## Occupational Education Committee Minutes

**DATE:** February 23rd, 2010  
**TIME:** 12:30 to 1:30 P.M.  
**Committee Members Present:** Robin Aliotti, Shirley Baskin, William Cruz, Catherine Fonseca, Mike Grillo, Diane Jorgensen, David Kail, Kiran Kamath, Cecil Nasworthy, Andres Ochoa, Earl Ortiz, Pam Perfumo, Len Price, David Wahl.  
Catherine Fonseca (*Note Taker*).

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<th>Item #</th>
<th>Topic/Activity</th>
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<td>1. Welcome &amp; Announcements</td>
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- Meeting called to order at 12:30 pm by Mike Grillo.  
- Minutes approved. (M/S; Grillo. Ortiz) Unanimous  
- Faculty expressed concern that petition for graduation due date was March 1st and that the date had changed from previous year; this information is not getting to students, and we need to find an effective way to inform our students.  
- Curriculum Committee needs an Occ. Ed. representative; Occ. Ed. needs to have 2 representatives every semester. If you want to volunteer to this position please contact Janice Townsend. If interested she provides coaching. The committee meets every 1st and 3rd Wed of the month from 1 pm to 3:30 pm.  
- Course outline deadline has passed; only between 4-6% of the outlines have not been finished.  
- Perkins Surveys will be in your mailboxes by the end of the week. Please have your students fill the survey out and send them to Catherine Fonseca, mailbox #66, ASAP. |
| 2. Change name of committee to “CTE Committee” | In order to be aligned with the State Wide trend of Career Technical Education, it has been proposed to change the name of the committee from Occupation Education Committee to Career Technical Education (CTE) Committee. (M/S; Grillo. Ortiz) Unanimous  
Members voted to change the name |
| 3. Review of Perkins requirements for Perkins Application evaluation |  
- On March 9th, this committee will revise all the funding proposals; please allow two hours for the meeting.  
- Kiran will send out the proposals packets to faculty a week in advance for them to review prior to the next CTE Committee meeting. |
| 4. ETEC & PTEC Job Fair | ETEC, PTEC in partnership with the Employment Center will be hosting a Job Fair for ETEC and PTEC student on April 15th from 9 am to 12 noon in the Community Room L 109. |
| 5. Train the Trainer conference report | Catherine Fonseca attended The National Institute for Women in Trades, Technology, and Science “Train-the-Trainer” conference in Emeryville on February 18th and 19th. A lot of the strategies in the area of recruitment are already being practiced at LMC; the training reinforced that LMC is on the right direction towards recruiting more women into Occupational programs. In regards to retention, there were a lot of strategies that she would like to share with the faculty. Faculty suggested that Catherine to share this information and make it into a flex activity for Fall 2010. |
| 6. Review of tri-folds | Please review your tri-folds, make the necessary changes (if needed), and give the changes to Catherine by February 26, 2010. She will be ordering new tri-folds for all programs and needs to make sure the information on tri-fold is the most recent information. |
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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
- Recruitment of Veterans
- CTE member(s) to be part of Curriculum Committee

7. Open Discussion

- ETEC – ETEC students have created a local chapter of the International Society of Automation (ISA) on campus. ISA provides technical information, professional development resources, and opportunities to network with other automation professionals.
- Child Development -- encourages all programs to invite Alex Sterling to your classrooms; he will talk to your students about the different tutoring resources and the support that is available to them.

Spring 2009 Meetings:
March 23rd
April 13th, 27th
May 11th, 25th