

Career Technical Education Committee Minutes

DATE: February 22nd, 2011; room 420

TIME: 12:30 to 1:30 P.M.

Committee Members Present: Robin Aliotti, Tawny Beal, William Cruz, Catherine Fonseca, Mike Grillo, Kiran Kamath, Cindy McGrath, Joe Meyer, Cecil Nasworthy, Len Price, Clayton Smith, David Wahl, Debbie Wilson.

Meeting Dates: 2nd and 4th Tuesdays.

Item #	Topic/Activity
1. Welcome & Announcements	<ul style="list-style-type: none"> ○ Mike welcomed everyone to the meeting. ○ LMC is in the process of applying to the Trade Adjustment Agreement (TAA) Grant. There are several partners that will part of the grant; the partners include other community colleges, and workforce development. The grant is to build pipelines, and it might focus on manufacturing and industrial areas. The deadline for the grant is April 19th. ○ There are talks that the Tech Prep grant funds might consolidate into the Perkins grant funds. We will know more after the March conference. The State has been talking about doing the consolidation for three years, but due to the budget it might finally happen.
2. Assessment-	<ul style="list-style-type: none"> ○ By 2012 all CSLO' s need to be assess <ul style="list-style-type: none"> ➢ At this time we have about 100 courses assessed and we need do 600 courses. ➢ In order to meet the assessment deadline of fall 2012, the college needs to assess between 90 to 100 courses per semester. ➢ If we have 2/3 or ¾ of all assessments done by Fall of 2010, it might not be ○ Most departments feel more comfortable planning, assessing, and improving plan in the same semester. The last time/way to assess outcomes is in the final project or final exam. ○ The improvement of the plan can also take place right after the semester ends, before the following semester starts. ○ You are assign the overall outcome and the SLO's are connected to the grades your students get. ○ AT this point we are only assessing 3 SLO's, but when we move to the new plan, we will be assessing all SLO's. ○ Keep in mind that we are assessing quality of work. ○ The Business department has established a system that it's working really well with the entire full time and part-time faculty. They have created a mentor system, and have been doing it for 3 semesters. At the beginning it would take several one hour meeting times to do the work, but now it takes about 20 mins. for the work to be done. ○ Cindy McGrath, Janice Townsend, and Robin Aliotti are available to help with the assessment process.
AB 1440 Update	<ul style="list-style-type: none"> ○ Robin Aliotti will forward information/notes to Catherine Fonseca and Mike Grillo about details that were talked about during the Academic Senate meeting. ○ A quick historical background was given on about the structure of the Academic Senate. ○ The Academic Senate voted to open up the discussion of the GE requirements. ○ CTE programs have industry or State guided requirements for a certificate or degree.
Graduation Checklist for CTE Programs	<ul style="list-style-type: none"> ○ For the past 2 years, faculty have been encourage to create a graduation checklist that will help guide a student to see if he/she has done the required courses. ○ Kiran Kamath would like to remind and encourage the program director and chair about the importance of having a graduation checklist for their respective programs. ○ The information could be posted on each program website, so that our students have open access to it.

	<ul style="list-style-type: none"> ○ If anyone needs help, Catherine can help you create the checklist.
Meeting Adjourned	Meeting adjourned at 1:30 pm

Handouts: The 5 Year CSLO Assessment/COOR Update Plan, and graduation requirements for LMC.

Meeting Dates: 2nd and 4th Tuesdays.

Spring 2010 Meetings:

March 8th and 22nd

April 12th and 26th

May 10th

Future Agenda Items:

Math Preparation for individual Occupational Programs

Recruitment of Vets

Institutional Level Assessment Plan

Perkin ideas that work