

September 13, 2011

- I. Call to Order: 12:50 pm
- II. The minutes of the meeting on June 20, 2011 were accepted.
- III. CTE Goals for the year
 - a. Continuing the focus on branding and marketing –
 - i. Having a dedicated website for CTE.
 - ii. Sending updated information to counselors so that they can guide students to CTE programs.
 - iii. Tying CTE events to the campus calendar of events.
 - iv. Sending Bruce Smith information about CTE events.
 - v. Attending the *Fall High School Career Counseling Day* where local high school counselors will be attending to hear about the SMC programs. (For more information committee members may contact Maria Leon Vasquez or Maral Heyler.)
 - b. The committee discussed how they envision the Bundy building to accommodate CTE students' needs. Included in the vision were:
 - i. Technology Needs - mobile classrooms, wireless access, longer hours of access to technology (computer, printers, copy machines) for students;
 - ii. Services – a space for food vendors, a small welcome/informational center, limited financial aid services; and
 - iii. Spatial needs – housing growing programs, return of the automotive programs back to SMC, a multi-functional room that can serve as a conference room/library.
- IV. CTE 2011-2012 calendar for the year
 - a. An updated CTE calendar was handed out. The committee agreed that the Perkins application should be distributed sometime in October 2011. (The date to submit applications will still be January 31, 2012.) This change was made with the chairs schedules in mind to give them more time to plan and research before having to submit their applications. Additionally, this change will allow more time for the committee to review and approve requests before the preliminary budgets are due to the District and the completed application is due to the state.
 - b. The committee would like to establish a deadline for when purchase requisitions need to be submitted, in case those funds might be reallocated.
- V. Professional Development funds
 - a. The processes for submitting VTEA conference requests and out of state requests were reviewed. Prior to the meeting committee members were sent the new forms to be used when requesting travel funds.
- VI. Applications for Perkins for 2012-2013
 - a. As discussed above the 2012-2013 application will be distributed this October.
 - b. The committee suggested that when the 2012-2013 applications are reviewed for funding priorities it would be prudent to also ear mark requests that might be funded if there is a reallocation of funds later in the year.

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- VII. Quarterly Reports
 - a. An update on the final report submission was given. Kudos were given to the committee members for their dedication, which was recognized by the monitor in an email sent to Tricia. Chairs were asked to send Tricia a short write up on the barriers and lessons learned while implementing their Perkins goals this past school year. As well, Chairs were asked for a short write up about how their students are gaining employment after they completed the CTE programs.
 - b. The committee discussed that the 1st quarter report due on Friday, October 14th. Chairs will be asked for a narrative on what progress their department has had up to that point.

- VIII. Cool Careers for Fall 2011 – Judy White (CSC)
 - a. Judy discussed that every fall semester 2 days are devoted to “Cool Career” speaker series. The committee discussed the series as a way to highlight the CTE programs. As well, the series could help be a means to placing students in internships. The committee discussed how CTE departments could become involved and tailor the speaker series for their students.

- IX. Career Pathways and HS Articulation – Maral Heyler
 - a. Maral spoke about the need to develop pathways for certificates offered at SMC. The pathways guide students as to which classes they should take in high school and then at SMC. The goal is to lay out for students which classes to take to ultimately lead them to either job opportunities in the specific field or higher degree attainment.
 - b. Maral explained that VTEA requires that the SMC articulation agreements be completed by 2012. Maral will be emailing the individual committee members about the information that she will need for this process.

- X. Opening Day presentation by Salvador Corrasco
 - a. Salvador recounted the opening day presentation he lead, which was a success. The attendance was high at both sessions. During the presentation Salvador gave an overview of CTE and then showed work by SMC Film study students.

- XI. Meeting Adjourned: 2:00 pm