Career and Technical Education Academic Senate Joint Committee
May 20, 2014
Academic Senate Office
HSS 261
1:00 – 2:15 p.m.

Meeting Commenced: 1:07pm

In Attendance: Vini Angel, Fariba Bolandhemat, Ruth Casillas, Jose Cue, Chris Fria, Hannah Lawler, Ford Lowcock, Tom Peters, Steve Peterson, Saul Rubin, Perviz Sawoski, Joy Tucker, Audra Wells.

Review and Approval of Minutes from March 25 and April 24.
Motion to approve by: Jose Cue
Second by: Audra Wells
All are in favor, no abstentions.

Chairs Report
Chris Fria will go more into the Chairs report at the CTE Retreat.

Major Business Items
Subcommittee Reports – Because there has been difficulty scheduling these meetings, it is recommended lead committee members obtain access to Basecamp where threaded conversations can be recorded and tracked. The committee has recommended a tutorial on Basecamp be conducted at the CTE Retreat.

CTE Prioritization – Hannah Lawler presents the Institutional Effectiveness Committee (IEC) findings with regard to CTE. The IEC was developed two (2) years ago and was originally the SLO Committee. This committee not only looks at outcomes data but institutional data, and makes recommendations to DPAC based on this information. The IEC will make five (5) recommendations to DPAC with one of those having to do with CTE. The IE Committee will recommend the college investigate strategies to increase CTE completion rates.

The completion rate is defined by a cohort of students who are first-time freshmen, earned twelve (12) or more units, and attempted an advanced occupational course (SAM code A or B) over a period of six (6) years (this criteria is designated as the denominator), with the numerator being of how many students within the six (6) years have earned certificate, degree, and or transferred to a four-year institution. The formula used is the same as the Chancellor's Office. The slide displays rates for the last four (4) cohorts where the institution set the standard at 43.8% and set the target rate at 47%.

Note: On average, it takes a student 8.16 semesters to complete an AA/AS degree, many students are part-time students, freshmen are easier to track, and students who transfer from

SMC to a four-year complete their bachelor before those who start as freshmen at the four-year.

The Chancellor's Office Scorecard definition of the CTE rate is based on first time freshman, having a valid social security number reported, and having earned at least eight (8) units in the same two digit TOP code within three (3) years. With the numerator being of how many students have earned a certificate, AA/AS degree earned, transferred to a four (4) year, and or completed sixty (60) or more transferable units. The Chancellor's Office lowers the threshold which is reflected in higher numbers.

A few suggestions for improving rates are having better enrollment management, automatically awarding AA/AS degrees, processing course substitutions, and having department certificates recognized by the Chancellor's Office.

Hannah will report to the IEC to see if the "first time freshmen" indicator can be changed to "first time at SMC" and then compare the two groups next year to see if there's any difference is completion rate.

With the new CalPass/Launchboard system – there's an opportunity to collect better data. There's also a possibility of conducting another completer/leaver survey to capture more student data.

Continuing Discussions
Retreat Agenda
One of the possible agenda items for the retreat is coming up with a list of yearly inventory, maintenance and on-going costs that's needed to run each CTE program. This would ultimately show the finances needed to support our CTE programs.

Another possible agenda item is to produce CTE Marketing materials across the board. It is recommended CTE programs research what it is they'd like to have as marketing materials and present at the retreat.

Announcements
None

Meeting Adjourned: 2:25pm