### Career Technical Education Committee Minutes

**DATE:** September 28th, 2010; room 420  
**TIME:** 12:30 to 1:30 P.M.  
**Committee Members Present:** Robin Aliotti, Shirley Baskin, 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:** Alex Sterling

Catherine Fonseca *(Note Taker)*.

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| 1. **Welcome & Announcements** | Members were welcomed by Mike Grillo, Committee Chair.  
Given that budget allows it, LMC would like to host another summer camp for summer of 2011, that follows the PTEC model. At this point there are a few programs that have express interest, if you and your department is interested, please inform Tawny Beal, and Kiran Kamath. |
| 2. **Mission Statement for CTE** | Mike distributed handout.  
Mike will continue to do more research on the CTE mission statement. |
| 3. **Center for Academic Support** | Alex Sterling informed the group about the different resources the CORE has to offer to students:  
1) The reading and writing consultants- these are instructors that help students with the writing of a paper.  
2) Student Tutors- these are students who help the students with the subject matter of a class.  
Student tutors can help the students with a lot of different services.  
It is recommended that the student makes an appointment.  
The writing consultants meet 4 times during the semester; the first Tuesday of the month from 2 to 3:30 during the fall semester, and the first Wednesday of the month from 2 to 3:30 during the spring semester. Alex encourages CTE faculty to come and train the consultants about their CTE program.  
Alex encourages that the CTE faculty hold one of their office hours at week at the CORE, this will help the CTE students become familiar with the service the CORE offers. |
| 4. **Assessment** | As an institution, we have gone through all 3 cycles of assessment:  
1. The first year, the Institution Student Learning Outcomes (ISLO’s) were completed,  
2. The second year the Program Level Student Learning Outcomes (PSLO’s) were completed,  
3. The third year, the Course Level Student Learning Outcomes (CSLO’s) were completed.  
LMC is currently working with the “BRIK” team to get all of the assessment cycles less complicated.  
The 5 ISLO’s in GE will help answer the questions about critical thinking infusion model. |
| 5. Meeting Adjourned | Meeting adjourned at 1:30 pm |

**Meeting Dates:** 2nd and 4th Tuesdays.
Fall 2010 Meetings:

**Future Agenda Items:**