



**Career and Technical Education (CTE)
Joint Academic Senate Committee**

November 22, 2016

Bus 111

1:00 – 2:15pm

In Attendance: Eve Adler, Fariba Bolandhemat, Nancy Cardenas, Edna Chavarry, Stuart Cooley, Frank Dawson, Chris Fria, Ford Lowcock, Laura Manson, Kaysha Morgan, Steve Peterson, Tricia Ramos, Vicki Rothman Saul Rubin, Salvador Santana, Perviz Sawoski, Redelia Shaw, Sal Veas.

Call to order: 1:05pm

Public Comments*

None

Approval of Minutes: November 8, 2016.

A motion to approve the minutes was made by Chris Fria; Second by Laura Manson.

Chairs Report

Fariba would like to collect and submit department certificates to Teresita to be processed as degree audit on students' transcripts.

Institutional Research is working with EDD to flush out the TOP codes and it's a possibility to use the CTE Data Unlocked to hire someone to help correct these. While Tricia is working with SMC Administrators to be able to adjust SAM codes within CurriUNET. Fariba will follow up with Guido DelPiccolo and Jenny Merlic for assistance with these issues. And possibly invite Jennifer Merlic to attend the next CTE Committee meeting.

New Business - Action Items

Priorities for Strong Workforce Program – Tricia Ramos

There's flexibility on the projects we want to work on the for the regional (60%) share of the SWP funds but the plan for the local share (60%) needs to be in place by early January. We need a plan on how the committee wants to spend the funds – possible ideas include the administration of the funding, industry forums, pathway development to meet enrollments, course and program development, job placement, professional development for new CTE faculty, flexible class scheduling (such as Promo Pathways), marketing, social media marketing, project management software, and or equipment. The funding is flexible but outcomes must be shown.

Frank mentions to start on a smaller scale when attempting to have flexible class scheduling and sequencing courses, one year course scheduling for a pathway. Ruth will send out the IxD flyer to use as a reference for guided/suggested coursework. The DoingWhatMatters website has a good platform for this.

Equipment Inventory - Tricia Ramos

Please keep up with the equipment logs and fill them in as you receive equipment.

Perkins (and other Audits) – Tricia Ramos

**Five minutes is allocated to anyone who wishes to address the CTE Committee on an agenda item, for general comments, or non-agenda items.*



The CTE Enhancement Funds were audited earlier in the year and for the first time ever we had a perfect audit. We have a Perkins audit coming up and it's important to keep track of your inventory logs.

Perkins Application - Tricia Ramos

The application will be due on February 14, 2017. Assume that the questions will be the same as last year.

CTE Winter Institute was part of the Announcements

Eve Adler and Edna Chavarry discussed the CTE Winter Institute being a three day event which will take place February 1, 2, 3. Day 1 would focus on pathways for both full and part-time faculty. Day 2 would focus on contextualizing Math and English courses. And day 3 would focus on next steps for bringing all programs across the college together to promote pathways.

The committee suggested if the institute could discuss what the pathways would like to look for students first arriving to SMC, what the pathways would look like beyond SMC, and a post best practice session on the successful pathway programs. It was also suggested for departments to show case what they've done at the Winter Institute, using the institute to solve other issues such as having counselors more involved with the informing students on programs, exploring what is more advantageous for departments, on and off ramp pathways and exploring curriculum that address a broad range of technical and soft skills, and to have Academic Affairs Administrators attend the Winter institute as well.

Tricia mentions technical assistance can be provided by Nancy Cardenas and Naomi Castro from Career Ladders. If anyone is interested in going to best practices sites such as Skyline, please let her know. She also suggests to writing pathway development into the funding proposals we are seeking.

Future Business Items

- a. CTE Plenary session and Pathway Academy
- b. Marketing CTE Programs

Announcements

Perkins professional development funds have been expended. Per Tricia, \$35,000 was budgeted where at the moment \$42,000 has been used.

Adjournment: 2:29pm

2016 – 2017 Meeting Dates: Tuesdays, 1:00 – 2:15pm, Business 111

Fall 2016:

September 20, 2016
October 11, 2016
October 25, 2016
November 8, 2016
November 22, 2016
December 6, 2016

Spring 2017:

March 7, 2017
March 21, 2017
April 4, 2017
April 18, 2017
May 9, 2017
May 23, 2017