

## **Career and Technical Education Academic Senate Joint Committee**

**April 23, 2013**

Academic Senate Office

HSS 261

12:30 – 3:00 pm

**Meeting Commenced:** 12:49pm

**In attendance:** Vini Angel, Fariba Bolandhemat, Salvador Carrasco, Stuart Cooley, Ida Danzey, Frank Dawson, Chris Fria, Laura Manson, Wendy Parise, Audra Penchansky, Debbie Perret, Tom Peters, Steve Peterson, Jenny Resnick, Perviz Sawoski, Joy Tucker, Sal Veas

### **Perkins Applications Presentations**

The Business department proposes a technology upgrade Business room 254 as a key upgrade for the Accounting courses. The upgrade would include an interactive board, iClicker, and an instructor station. With this upgrade, iPads will not be requested but rather Microsoft Surface Pro which the applications within the tablet meet Business and Accounting needs and provide Microsoft Office Excel and Word. The tablet would be used by full-time faculty.

Another portion of the proposal includes a department website upgrade. This will enable the department to outreach to students and the community. Currently, the site has over 60 videos and at least two thousand views without any type of promotion. Because the videos are uploaded to youtube.com bandwidth is not an issue.

Lastly, the department would like to develop an online version of the Personal Financial Planning class. The faculty member developing this class will provide input to and receive ideas from the Santa Monica Chamber of Commerce's newly develop financial literacy program.

The Nursing program proposes to purchase an automated drug dispensing machine which is used to dispense drugs and administer to patients in a clinical setting. Students will learn to take vital signs and thoroughly diagnose the patient before selecting the drug on the machine. Without a prompt response from the student, the machine automatically shuts down as a safety mechanism. Students will gain knowledge and be competent with this technology. This specific machine comes with a limited amount of patients, if more patients are needed, a component can be added.

The committee suggested to see if there's an extended warranty on the machine and to possibly submit a new quote.

Disabled Student Programs and Services (DSPS) would like to purchase digital cameras for microscopes and assistive listening devices. The digital cameras for microscopes will benefit students who are partially-sighted and need access to microscopes for completing course work relating to labs such as Nursing and Medical Laboratory Technician programs. DSPS has consulted with lab instructors regarding the microscopes chosen and are the most flexible for lab uses.

The listening devices are for the hearing impaired to be used in the classroom. The instructor would wear a microphone and the listening device would be placed in the student's ear or hearing aid. DSPS currently has assisted hearing devices but are aging and are not in good condition.

One of DSPS' goals is to be equipped and ready for any student with a disability. The number of students they are serving is gradually increasing as well as those students in CTE courses. Compared to other institutions, our center has more advanced equipment and software.

The committee suggests obtaining a warranty for the digital camera. In terms of the center itself, the committee suggests DSPS market how well it accommodates SMC students and possibly presenting to the department chairs meeting.

Because videos and pictures need to have captioning, DSPS is willing to work with departments and assist to be in compliance with regulations.

#### **Follow-up concerns with grant proposals**

Mainly two programs need to prioritize their purchases as the Vice President would like to set aside funds for new program development across programs. There is a possibility for those two programs (Film and Cosmetology) to use lottery funds to make up for the amount they will not be receiving. Lottery funds are for instructional equipment.

#### **Review and Approval of minutes**

Minutes were moved to approve by: Tom Peters, second by Chris Fria. All are in favor. No abstentions.

#### **Announcements**

There is a state wide discussion on the revision of TOP codes. As well, there was LOWDL discussion regarding department certificates possibly getting notated on student transcripts.

The CTE Strategic Planning Retreat has been pushed back to August rather than June 13<sup>th</sup>. Frank Dawson is to send out a follow up email on possible dates closer to the start of the fall semester.

**Meeting Adjourned:** 2:12pm