

CTE Meeting Minutes, December 6, 2011

Meeting began at 12:45 p.m.

1. Reviewed and approved the Minutes from November 22, 2011.
2. Discussed Goals for Spring 2012
 - a. CTE Website – We need to make a decision about what we want this look. We need to work in conjunction with each CTE department website. We agreed to look at the CTE Website as it is currently:
[http://www.smc.edu/AcademicAffairs/Workforce/Pages/Career-Technical-Education-\(CTE\).aspx](http://www.smc.edu/AcademicAffairs/Workforce/Pages/Career-Technical-Education-(CTE).aspx). Each of us will to create a wish list for our departments. At our first meeting, we will look at the CTE site together and see what we want and how long it might take to build.
 - b. Create a formal recommendation to DPAC (via IHC) that the college needs to formalize a plan to support equipment used by CTE programs. Salvador says he currently has \$150,000 worth of equipment that is uninsured.
 - c. Discuss the possibility of another completer/leaver survey, and what the cost would be to do this again.
 - d. Decide how we are going to approach marketing and branding? We can take charge of our own marketing identity. Laura suggested we get the branding folks who were previously hired to come and do a presentation on their results
3. Vicki noted that a strong majority of CTE departments were recommended to Dr. Tsang for new hires.
4. Maria let us know about events coming up for spring - counselor day is planned for March 9th. March 17th is the Latino youth conference, and there will be a career day at SAMOHI
5. Workforce and Economic Development received a contract with LAX to teach 3 classes here at SMC for their employees to career ladder. Many of the entry level employees were hired through recruitment at SMC a few years ago. The class that went to curriculum 2 weeks ago was given a no. Curriculum meets again tomorrow and the class will be up for review again. Vicki and Tricia will attend the meeting.
6. Bundy building discussion - a document was created last year (Laura Manson reported). It was given to Dr. Tsang. Be sure this document is being referred to as the college goes into the design phase. Vicki said she was asked by Jeff for ideas wanted in this building. Need to be sure this is all coordinated. Laura will send the document to Vicki. The committee wants to make sure when the architects begin meeting to discuss the new building, that there should be representation from CTE departments.

7. The group wants to plan ahead for a good retreat agenda and location for the June one day retreat. The date of Wednesday, June 13th was chosen.

8. Discussion of how to update and maintain the CTE individual department websites. The agreement was that all the departments need technical assistance to get the websites up to date and running. Perhaps use some Perkins funds to hire someone/s to help with this.

9. One IDEA is to have a new server housed at Bundy for all CTE programs and our websites. We will need to consult to Bob and others.

10. Invite Sonali to come do a presentation in the spring about outreach and marketing.

Meeting Adjourned at 2:00 p.m.

The next meeting is February 21, 2012 from 12:45 to 2:00 p.m. in the Conference room on the First Floor of the Library.