

LOS MEDANOS
COLLEGE

LMC CTE Committee (Zoom)
Tuesday, March 8, 2022, at 2pm

<https://4cd.zoom.us/j/91829934771?pwd=THlnb1FNckZTZkJGWnQ3RWx6bDhyZz09>

Item Number	Agenda Time	Item Time	Topic/Activity	Lead	Information/ Discussion/ Action
1	2:00pm	10'	Welcome & Announcements - Academic Senate CTE Survey- Janice Townsend	Dennis Franco & Bill Bankhead	<p>Information</p> <p>The group opened with introductions.</p> <p>Janice Townsend made an announcement regarding the Academic Senate - After two discussions/reads, Academic Senate voted to put together a task force to assess the tasks and time expected of CTE faculty. This is being done because CTE faculty expressed that they are working hard, and it is difficult for them to do all that is asked of them. Janice noted that only CTE programs are formally on watch. The task force will draft, deploy, and report the results of a Spring 2022 survey of CTE faculty on this topic. Mark Lewis (Academic Senate President) put out a call for the task force, which already includes Janice Townsend, Nicole Almassey, William Cruz, Cindy McGrath, and Marci Lapriore. Janice encouraged new faculty to join because their perspective is appreciated. If interested in being part of the task force, please email Mark Lewis and members will be approved by Academic Senate.</p> <p>Debra Hawkes informed the group that Nursing facilitated an open house organized by the counselors and Outreach team. There were 100 student attendees. The purpose was to explain nursing and the program. LVN students answered questions of the participants. This was a good way to reach a larger group of students and a different audience. Debra also mentioned that the nursing department is in the process of the BRN (state Board of Registered Nursing) approval.</p>

					<p>Bill encouraged the group to take advantage of the outreach and marketing that can be done to highlight their programs/classes. The LMC Outreach Department can support with materials, information, and enrolling/registering for classes. More opportunities to come.</p> <p>There was a group discussion regarding what is considered OAS time and department chair load. Dennis Franco mentioned that department chair responsibilities outline that outreach is a responsibility. CTE faculty may also receive a CTE Lead percentage of load. Dennis stated that he supports faculty getting paid OAS time. The question is: Is department chair load different than CTE Lead load? This will be an item on the April meeting agenda for clarification.</p>
2	2:20pm	15'	<p>Upcoming Advisory Board Meetings</p> <ul style="list-style-type: none"> - Status by Department <p>Upcoming Job Fairs</p>	Melina Rodriguez	<p>Information</p> <p>Melina gave an update on advisory boards.</p> <ul style="list-style-type: none"> - EMS/Fire advisory board has taken place in February. There was a high attendance rate. - Welding advisory board convened at the end of fall semester. - PTEC advisory board will be rescheduled due to schedule conflict. - Recording Arts, Drone, and Nursing have meetings scheduled - FLOW, Business, and ETEC meeting in development <p>Bill reminded all CTE Leads that advisory boards are expected every fall/spring semester under UF contract and Perkins regulations. Minutes from advisory board meetings must be submitted to Melina for tracking; none were received for Fall 2021, so please submit immediately if you held a meeting.</p> <p>Melina is available to help plan & produce advisory meetings. If you want support for Spring 2022, you must contact her by this Friday, March 11. You always have the option to conduct your advisory meeting yourself. Either way, Bill is available to provide LMI data at the meeting upon request.</p> <p>2 Job fairs are scheduled:</p>

					<ul style="list-style-type: none"> - Industrial technology: Friday, April 8 from 9am-12pm. This will include Auto, Drones, ETEC, FLOW, PTEC, and Welding. - Health and Public Safety: Friday, April 29 from 9am-12pm. This will include LVN, RN, EMS, and Fire. - Faculty shared concerns about conflicts with Drone students' classes and Nursing student clinical hours; Melina will follow up - Melina and Cynthia Perez-Nicholas (Career Services) are collaborating to host resume workshops prior to the job fairs.
3	2:35pm	10'	Perkins & SWP Applications Open	Bill Bankhead	<p>Information</p> <p>Bill announced that proposals can be submitted for Perkins and/or Strong Workforce Program (SWP). Examples of proposals are for equipment, outreach project, development of a program, staffing for events, etc. for "more and better CTE programming."</p> <p>Due to changes in grant requirements, 3 topics will be priorities for funding:</p> <ol style="list-style-type: none"> 1. How can we help with increasing the number of non-traditional gender students who enter LMC programs, persist, graduate, and find employment? 2. What can we do to help students complete their credential (AA degree/certificate)? 3. How can we help students be more successful at obtaining living wage jobs that are paying minimum \$21/hour? <p>Please submit proposals by April 15. Bill will send an email that will include the application proposal. Bill will send a calendar invitation for a proposal writing workshop (next week or week after).</p>
4	2:45pm	10'	Student Success	Bill Bankhead	<p>Information</p> <p>Not enough time to cover this item.</p>
5	2:55pm	5'	Adjourn		<p>Next Steps:</p> <ul style="list-style-type: none"> - Please send agendas, minutes, and rosters for completed advisory board meetings to Melina Rodriguez. If you need assistance with hosting an advisory board meeting, please contact Melina by Friday, March 11.

					<ul style="list-style-type: none">- Bill will send the calendar invitation for Proposal Writing Workshop. (Janice Townsend suggested sending a poll for availability.)- If you are interested in being part of the task force, please email Mark Lewis and members will be approved by Academic Senate.
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