



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

April 18, 2017

Bus 111

1:00 – 2:15pm

In Attendance: Leigh Allen, Ashanti Blaize, Fariba Bolandhemat, Nancy Cardenas, Dione Carter, Stuart Cooley, Chris Fria, Jenna Gausman, Sasha King, Maria Leon-Vazquez, Ford Lowcock, Jenny Merlic, Kaysha Morgan, Maria Muñoz, Debbie Perret, Tom Peters, Steve Peterson, Tricia Ramos, Redelia Shaw.

Call to order: 1:08pm

Public Comments*

None

Approval of Minutes: April 4, 2017

Motion to approve Chris Fria, second by Tricia Ramos.

Chairs Report

None

New Business - Action Items

Perkins Allocation Discussion

We sent the summary list to Erica LeBlanc to see what could be covered by Lottery funds. Please review the document and make sure all your items are included. We'll be using this as a reference when submitted the Perkins grant application to the Chancellor's Office as long as the items are allowable. This list will also be sent to Georgia Lorenz and Dr. Jeffery for final approval. Professional Development funds will be included in the New Program Development – Across Programs section as in previous years.

Recommendations for New Program Development and Approval Process

Jenny Merlic drafted a document to streamline the new program and course approval process, specifically for CTE programs. There was a directive from the Chancellors Office to have a process for both local and regional approval. This document will be presented to the Curriculum Committee along with any changes the CTE Committee would like to make. The Curriculum Committee is formalizing the receipt of information from departments regarding department certificates and their purpose – fulfilling labor market demand and creating stackable certificates to serve as milestones for students.

We would like to capture more completions as this would increase funding. The process is the same in terms of the program/course needing to go through Curriculum, Academic Senate, and the Board of Trustees. The only thing different is supplying the application with labor market information. Advisory Board minutes (a template can be found on the CTE Shared drive) should be attached to justify the creation of a new program/course but an employee survey can be used in lieu of the minutes.

MIS is working on auto-awarding Department Certificates which will help with a systematic way of tracking the certificates. We have submitted a department certificate under ECE as an experiment in Degree Audit. Jenny will follow up to see what the status is and will look at the

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



number of units required for department certificates and certificate of achievements. The committee expresses the importance of having stackable certificates to serve as milestones for students, as well as routing students to the correct degree/pathway based on identifying the student population – new students, or those retraining for the workforce.

The committee suggests having a near future discussion with Jennifer Merlic regarding internship courses and SAM Code assignments.

Recommendations for New Program Development and Approval Process

Not applicable

Future Business Items

CTE Plenary session

Pathway Academy and Future of CTE Pathway Development

Marketing CTE Programs

SAM codes for CTE independent study and internship courses

Announcements

Not applicable

Information Items

Not applicable

Notices of Intent (NOI) Programs in Development

Fashion and Technology Certificate - Fashion

Fashion Industry Sustainability Certificate - Fashion

Costume Illustration for Film/Television Certificate - Fashion

Menswear Design Certificate - Fashion

Studio Assistant for Photography - Photography

Digital Tech/Retoucher: Entry Level – Photography

Barbering Cross Over Program – Cosmetology

Administration of Justice – Business TOP 2105.00

Bookkeeping – Business – TOP 0502.00

CTEC Tax and VITA/TCE Certification - Business– TOP 0502.10

Digital Marketing Certificate – Business/Digital Media/Info Tech – TOP 0509.00, 0614.00, 0701.00

Homeland Security – Business – TOP 2199.00

Game Development – Design Tech

Medical Claims Examiner – CSIS

Game Programming – CSIS

Need clarity on what types of degree/certificate these are – Associate, Certificate of Achievement, and or Department Certificate.



Adjournment: 2:21pm

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