

Los Medanos College
CTE Committee Meeting
Tuesday, September 12, 2017
Room CO-420

Attendees: Joe Meyer, David Wahl, Kelly Green, Debra Winckler, Jason Dearman, Debra Hawkes, Erlinda Jones, William Cruz, Cindy McGrath, Tara Sanders, Cecil Nasworthy, Sharon Goldfarb, Ryan Pederson, Dann Gesink, Catherine Fonseca, Colleen Grim, Natalie Hannum, Camille Santana, and Tiffany Welter.

Agenda Topic:

1. Welcome & Introductions/Announcements (Joe Meyer)

- Tara Sanders announced the Shell event for next month. Shell will be on campus discuss job opportunities for women.
- Kelly Green gave an update on how Antioch High School will be bring female students to the Shell event.
- Joe Meyer discussed the need for a CTE volunteer to attend a conference in Oakland to learn about Guided Pathways. Kasey Gardner is in need of CTE representation.
- Natalie has moved out of Office of Instruction and is now located in Ruth's old office CO-408.

2. Milton Clarke was a no-show, so his survey discussion could not take place.

3. Natalie and Ryan discussed the new Fall 2018 Compressed Calendar schedule. The 16 week semester is expected to have the same amount of hours per unit. Schedule planning and room space is being investigated to see how big of an impact it will create. More details to follow.

4. Grant Top-Code Alignment Training. Natalie explained how Strong work force and future grants will want more program data. This training is for us to check our codes, verify they are correct, and are in the correct categories. Cindy M. discussed what she experienced in the training given on Sept. 8th. Codes in B & C Category are extremely important. The next training is on Sept. 29th at DVC.

5. Round 1 Funding of Strong Work Force was discussed by Natalie. LMC has the funds now and the GL's will be released soon to start the projects. All funding needs to be spent by April 2018.

6. Strong Work Force Round 2 funding is \$248 million total. Funding requests/planning is being developed now for it. Natalie will be send out a form for us to fill out. With this funding major improvements or changes to programs can be done. New programs can be developed. Program Data will need to illustrate enrollment increases, completers, employability. Joe M. inquired about revising Admissions software to provide automatic awarding of Skills Certificates, C of A, and AS degrees when students have completed the courses. This would benefit all programs. Natalie will talk with Robin A. of Admissions to see what it would take.

7. Perkins Grant Distributions- Finally approved, \$305,000 in total has been allocated to LMC. GL's are coming out soon. Funding will have to be spent by April 2018. Natalie explained the new process for P.O.'s and Bids. Requests for more than \$1000 has to be presented to Melissa Keane and Natalie for a purchase order. Requests for more than \$5000 has to have three bids and also be presented to Melissa K and Natalie for processing. This is a new change from before when we went thru Business Services.

8. Industrial Trade and Technology Course Changes – Joe M. and Dann G. discussed that the course is in need of some changes/improvements before running it again this summer. Possible changes to content, schedule callout, grading, and length of course are going to be discussed. Dann G. will set up a separate meeting to collect the details and get the changes started. We are looking forward to teaching it again this summer.

9. Advisory Committee Tools and Resources – Tara S. gave a great presentation on the vast amount of information and help that can be found on the Office of Instruction website “Forms” page dealing with helping CTE Faculty with managing Advisory Committees. Example forms were passed out detailing Advisory Committee invite letters, agenda discussions, meeting minutes, and guidelines. Labor market information about our programs can be found on the P-drive or either Tara or Dave W. can assist with getting us the data. In addition, they can assist with getting new Advisory board members/volunteers for our programs. Natalie mentioned that the Advisory Boards must have student participation as well.

10. Career Focus Fridays – Kelly Green passed out the Fall schedule for High School visits/tours of LMC. First tour is on Sept. 15th of Health and Public Safety. Last tour is on March 9th of Industrial Technology and the Trades. If CTE programs want to visit any High Schools, she can set it up for us.

11. In Closing – Dave Wahl discussed a new program “New World of Work” where one can obtain certifications in soft skills. They have been adopted by many companies and can be shown on one’s Linked-In page. These skills are to assist with student career success. More will be explained and demonstrated during next month’s meeting on October 10th.

Meeting was adjourned at 2:05p.m.

Next meeting will be on October 10th, at 12:30pm in CC3-319