## Career Technical Education Committee Minutes

**DATE:**  September 14th, 2010; room 420  
**TIME:**  12:30 to 1:30 P.M.  
**Committee Members Present:** Robin Aliotti, Shirley Baskin, Tawny Beal, William Cruz, Catherine Fonseca, Mike Grillo, Kiran Kamath, Cindy McGrath, Joe Meyer, Cecil Nasworthy, Pam Perfumo, Len Price, Clayton Smith, Sean Truesdell, David Wahl, and Debbie Wilson.  
**Guess:** Janice Townsend

Catherine Fonseca *(Note Taker).*

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<th>Item #</th>
<th>Topic/Activity</th>
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| 1. Welcome & Announcements | - Members were welcomed by Mike Grillo, Committee Chair.  
- Minutes approved with minor changes (M/S; Walh. Cruz) Unanimous.  
- VTEA-Thanks to all the CTE Faculty that returned the VTEA surveys to Catherine Fonseca, mail box #66. Our VTEA numbers of the special population have increased compared to previous semester. Please encourage your fellow department faculty members to return the surveys to Catherine every semester.  
- The CCCAOE Conference is scheduled for Oct. 27th-29th in Southern California. If you would like to attend, please let Kiran Kamath know by Friday, September 17th, 2010.  
- The Strengthening Student Success Conference is scheduled for Oct. 6th-8th. If you would like to attend, please let Kiran Kamath know no later than Thursday, September 16th, 2010  
- The Cooperative Work Experience Plan was adopted by the Governing Board in August of 2010. Future ideas or comments are still welcome email to DWAHL |
| 2. Welcome new Departments and Chairs | - New members/ Department were introduced to the committee:  
  - New Welding fulltime Faculty, Joe Meyer  
  - New Nursing representative, Sean Truesdell  
  - New Computer Science Department Chair, Clayton Smith  
  - New Industrial Technology Department; ETEC and PTEC programs will be under 4 this department. |
| 3. Brain storm Mission of CTE Committee | - The last time the accreditation team visited LMC, they made the recommendation for the CTE (back then known as OCC. Ed.) committee to have/create a mission statement.  
- Once of the things the committee will focus on this semester is trying to come up with a mission statement.  
- Who is the committee, how was it formed, and the purpose. Please send ideas to Mike Grillo  

  **Post-It Pad Notes:**  
  - Purpose  
  - Duties/responsibilities  
  - Structure  
  - Membership/term of service  
- Things to think about:  
  - Does the committee want to be under the Academic Senate |
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| **4. CTE Website** | Catherine Fonseca showed cased the Committee the new Career Technical Education (CTE) Committee website, [http://www.losmedanos.edu/ctec/](http://www.losmedanos.edu/ctec/).  
You will find archives of agendas and minutes from previous meetings on this site.  
Faculty suggested to add the following sites to the “Resources” section on this page:  
  - A link to the Academic Senate page  
  - Any “historical” documents for the committee that might be available  
  - Advisory committee information for each department  
Any suggestions on what type of information should be posted on the CTE website should go through Mike Grillo, Committee chair. |

| **5. Assessment** | Cindy McGrath goal for this semester is to collect qualitative data; she would like to get feedback from faculty on what is working and what needs improvement and collecting suggestions of how to improve the assessment process. She would like to encourage all members of the committee to meet with her in order to give her that feedback.  
Another goal for this semester is to get 100 classes through the assessment process. There are many challenges to get the process started: not all classes are uploaded into CLASS, not all faculty (i.e. part-time faculty) have access to LMC e-mail accounts, and not everyone has access to web Advisor.  
Please let Janice Townsend know what classes you have selected to assess, who teaches the class, your LMC email account, and web advisor account.  
Janice Townsend and Debbie Wilson are available to help anyone who needs help with assessment. Please contact them to make arrangements. |

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