



**Career Technical Education (CTE) Committee  
Minutes, October 27, 2015 Meeting**  
Business 220S  
1:00 – 2:15pm

**In Attendance:** Eve Adler, Fariba Bolandhemat, Chris Fria, Yiching Grace, Michelle King, Ford Lowcock, Laura Manson, Kaysha Morgan, Dawn Murphy, Debbie Perret, Tricia Ramos, Vicki Rothman, Saul Rubin, Odemaris Valdivia, Sal Veas.

**Call to Order:** 1:02pm

**Public Comments:** None

**Approval of Minutes**

October 13, 2015 minutes unanimously approved

**Chairs Report:** None

**IV. New Business**

Noncredit course and certificate development draft resolution review

Chair, Fariba Bolandhemat presented draft language for a resolution to guide the development of future noncredit CTE courses and certificates at SMC. Discussion ensued as to the desired outcomes of the resolution. Fariba clarified that the institution is moving to develop CTE noncredit CTE courses and certificates without guidelines or processes for development. Such guidelines are needed for reference as new noncredit courses are developed to avoid duplication of courses and programs and to clearly distinguish between noncredit and credit certificates.

Committee members discussed and provided the following feedback regarding the draft resolution and developing a process for new noncredit CTE program development:

- When a noncredit certificate is to be issued – the language should clearly commence with the term “noncredit.”
- The term “completers” should be removed from the draft resolution.
- The term “short term vocational” should not be used as it may be confused with the for credit department certificates.
- Departments should be involved in the creation of the noncredit course(s) as it relates to their programs.
- Speak with Guido DeIPiccolo on language and regulations already in existence.
- Form a work group to research current Administrative Regulations (A&R’s) at Santa Monica College and best practices at other colleges offering noncredit CTE classes.
- Such research should inform the development process to be created when a new noncredit CTE course is being presented to curriculum.
- Possibly file a “letter of intent” to the CTE Committee as in done in the LAOC Regional Consortia to determine labor market need, and allow departments to review.
- Review qualifications of noncredit instructors.

It was recommended and widely agreed upon that noncredit certificates not be issued without more information to guide next step. The Chair asked for volunteers to review the resolution draft, research SMC A&R’s, and peer college best practices. This work group is to present findings at the next CTE Committee meeting and discuss next steps.



SMC 2016-17 Institutional Objective- Improving CTE Employment Outcomes – Tricia Ramos and Eve Adler

Eve reported that on August 17<sup>th</sup>, 2015, Santa Monica College received a letter from ACCJC stating our metrics for job placement had an insufficient number of students reported. The months of September and October in the Institutional Effectiveness Committee (IEC) consisted of reviewing SMC's job placement data across programs and determining ways to improve data collection and analysis because what the institution is reporting is low and placements appear to be declining over the past 5 years.

Tricia reported that one of the institutional objectives for this year is to Explore and pilot the use of non-traditional data collection methods and/or third-party data collection sources to more effectively track job placement of CTE students. In year 2015, the Institutional Effectiveness report included Placement numbers. The referenced Perkins website from which the data was gathered is not consistent within the 2015 IE report- particularly the CTE cohort size. In an effort to better understand data options available information was sought on the survey that captures "CTE leavers" called the Outcomes Survey (CTEOS). After discussing the costs and benefits associated with the survey administrators and participating colleges, it was determined that the survey is a now a viable option to improve institutional data on job placement of CTE students. The CTEOS will also capture self-employed students, wages before and after participating in our CTE programs, and identify "skill builders." The employment outcomes data will be available on a program level only to SMC personnel. However, comparison could be available to the public on a regional basis. SMC can choose whether or not we want the survey results available to the public without student identifiers.

The CTE Committee collaborated with IR in 2011 to conduct a CTE Completer Leaver Survey with similar methodology to the statewide CTEOS. While those findings were generally positive, SMC only received a 12% return with this survey. The statewide CTEOS conducted by Santa Rosa Community Colleges with involvement with The RP Group and WestEd reported 75 community colleges in the survey in 2015-16 and reported returns for some institutions of up to 30%. While the subject to participate in the CTEOS would have appeared before the CTE Committee under normal circumstances, it was discovered that the application deadline to participate in the 2015-16 CTEOS is October 30. The item is on the agenda for the November Board of Trustees meeting. The cost for this survey is \$21,000 per year where other vendors charge \$5 per student. We have funding under Perkins since EMSI's Career Coach and Analyst were covered by SSSP funds. The survey will be conducted based on our TOP codes.

Motion made to use Perkins funds to participate in the CTE Outcomes survey costing \$21,000 by Sal Veas, second by Chris Fria. All were in favor, no oppositions and no abstentions.

A presentation on Launchboard 2.0 was reviewed as it will go into effect January, 2016.

**Old Business**

Perkins 2015-16 Fall Grantee Meeting and 2016-17 Application Timeline

We need to have the Perkins orientation which is tentatively scheduled for Friday, December 18<sup>th</sup>. The Perkins application has been posted to the CTE Shared drive. New information arose from the OMBD Circulars workshop held in San Diego. Perkins funding can be used for repair and maintenance – including software, and we can request credit from a manufacturer when attempting to return outdated equipment for updated equipment.



Chuck Wiseley will be working with us to assist with the Perkins application, and Core Indicators during the orientation. He will also work with our IT and IR departments.

The committee suggested to hold the orientation on Friday, December 18<sup>th</sup> and to possibly have the powerpoint slides ahead of time in order to formulate questions prior to.

Converting Departmental Certificates (less than 18 units) into Certificate of Achievement and Approval Process – Update on process of Regional approval of certificate to be discussed at a future meeting.

### **Future Business Items**

- a. Multiple Measures Assessment English/Math & 14-15 IE Report - Chris Gibson
- b. Institutional Effectiveness Report <http://tinyurl.com/SMCIEReport2015>
- c. Update Strong Taskforce Workforce Recommendations (Tricia)  
<http://tinyurl.com/SMCTaskforcedocuments>

### **Announcements**

Samples of the CTE flyers and folder will be sent out and discussed at the next CTE Committee meeting.

### **VII. Adjournment: 2:25pm**

2015 – 2016 Meeting Dates: Tuesdays, 1:00 – 2:15pm, Drescher Hall 300E (Loft)

#### **Fall 2015:**

October 13, 2015  
October 27, 2015 (Bus220S)  
November 10, 2015 (Bus 220S)  
November 24, 2015 (Bus 111)  
December 1, 2015 (Bus 111)

#### **Spring 2016:**

February 23, 2016  
March 8, 2016  
March 22, 2016  
April 26, 2016  
May 10, 2016  
May 24, 2016