



**CTE Committee Meeting AGENDA**

**Tuesday, November 10, 2020 at 1:00 – 2:00pm via Zoom**

Zoom Information- <https://4cd.zoom.us/j/4579541699?pwd=aUw0Wnlkd0VlZW9UckZtS0NtRDl2Zz09>

Meeting ID: 457 954 1699

Passcode: 202020

Phone Number: 1 669-900-6833

Item Number	Agenda Time	Topic/Activity	Lead	Item Time	Information/Discussion/Action
<b>1</b>	1:00pm	Welcome & Introductions	Bill Bankhead	5'	<p style="text-align: center;"><b>Information</b></p> <ol style="list-style-type: none"><li>1. Bill Bankhead is looking for a faculty co-chair. Please send him an email if you are interested.</li><li>2. There are additional Perkins grant funds available- second round of proposals for this school year 2020-2021. Applications are due this Friday 11/13.</li><li>3. Reminder that advisory committees are required for all CTE committees. Each department needs to hold an advisory committee meeting each fall and spring. Workforce &amp; Economic Development (WED) department is available for assistance. Once your advisory committee meeting has been held, please share the meeting minutes with your supervising dean and with Melina Rodriguez from WED.</li><li>4. WED is putting together an employability and professionalism workgroup to work on implementing and developing soft skills for students- NWOW- New World of Work. Please send Bill Bankhead if you are interested in being part of this work group.</li></ol>



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					<b>Information/Discussion</b>
<b>2</b>	1:05pm	Announcements	All	10'	<ul style="list-style-type: none"><li>• Cindy McGrath- attended journalism fall conference with 6 students and Curtis. The students won more than a dozen awards. Additionally, the LMC Experience is online at <a href="http://www.lmcexperience.com">www.lmcexperience.com</a> Students need to interview people but are not receiving responses. Please be kind and pass along the information to help with students practicing interview skills.</li><li>• Curtis Corlew- the department is having difficulty with student responses. Depressed, exhausted. They have completed their advisory committee meeting on Zoom.</li><li>• Erlinda Jones- staff at the child study center are working on redoing the preschool classrooms to fit COVID protocols- socially distanced, sanitizing, and classroom adaptation. They are holding their advisory committee meeting this afternoon.</li><li>• Kim Wentworth- library is doing well and will share more later on the agenda.</li><li>• LD (Elizabeth Green) - from English department and here to discuss eLumen. Marci and LD are both here to support transition into eLumen.</li><li>• Louie Giambattista- there are CTE and Transfer side of computer science department. They are behind on course outline to have completed to submit before deadline. Also,</li></ul>



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					<p>asking for full time rep- received a replacement. Preparing for phase 2 of hiring (teaching and cyber security) Looking for tenure folks to be on interview panel. (Camille Santana is interested- she will email Louie.) Camille asked if he can attend a Counseling meeting to give updates.</p> <ul style="list-style-type: none"><li>• Maryanne Hicks- still trying to familiarize herself with CTE committee and has taught 2 years at LMC but 12 years overall. She is looking for more information about CTE committee.</li><li>• Roseanne Erwin- assisting Kim with library presentation</li><li>• Tawny Beal- tired and overwhelmed but 5 more weeks to go! The business team is meeting on dual enrollment and also attempting to stay connected with students.</li><li>• Joe Meyer- there are online and in person classes in Welding. Finishing COOR revisions and would like more training with eLumen.</li><li>• Michael Kean- new adjunct instructor, PTEC department coordinator, on campus and get to teach an outdoor lab class. He mentioned an interesting collaboration with industrial partners. PTEC advisory committee meeting just occurred. Tesla is interested with working with LMC ETEC and the rest of the departments too. Please reach out to Mike and make that connection. Other employer engagements to come.</li></ul>
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<b>Information/Discussion</b>					
<b>3</b>	1:15pm	eLumen Assessments	Marci Lapriore LD Green (TLC)	10'	<p>Marci teaches English full time in Brentwood and discussed specifics about eLumen specifically to how it applies to CTE courses. There is a 5 year cohort in place for assessment. TLC is flexible with cohort timeline and asking for feedback.</p> <p>Marci shared her screen- click on CSLOs- you can click on performance descriptors- would these scales offer enough variety?</p> <p>Michael Kean- suggested a pilot course.</p> <p>Nikki discussed the timeline. Imported courses into curriculum piece. Building out assessment portion which entails developing scales and descriptors. Then next semester we will do a pilot so that “how-to” guides can be tested for a fall 2021 launch. Marci and LD have been instrumental for receiving feedback. Assessment portion is for the institution- academics and student service side as well.</p> <p>Rachel Anicetti asked in chat- “Sorry Marcie, you said this and I missed it— is the college choosing one of these scale options, or will we be able to select course by course (or program by program)?”</p> <p>Nikki Moultrie responded- “Hi Rachel, we are looking at adopting 4 - 5 scales. Individual departments can modify the scales to meet their needs.”</p>



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					<p>LD Green is also available for assistance. LD has training/office hours.</p> <p>Cindy McGrath asked about having selection for scales. Meet/doesn't meet, 1-4 scale. She is requesting that we have a 5point scale similar to A-F scale.</p> <p>Louie Giambattista asked if we can use eLumen to help monitor specific CTE requirement where we need to validate pre-requisites for every 2 years. Nikki Moultrie mentioned that might be part of Curriculum Committee instead.</p>
<b>4</b>	1:25pm	Library CTE Resources	Kim Wentworth	20'	<p style="text-align: center;"><b>Information</b></p> <p>Kim Wentworth introduced herself as the electronics resources librarian and Roseann Erwin as the distance education librarian.</p> <p>Spending Perkins- buying library databases, print and electronic books.</p> <p>Library webpage- choose individual databases and click on the A-Z index: you can see a list of all databases. She showed an example of Nursing database- eBooks, videos, etc.</p>



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					<p>Business database- entrepreneur database- business plans, articles, ideas, marketing research for students looking to start small businesses.</p> <p>You are able to stream videos that instructors can include in classes- films on demand. These videos can be embedded into Canvas.</p> <p>Under Helpful Tools- click on research guides- shows featured books.</p> <p>Please provide feedback. If you need to book library instruction, please contact Christina Goff.</p> <p>Kim Wentworth created a spreadsheet of Test Prep Resources.</p> <p>Roseann Erwin will send an email to all faculty with all the information that includes LMC Library Online Instructional Services.</p>
<b>5</b>	1:45	ETEC/PTEC Collaborations with Industrial Partners	Michael Kean	10'	<p style="text-align: center;"><b>Information</b></p> <p>Michael Kean shared his screen- calendar spreadsheet. Hosting information and zoom meetings for students.</p> <p>Bill Bankhead added that they are working on having a centralized calendar. Please keep an eye on your email for more information and send Mike a follow up email.</p>



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					<b>Information/Action</b>
<b>6</b>	1:55	Closing & Next Steps	Bill Bankhead	5'	Reminders- <ul style="list-style-type: none"><li>• Perkins application is due by Friday 11/13</li><li>• Advisory committees need to be held and please send agenda and minutes to Bill Bankhead and Melina Rodriguez.</li><li>• Looking for faculty co-chair for CTE Committee</li><li>• Looking for faculty for employability workgroup</li><li>• Bill will send email about labor market information</li></ul>