

LOS MEDANOS
COLLEGE

LMC CTE Committee (Zoom)
Tuesday, February 14, 2023, at 1pm

Meeting ID: 811 6422 8787

Password: 202020

One tap mobile: +16699006833,,81164228787#

<https://4cd.zoom.us/j/81164228787?pwd=bnV3UG1zRGZmUERrb0pscNhKeWxldz09>

Item Number	Topic/Activity	Lead	Notes
1	Welcome	Dennis Franco Bill Bankhead	Dennis opened the meeting at 1pm and asked the group to share something great that is going well with the group. Everyone participated.
2	Advisory Board Meeting Check-In	All	<p>Dennis reminded the group that each department needs to hold an advisory board meeting each semester. This includes inviting employers to their space. He encouraged an in-person meeting but virtually works as well. He shared that Melina Rodriguez is available to assist in providing templates (the toolkit) and setting up an EventBrite invitation. Please check in with her and Bill for additional assistance.</p> <p>The deadline for departments to contact Melina for support is Tuesday, February 28. Bill reminded the group that Melina can help with meeting logistics, but the content and agenda are up to the department to create and to have someone take minutes at the advisory board meeting.</p>
3	Grant Announcements	Bill Bankhead	<p>Bill thanked the group for being on top of spending. Most of the programs have spent their funds early in the year.</p> <p>Bill is updating the new application form and will send it to the group by March 1 for the new year of Perkins allocation. The deadline for submitting applications for FY 2023-2024 is April 15. A more specific component will be added to the application related to collaborating with IT or B&G if the proposed project has any IT needs or will affect any facilities aspects. Bill urged the group to get this completed as soon as possible because it is important to get the IT and B&G managers in the loop early in the process. Please know that those departments are understaffed, and recruitment is happening, so please contact them as soon as possible.</p>

			<p>He also shared that if each department wanted to have a membership for respective organizations for the WED department and can cover the association membership for faculty. Please send Bill a list of the membership associations or conference information if you are interested in participating in professional development. Please include an estimated cost if possible. The group will discuss the actual grant proposal at the next meeting.</p>
4	CTE Survey	Janice Townsend	<p>Recap from the last CTE Committee meeting: Dennis will pull a small group of those who volunteered to discuss CTE faculty onboarding.</p> <p>Janice shared her screen to review the CTE Faculty Time Survey. At the last CTE Committee meeting, the group discussed the mentoring and onboarding piece. The goal for today's meeting was to brainstorm four concrete, actionable items and report back to the Academic Senate. Janice asked the group to brainstorm criteria that can be used to determine load. Janice asked for yes/no objective criteria for lab/load for the program lead that would get the increased amount.</p> <p>The group discussed the following:</p> <ul style="list-style-type: none"> • Are you participating in working with grant writing? • Outreach to students at high schools? • Outside body for course approval? • Accreditation for program? • Nursing- coordination and maintenance for clinical sites • Internships or position shadowing <p>Eric Sanchez shared in the chat-</p> <p><i>I am not quite sure how to write the criteria, but I witness fellow faculty doing the following:</i></p> <ul style="list-style-type: none"> • <i>Community outreach to K-12</i> • <i>Community outreach to adult ed</i> • <i>Grant writing, management, or reporting</i> • <i>Duties equivalent to lab coordinator</i> • <i>Student worker management</i> • <i>Supervision and scheduling of Lab repair and maintenance</i> • <i>Career exploration through guest speakers with program majors</i> • <i>Alumni coordination for feedback and presentations to program majors</i> • <i>Certification alignment with county, state or federal organizations</i>

			<p>There was robust discussion surrounding program lead duties and how to make the lab load more valuable. Dennis shared that he would work with Bill to determine how Perkins can be used for CTE faculty to pay for the hourly work that goes above and beyond the regular work duties. Dennis added that from the dean's perspective that the contract states specifically about recruitment, but the ambiguity is about where the contract obligation ends, and where OAS begins.</p> <p>Janice recommended that the group complete a CTE committee proposal (for Perkins) to update the CTE websites so that they can all have the same templates and updated information. Janice will plan to meet with Eloine to brainstorm ideas. Dennis shared that he is aware of other colleges who have hired professional experts to do the work, but the challenge is finding someone to do the work.</p> <p>There will be follow-up with outreach and marketing for the next CTE Committee meeting and discuss the administrative details.</p>
5	Adjourn		<p>Dennis shared that Irene Sukhu will be starting her new role as the Senior Administrative Assistant for the Vice President of Student Services on March 1, 2023.</p> <p>The group adjourned at 2:05pm.</p>

Next Meeting: Tuesday, March 14, 2023, at 1pm