CTE Committee Meeting
Tuesday, Oct. 8, 2019
12:45 – 1:45PM
Room: Library 213

Agenda Topic	Desired Outcome	Lead	Time	Follow up notes:
Welcome	Open the meeting	Debbie Winckler	12:45	Joshua Bearden requested 2 positions for CTE representation for curriculum committee: 2nd and 4th Wednesday 2:30-4:30pm, can Zoom if needed, Brown Act committee so you would receive the information ahead of time and you would have to go thru training, title 5 etc.
Orientation to Program Review Template	Informational	Chialin Hsieh	12:45 – 12:50	

Labor Market Information	Get the data you need to support your program.	Dave Wahl	12:50-1:00	-basic information needed for program review
				-helpful for advisory committees
				-LMI can be found on program review webpage
				-Every semester is updated with static/report
				-EMSI analyst: focuses into details to create report
				-How to find:
				1. L Drive/public/WED/LMI
				2. LMC webpage:
				  • A-Z index, click on "P"
				  • Planning and Institutional Effectiveness
				  • Program review tab on the left
				  • 19-20 FY
				  • Instructional Unit
				  • LMI Column
				  • PDF are instructions for Tableau

Tableau Data	How to use it for your program review	Chialin Hsieh	1:00-1:45	3 reports (these are used for advisory committees, which you can take the info you want and turn into an informational handout): 1. Occupation table 2. Occupation demographics 3. Occupation overview -For program review, these reports can inform LMC to set up students for success. -Name & SOC: SOC codes come from employers will help to find info of company. -See handouts for directions on how to use Tableau.
Adjourn				
Next Meeting: Meeting Schedule for 2019-2020: November 12, December 10, February 11, March 10, April 14, and May 12				