie roll all budgets up to CTE Budget request to review line items and verify if they can be purchased through VTEA.
- Valerie will roll up her plan and send it to everyone.
- Corey's direction
 - Sustainable continuous improvement.
 - By the end of the year, complete all outstanding SLOs.
 - Create a Schedule of assessment for classes.
 - Develop a process for getting every section scheduled for assessment.

Updates:

- Smarter Measure is not a computer literacy competency measure.
- All printer supplies and printers will be through IT.
 - If you have a color laser IT will supply toner until it needs to be replaced then it will require approval.
 - If you have an inkjet we will phase out the inkjet.
 - Mike Campbell will assess as requests are received.
- Information night is scheduled for C6 Grant at KRV, Mammoth, Bishop, and IWV.

CTE Faculty Meeting

February 6, 2013

Minutes

Attendees: Cheryl Gates, Mary O’Neal, Paula Suarez, Angela Sellers, Valerie Karnes, Karen O’Connor, James O’Connor, Frank Timpone, Stephan Rogers, Suzie Ama, Lisa Darty, Natalie Dorrell, Annette Hodgins, Debra Rundell, Mike Metcalf

CTE brochure:

- Valerie distributed sections of the brochures to the faculty chairs.
- Any edits should be given to Natalie by the end of next week.
- We will allow 2-4 weeks for printing.
- Valerie would like to have the final draft by the beginning of March.
- Valerie will send the PDFs to the chairs and place them on the G Drive.
- Natalie will take pictures of students in the classroom and faculty will need to contact Natalie for available times.
- Photo releases are available on InsideCC under forms.

Individual Department brochures:

Faculty will contact Natalie individually to develop the brochures.

Marketing & Outreach:

- Economic Outlook Conference – if you want your brochure to be handed out, please bring to Valerie.
- Any faculty who has a Student Success Stories or would like to publicize something unique they are doing in the class should be forwarded to Natalie and Valerie.
- Natalie is “Putting a face on Cerro Coso” and attaching a current teacher and student to advertising and is willing to visit each campus.
- Welding and Nursing has visited the KRV and ESCC campus.
- I’m Going to College – all slots have been filled.
- February and March – counseling staff visits the service area high school
- April 6, 2013 – Open house at Cerro Coso will be conducted.
 - Time has not been determined.
 - Each program should be represented.

Articulation:

- The status of the articulation information is on the Cerro Coso site.
- Articulation documents must be renewed every 2 years.
- A rotation of every two years may be sufficient.

Dual Enrollment:

- Only English class is being offered in California City.

CATEMA

- Ownership is on the high school instructor.
- Report is there has been a challenge having the instructors input the information online.
- Announcement of a consideration to bring back business at Burroughs High School.

CTE Faculty Meeting

February 6, 2013

Minutes

Advisory committee handbook:

- Faculty reviewed the handout and edits will be made by Valerie.
 - She will re-distribute the edits notated by yellow highlight.
- Handbook will be implemented in the fall 2013.
- Angela will verify how many portfolios are in stock.

Evaluations

- Faculty evaluations are in progress for Chairs and Adjuncts.
- Faculty chair evaluation meetings will be setup for next week.

Two Year Program Review

- Valerie distributed the occupational data retrieved for the areas.
- If errors are found on the data sheets retrieved please notify Valerie.

Program Development

- Industrial Technology –Renewable Energy program has been abandoned and will now be a Generalist Program.
- Electronics Technology – previously in INDT and is currently in development to stand alone. This change is considered a substantial change.
- Engineering Technology
Two PLTW pathways dual enrollment courses where students will receive a 12 unit certificate. High School has 4 classes developed by college and taught by the HS faculty qualified to teach.
- All data will be provided to support these changes. The state will not approve without proper supporting documentation.

Department Reports:

- **CIS/BUS** – Eliminating Small Business Entrepreneurship Program. Computer Science is ongoing Program Review. Two department members are now members of the CBEA.
- **HCRS** – All 3 semesters have been sent to the state. All classes are in the CIC queue. First set of 12 month students are in progress. Tutors are being placed. Home Health Aide in KRV may need to be revised.
- **INDT** – Welding program is robust. Limited space unfortunately reduces students from the rotation. 3 semesters instead of 5. Two previous students are currently adjunct instructors. A meeting with Daniel Reed and the architects for the lab renovation will be held next week. Projected completion date is in the spring 2014. C6 students are beginning their final test for their MSSC certification. C6 – first 8 weeks all courses are completed online. AWS welding certification as an entry level employees. 4 hour classes three times a week.
- **CHDV** – Highlights of the field, Child Development shows increase of 23% with 893 jobs projected and average pay of \$15.37/hr. Working on SLO's and Room O. Budget impact has reduced the services for childcare services however the available space has allowed for adult classroom space.
- **MA** – AMA is going forward and CMA will go forward in the fall. Videos are small now enough to upload to Moodle.

CTE Faculty Meeting
February 6, 2013
Minutes

Department Reports (continued):

- **ADMJ** – Fire science and ADMJ is deactivating local certificate. Keeping only the ADMJ transfer degree. Another Academy is in process. Started with 55 and have lost 3. Modular academy is starting in Bishop.
- **HMSV** – No changes. Agencies are contacting Debra Rundell regarding interns. Interns have been placed in Bishop. 3 employees are working full-time. Human Services is now within Allied Health Careers department. 3 – 4 males are now enrolled in the program. Faculty have expressed that HMSV is a true program success story.
- **DMA** – Revised the program and specific for web design and approved mini cert by the Region.
- **EMTC** – In process of getting program approval. Meeting with employers soon to verify employability of students. Will get together with Valerie to develop an employer survey. Administration is seeking the opportunity to advertise in the South Kern area.

Faculty Feedback:

- Institutionally a standardized video recording should be defined.
- A license to Camtasia software should be within CTE.
- All faculty were reminded that closed captioning is also a requirement.
- Welding full-time instructor update: several applicants have been received and the committee needs to be formed.

Next meeting will discussion VTEA project and audits.

CTE Faculty Meeting

February 13, 2013

Minutes

Attendees: Mary O'Neal, Angela Sellers, Valerie Karnes, Stephan Rogers, Frank Timpone, Suzie Ama, Karen O'Connor, James O'Connor, Cheryl Gates, Michael Metcalf, Debra Rundell

Counseling Department updates from Paula Suarez:

- **Job Development:** Paula reported the position has been vacant since October and they are trying to get position re-hired. The District will re-advertise for viable applicants. In the meanwhile, they are trying to get temp employee to fill the vacancy and waiting for fingerprints to clear. Kelly Touser is the current temp employee because she is known to have a lot of background in office work but not a strong background in education. There is a big need for data input for C6 and data pulled for faculty. The goal is to eventually get a full-time employee to be able to fulfill need for C6 and VTEA – job placements.
- **Open House:** Handout distributed. All faculty are encouraged to participate. The month of March begins the outreach for assessment at the high schools in the service area.

Advisory Updates by Valerie Karnes:

- The handbook document was distributed by email to faculty from Valerie.
 - She is requesting feedback by the end of next week.
- As a reminder, remember to invite your site directors from other campus.
- Spring semester dates should be turned in by the end of February.
- Minutes should be submitted within 2 weeks of the meeting and not later than the last week of the semester.
- Faculty need to submit the members of the advisory committees by the end of the semester.
- Letters will be sent in the fall.
- Each program is required to have a separate meeting.
- For video conference and phone meetings, Valerie will provide the source requirements of submitting sign-in sheets.
 - Audit requirements for counseling has been to receive electronic signatures.

Professional Development by Valerie Karnes:

- Conference reports should be forwarded to Bonita Robison as the facilitator.
- Lynda.com licenses are available.
 - DMA has 4 and CTE has 6. If you are interested send Valerie an email.
 - Each license can be transferred on an as needed basis.
- Moodle training is available.
 - Suzie will teach the new version of Moodle the following week after the semester ends – Online Pedagogy training/Moodle. May 20, 2013 for 4 weeks. 15 hrs a week. Faculty would like to have the registration and fee information as soon as possible.
 - Special Announcement: Mary has worked with Dr. Simpriano and she is now in charge of the University of Pennsylvania Online CHDV training program.
- Video training – Charles will meet with the CTE group next week and provide a plan including the Smarter Measure data.

CTE Faculty Meeting

February 13, 2013

Minutes

Degree works Update by Paula Suarez:

- Counselors received Degree works training yesterday.
- 2 catalogs have been entered in the database.
 - One more year of catalog entry is being completed.
 - Unsure if another year after that will be entered.
- At a point where they can use the program with limitations.
- Faculty should encourage students attend an orientation and complete assessment.
- Both matriculation processes must be completed before a student can access degree works.
- Eventually students will be able to self-audits, not long-term, but what-if's (i.e. changing programs).
- Students with transcripts from other colleges will continue to be problematic. Students should meet with counselors prior to May 4th.
- Reports can be pulled for up to 300 students.
- Feedback received in the training yesterday was that Degree works is an engine for students not primarily for administration to pull data, reverse auditing.
- The program will allow a search for students within a defined area.
- Will become a useful tool throughout the years as data is input.

Counseling Department Program Audit by Paula Suarez:

- Report was distributed to attendees and Paula will send out electronically.
- Comments represent student perspective.
- Faculty feedback:
 - Faculty expressed their concern that they understand students need the state permit but we need to give them the certificate.
 - Mary wants to know where the students seen such information regarding the student comment made regarding the state certificate.
 - A video of program information can help clarify some student feedback.
 - Faculty can request an ODS from Lisa Fitzgerald.
 - Who will be in charge of capturing the data of completers for CTE programs?
 - Using Banner the BSOT was audited.
 - Karen's feedback stated that one change to each 3 the degrees program has been made.
 - She would like to have BSOT 154 be audited.
 - Students can change their major during their update. Counseling department will soon have the function to change a student's major.
 - CIS major – a lot of students from other majors taking these classes. When this happens this impacts the completers. A lot of Bakersfield College students are enrolled in CIS courses.
 - HMSV – completers are recognized because the program builds upon each semester.
 - DMA – Suzie will provide Paula the correct completer information
 - LVN & CAN – restricted program.
 - Welding program – 11 graduating and 13 or 14 in the spring graduating.
 - 76.5 hours of data mining reported for the audit done by counseling. Efforts should be placed in hiring someone to complete this task.
 - A database should be established and an individual hired.
- Students are not tracking their own progress and are not aware of their options.

CTE Faculty Meeting
February 13, 2013
Minutes

- Counseling feels they need to do a better job of informing students.
- Faculty can encourage students by explaining the graduation process to them.
 - Reminding them they are about to finish and they should complete the necessary steps.
 - Paula will provide the faculty a brief of information to provide to their students.

Scans update by Valerie Karnes:

- CHDV asked the question and Yes, CTE is the only one who has to do the scans in Curricunet as required by the Federal Government.
- The questions of: How much of the identified area is taught in the course? Does not have to equal 100%. Refer to Curricunet Manual

EMSI/Career Coach update:

Valerie explained the use of EMSI. Sylvia is working with the company to verify program and job titles are correct.

Next meeting will discuss the budget and next year's plan.

Meeting ended at 4:15pm

CTE Faculty Meeting

February 20, 2013

Minutes

Attendees: Mary O'Neal, Angela Sellers, Valerie Karnes, Stephan Rogers, Frank Timpone, Suzie Ama, Karen O'Connor, James O'Connor, Debra Rundell, Cheryl Gates, Mike Metcalf

VTEA 2012-13 Updates:

Distance Ed Videos:

- Charles Osteen provided Valerie with a few updates
- There will be a Lunch and Learn using screen capturing video for online classes on March 13th at 12:30pm Room TBD
- Moodle 2.2 training will be in May 1-2 weeks with an additional session on pedagogy and Suzie will be teaching the pedagogy portion
 - Email Suzie if you plan to enroll
- No generic type videos have been discussed because there is no dedicated person.
- Charles has placed funds in his budget and request to support this type of position and specialized server.

Counseling project:

- Moving forward with the request to use funds for the district to develop reports through ODS to get customized query reports for each program written by the District programmers.
 - Example would be to allow instructors to indicate a 12 unit cert could pull students who have completed 9 units
- Teesha Klundt is an adjunct counselor who will use to assist with the project
 - No hours have been determined as of today

Current Funds:

- Spreadsheet of budget was disbursed and discussed regarding planned/proposed and revisions made
 - Advisory committee meetings/funds have exceeded the current budget for the year and have been extended through spring
 - iTV best practice is that the instructor visit the campuses once a semester according to COR
 - Instructors need to submit the proper travel work and reimbursement
 - Arrangements should also be made when the iTV instructor visits the sites
 - CHDV did not use complete amount of funds requested
 - DMA did not need the funds for CID
 - HCRS simulator and monitor have been purchased
- Smarter Measure
 - Research report will not be completed until the end of the semester
 - 364 people have used the smarter measure and is more than those that took the placement exam
 - Closed Smarter Measure as of right now but a discussion is about putting it back up
 - Charles will implement a follow-up phone survey for students who participated in completing the smarter measure
 - Depending on feedback received will determine a purchase for the future
 - Faculty feel that we need longer to assess the usefulness
- Lynda.com – request for access need to be submitted to Valerie Karnes
- Career Coaching/Supplies will be purchased once an inventory is completed

CTE Faculty Meeting
February 20, 2013
Minutes

- CTE Brochure is in final stages
 - Updates should be sent to Natalie Dorrell
- Professional Development funds – if faculty are not planning to use these funds, please notify Valerie
 - Valerie spoke with Corey regarding a speaker for adjunct faculty training but that did not workout

Discussion/Brainstorming ideas regarding remaining funds:

- Top Priority is to complete the data mining project and to capture the data
 - Valerie will ask Clint Dougherty regarding the type of position that can be hired for the temporary project.
- Karen would like to review the options to use the SAM – Skills Assessment Management by Cengage for all applications courses for next year
- Advisory recognition event/dinner at each campus
 - Faculty believe that the current situation occurring in Ridgecrest regarding the furloughs may not be the right time for such an event
- Professional development allocation for full-time and adjunct
 - If faculty would like to make a proposal
- Pay Adjunct for SLOs – Valerie will ask Corey
- Business Advisory meeting at ESCC should be listed
- Advisory meeting for EMT requesting for \$500 for visits to sites
- DMA would like a Banner to represent their program
- Contributing funds to assist Charles for video development and ability to embed to the website
- Karen will send Angela a quote for the supply request
- Mike's has a request for translation software that can be used in the classroom
 - Should be a college-wide discussion
- CTE Brochure and counseling materials printed in Spanish
- Contribution to LRC for ESL students
- Funds to assist the LRC for tutoring
 - Valerie can contact Sherri Windish to determine the amount of CTE students are being tutored
- Funds to assist with translation for Counseling materials

2012-13

- Data mining
- CTE brochure
- Translation
- Audio Software for Karen
- CTE Department Banners
- Valerie spoke with Sherri and she said there is a great need for tutoring, current textbooks and smart boards – Approximately \$2,000 for tutoring funds and good referrals for tutors. Textbooks for LRC and Special Services.
- Professional Development funds will be available for training
- A lot of CTE students are taking pre-requisite courses

CTE Faculty Meeting
February 20, 2013
Minutes

- Karen will speak with Jim regarding the Hand Tools class building a whiteboard
- Mary is willing to become the point person to for the Data mining project with approved Release
 - Valerie will talk with Dr. Marvin to write up a plan

Reports distributed

- Core Indicator reports were distributed and explained by Valerie the areas of the reports and the reports percentages
- MIS Report will be verified by Admissions & Records

Updates

- Valerie will be attending training regarding the legislations and the rules of the use of fund requesting faculty to review the data
- Valerie and Suzie are on travel February 25-27 for CREATE.
- Valerie and Cheryl will be at KRV for C6 on February 28th.
- Valerie will ask Angela to update RP134 budget spreadsheet
- Valerie requested for all faculty to all review their reports, Core Indicators, Success Retention and ARC Report for discussion at the next meeting scheduled for March 14th at 1-2pm.

CTE Faculty Meeting

April 2, 2013

Minutes

Attendees: Mary O'Neal, Angela Sellers, Valerie Karnes, Stephan Rogers, Frank Timpone, Suzie Ama, Karen O'Connor, James O'Connor, Debra Rundell, Cheryl Gates, Annette Hodgins, Lisa Darty, Herman Foster

Region 9 Training Updates:

- Valerie explained the Federal Compliance Training received at the Region 9 training in February
 - A comprehensive list for each department should be created to include all the items purchased through Federal funds
- Valerie distributed an article released from the Department of Education regarding only funding of specific programs
 - Trend that has been identified is the direction of the federal government is we will only serve specific areas and teach identified programs
 - Regions identify 5 industry sectors they want to serve because money is tied to specific funding. 3 growing programs and 2 emerging programs

Marketing materials update:

- If a department wants to reorder a standup vinyl banner please notify Valerie as soon as possible
- CTE Brochures are nearing completion for print

Review of Perkins Core Indicators by Performance:

- Once the program meets the target they can no longer receive VTEA funding

2013-14 Funding updates:

- Funds of \$25,000 have been set aside to assist the Counseling Department
 - Will help pay for counseling department to initiate the process as opposed to being initiated by the student
 - Help with the manual audit/evaluations to be done by the counseling department
 - Suggestion made to use funds to inform the students and firm up the process
 - If a faculty member has a capstone class the Counselor/Ed Advisor can visit the class at the end. This can also be done online
- Tutor funding will be provided
- Advisory meetings will be funded
 - Valerie will get together with Debra Rundell regarding funding for Advisory at ESCC
 - Valerie and Karen will meet regarding Business and Computer Science
- Valerie will check on the approval to pay for the Paralegal Application cost of \$2,500
- Supplies and travel were figures used from current year to provide estimates for 2013-14
- Department Proposals received:
 - CHDV – Request for \$3,960 to support of the bi-annual conference. Previous event consisted of 183 participants CHDV professionals, students, family from Lee Vining to Edwards. The association has secured a male speaker, Red Grammar. Fees will assist with paying for travel and other expenses for Mr. Grammar. Conference will publicize to the male population. Mary will provide a headcount of the male attendees and a comparison report of prior year male attendees.
 - Majority of faculty support the CHDV proposal
 - Allied Health proposal – Summit/Career Fair proposal to include all Allied Health programs

CTE Faculty Meeting
April 2, 2013
Minutes

- Request for VTEA to assist with funding for Online Instruction Speaker
 - Faculty agree to assist with paying for a portion of the fee
- Faculty support the continued purchase of the Lynda.com licenses

General Discussion:

- Dr. Marvin announced the press release from the Chancellor's Office regarding the Score Card and how the public can now access the college success information