## Occupational Education Committee Minutes

**DATE:** February 9th, 2010  
**TIME:** 12:30 to 1:30 P.M.  
**Members Present:** Robin Aliotti, Shirley Baskin, Tawny Beal, William Cruz, Catherine Fonseca, Mike Grillo, Diane Jorgensen, David Kail, Kiran Kamath, Don McKnight, Andres Ochoa, Len Price, Reginald Turner, Debbie Wilson.  
**Guest:** Blas Guerrero  
**Catherine Fonseca (Note Taker)**

### Item # | Outcome
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1. Welcome & Announcements |  
- Mike Grillo, new committee chair, welcomed committee members and introduced William Cruz, new PTEC full-time faculty.  
- Perkin surveys for spring of 2010 will arrive around the beginning of March, so please have your students fill the surveys out and return to Catherine ASAP.  
- Perkins qualified students increased for the fall of 2009. Thank you to all that worked on the surveys, and to the faculty who returned the surveys.  
- Kiran encouraged faculty to attend the CCCAOE conference in San Francisco on March 17th, 18th, and 19th and notify of interest by February 26th.  
- Student Services will be visiting the Brentwood Center on a regular basis, and would like for the Occ. Ed. programs to be represent.

2. In Reach at the Brentwood Center |  
- About three semesters ago we started conversations about how to conduct in reach to our current students, but efforts have resulted in low participation. We are looking to restructure our in reach options.  
- Also, we want to do in reach at the Brentwood Center in order to provide more support and resources to students.  
- Student Services will be going to the Brentwood Center about once a month to provide services to the students, Occ. Ed. program information needs to be provided to the Brentwood Center students.

3. RAP Process and Perkins | The Occ. Ed. committee will review the proposals during the meeting scheduled on March 9th from 12 noon to 2 pm. Please allow two hours for the meeting. The committee will review each proposal for the nine requirements for Perkins funding.

4. Update on Tech Prep |  
- We have signed a new ETEC agreement with Heritage HS in the Liberty Union School District.  
- We currently in the process of renewing agreements for Medical Terminology, and Fire Technology.  
- Freedom HS is interested in signing an articulation for Computer Science.  
- On Feb. 18th and 19th, Catherine Fonseca, Jim Martin and Colleen Grim will attend The National Institute for Women in Trades, Technology, and Science “Train-the-Trainer” conference in Emeryville to learn techniques that can be utilized by faculty in the classroom to support non-traditional students; especially women.
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### 5. Program Information sharing

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<th>Welding-</th>
<th>Continues to support students and give them information about different programs and services on campus.</th>
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| Travel- | • Full classes and have to turn students away.  
|         | • Only online travel program in the area, so the students in the virtual classroom are from all over the Bay Area and even outside of the area. |
| Counseling- | • Continue to support students and give them information about programs and requirements. |
| Computer Science- | • Classes are full; more students less resources.  
| | • The advisory board continues to meet and it is in the process of selecting new degrees and certificates to be offer to students.  
| | • Advisory board in the process of aligning LMC’s courses to the 4 year institutions. |
| Administration of Justice- | • Fewer classes  
| | • Working towards making an English 90 advisory into a requirement; students need more than basic reading and writing skills to be successful in program and in career. |
| Career Center- | • Preparing for the Job Fair on May 5th between 10 am to 1 pm.  
| | • Tentative ETEC/PTEC pilot career fair for April. |
| Appliance- | • The new HVAC courses will start on March 1st and classes are already full.  
| | • Students of the program will use new the “green” equipment to learn “green” techniques.  
| | • We hope to create a GTEC program in 2010. |
| PTEC- | • Will be hosting the 2010 Annual Pacific Process Technology Alliance “Train the Trainer” Conference from April 28th to 30th.  
| | • PTEC will host an “open house” on April 27th. |
| Business- | • Concentrating in 9 specialties; one of these is Entrepreneurship. Due to the economy, there is a lot of support for new and small businesses.  
| | • Working on a graduation “checklist” for each program for students to use.  
| | • Working on a schedule of courses for a two year “rotation”. |
| Fire and EMS- | • Classes are completely full. |
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<th>6. Meeting Format</th>
<th>Mike Grillo encouraged committee members to make recommendations for items for the agenda.</th>
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<tr>
<td>7. Spring 2010 Meeting Dates</td>
<td>Please mark your calendar for the following meetings dates and times for the spring 2010 semester: March 9th (2 hrs meeting to review Perkins/RAP proposals from 12 noon to 2 pm), 23rd April 13th, 27th May 11th, 25th</td>
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Meeting Dates: 2nd and 4th Tuesdays.

Future Agenda Items:
- Math Preparation for individual Occupational Programs
- Assessments
- Tutoring at the CORE
- Student orientations
- Welcome Week

Spring 2010 Meetings:
March 9th (2 hrs meeting to review Perkins/RAP proposals from 12 noon to 2 pm) 23rd
April 13th, 27th
May 11th, 25th