

CTE Committee Minutes

12/08/09

- Brief discussion of the Tools for Change conference
- Discussion of Perkins IV Proposal/ Application Review-
 - Applications to be sent out to all CTE chairs the week of December 14th. Gina Jerry suggestion one final change to the application budget sheet related to hiring of tutors.
 - Training sessions scheduled for the following dates:
 - In person- **January 15th, 2010**- 12noon- 1:30pm (immediately following the chairs meeting, lunch will be provided)
 - Webinar- **January 26th, 2010**- 12:00- 1:30pm
 - In Person **February 23rd, 2010**- 11:15am-12:30pm (during the Student Free hour)
- Discussion of Program demand reports- Tricia will provide a binder to all department chairs with demand reports from EMSI for their CIP/ TOP codes.
- Caroline Sheldon was unable to attend the meeting but provided Tricia the Guiding questions for Document/ content analysis- guiding questions were provided to committee members for review and to begin the analysis of prior 3 years Advisory Board Committee Minutes. This will provide validation of labor market information to be used in the development of industry inventory report.
- Gina Jerry requested a template or structured format to assist Advisory Board Members with taking of accurate committee minutes for future advisory board meetings.
- Deyna Hearn agreed to provide the template used by the ASB as a guide for the development of a tool to be used by CTE departments.