## Career Technical Education Committee Minutes

April 13th, 2010

**Committee Members:** William Cruz, Mike Grillo, Catherine Fonseca, Cecil Nasworthy, Andres Ochoa, Pam Perfumo, Len Price, David Wahl, Debbie Wilson.

Catherine Fonseca *(Note Taker)*.

**Guests:** Janice Townsend, Colleen Grim, Jim Martin.

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<tr>
<th>Agenda Item #</th>
<th>Discussion</th>
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<td>1. Welcome &amp; Announcements</td>
<td>Mike welcomed members to the meeting. Agenda was approved. Minutes were approved with minor change.</td>
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<td>2. Assessment Criteria</td>
<td>Janice Townsend distributed a draft checklist for the three semester assessment cycle. The first step of the cycle is to plan. The second step is to gather data, implement plan, and make changes; in between the second and third stages faculty should be improving the plan if needed. Third stage is to implement improved plan.</td>
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<td>2. Assessment Coaching</td>
<td>Debbie Wilson is available for coaching for the rest of the semester.</td>
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<td>3. Flex Activity</td>
<td>Colleen Grim and Jim Martin are planning to do a flex activity for fall of 2010 on recruitment and retention of non-traditional students in CTE. The faculty is supportive of the idea for flex. If anyone has any strategies they want to share with the group, please forward them to Colleen Grim at <a href="mailto:cgrim@losmedanos.edu">cgrim@losmedanos.edu</a></td>
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<td>4. Curriculum Committee</td>
<td>Currently, the committee has two vacancies for CTE faculty: these vacancies are for a one, and a two year rotation. Committee suggested that programs/departments with the most faculty in a department should be considered among the first to occupy at least one of the vacancies. Some of the chairs have volunteer, but they can not start until spring of 2010; the vacancies need to start in fall of 2010. Janice Townsend will create a faculty timeline for the rotation.</td>
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Meeting Dates: 2nd and 4th Tuesday of the month
Spring 2010 Meetings:
May 11th, 25th

Future Agenda Items:
Math Preparation for individual Occupational Programs
Recruitment of Vets
Tutoring at the CORE
Follow up for Member of Curriculum Committee

Meeting adjourned 1:30 pm