CTE Meeting Minutes, November 8, 2011

Meeting began at 12:45 p.m.

1. Review of Minutes from Past meetings:
   Reviewed minutes from 10/11
           Jose motioned to pass minutes, Wendy seconded – approved
   Reviewed minutes from 10/25
           Tricia motioned to pass minutes, Chris seconded – approved
   Will review and approve meetings from September 27th at November 22nd
   meeting.

2. Library conference room will not be available during lunch-time next semester.
   Vicki will as Mona for downstairs conference room.

3. Advisory Board Meetings
   Perkins funds can be used to strengthen our advisory boards. Agenda - working
   meal (you can use the funds to feed them) $200.00 budget given send the
   request for the food - send to Ruth Casillas and she will make the order. Tricia
   will resend this email to us.
   Please let Tricia know ASAP when your advisory board meetings are because
   she would like to attend if possible.

4. Handbook for CTE committee members for Advisory Board Handout. Tricia will
   send this electronically. There is something in the booklet that we can give to our
   Advisory board members. Sample of Advisory board minutes.

5. Technology Needs of CTE departments and how to get the equipment
   maintained and insured.
   A. Do an inventory of equipment in each department - what we have and what
      needs to be maintained - Trish will send out the current inventory (last 3
      years) and we will augment with what else we have.
   B. Repair and maintenance - what are the needs?
   C. Software requests
   D. Ask the question - if Perkins is not available - what will happen to the CTE
       programs? For example - how are non-CTE programs funded?
   E. State need that CTE program regarding technology
   F. Licensure, software, hardware, repair and insurance costs – need to know
      amount of money needed to cover these.

Action item:
Tricia will work through the winter to put together the last 3 year's equipment to see
what the inventory is. Then she will send this to the CTE chairs so they can update and
add to the list.

6. Perkins Application Update:
Application is ready. 2012-2013
The application is on mysmcshare drive and is available in a much easier format. There is a CTE committee website. Everything will be on the website.
Due Date is January 31, 2012

7. CTE Website Discussion:
Central Website with links to everyone's programs Chris spoke to website developers, and they said it is just too big and overwhelming to put this together.
Focus needs to be more on how to serve the students.
1. Accurate Career Data for every discipline and career
      EMSI - we can get the information from this firm.
      Just launched a tool called career coach

For the next meeting group would like to see bridges.com, cacareercafe.com, jobs4u, EMSI (if possible)

Adjourned 3:00 p.m.