



**CTE Committee Meeting MINUTES**

**Tuesday, December 08, 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
1	1:00pm	Welcome & Announcements <ul style="list-style-type: none"><li>Faculty Co-Chair</li><li>Noncredit Update</li><li>Advisory Committees</li></ul>	Nikki Moultrie & Bill Bankhead	10'	<p><b>Information</b></p> <p>B. Bankhead opened the meeting by stating that the Workforce &amp; Economic Development Department (WED) office is here to help for advisory committee meetings. Please reach out to Melina Rodriguez if you need assistance. There is a procedure manual- B. Bankhead will post in the chat.</p> <p>B. Bankhead is still looking for faculty co-chair (a thought partner for agenda items, to brainstorm how to make this meeting more valuable). Please contact B. Bankhead if you are interested.</p> <p>Noncredit programs that are in the works are the construction pre-apprenticeship, drone piloting, and FLOW (Forklift, Logistics, Operations, and Warehouse). These programs are one semester certificates. There is no tuition fee, but there might be course/materials fees. These programs are to launch Fall 2021. The Construction Math class (MATH- 009N) will start in Spring 2021.</p> <p>The development of noncredit programs is encouraged for all departments to consider. The noncredit programs will build within</p>



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					the department with WED support. T. Beal is starting to do this for Business English- and would love discuss partnerships across CTE programs. C. Santana clarified that you need only 2 classes for noncredit certificate. College Success (COUNS-032N) and Intro to Career (COUNS-034N) are approved 27-hour courses that could pair with a discipline-specific noncredit course to create a noncredit certificate.
<b>2</b>	1:10pm	CTE Virtual Showcase Spring 2021	Camille Santana	10'	<b>Information/Discussion</b> In May of last year, LMC held a virtual CTE showcase. Due to transitions in Outreach, and not doing Career Focus Fridays (CFF) during this time, C. Santana wants to engage interest about outreach with K12.  C. Fonseca has been working with WED and adult education as an adult education specialist but starting in January, her position will realign from the WED department to Outreach, though her duties will remain mostly unchanged. This will give CTE programs more visibility. For instance, she is working closely with M. Kean info sessions for PTEC. If anyone is interested in partnering up for outreach, please reach out to C. Fonseca.  C. Santana asked that due to not having CFF, is it possible to do a virtual CTE showcase in Spring? Catherine and Brittney West are working on workshops for women in industrial work but it has a tentative date at the moment. C. Santana suggested touching base



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					<p>with Kelly Green- placeholder the dates and keep the sectors (rather than an overview). Another example of this type of outreach to K12 is Manufacturing Day.</p> <p>C. Fonseca had a meeting with outreach yesterday; that group mentioned that they want to bring back the High School Counselors Conference in Spring and previously the Adult Education Summit- this will be explored with the interim manager (Jorge Cea is retiring).</p> <p>M. Kean wants to develop a new initiative to capture students as early as the 10<sup>th</sup> grade- creating early awareness.</p>
<b>3</b>	1:20pm	Department Updates	All	20'	<p><b>Information/Discussion</b></p> <p>M. Kean- had a Tesla meeting and participation of 70 students. Will also have a PG&amp;E meeting tomorrow. He is trying to build and keep partnerships, exchange ideas, and collaborate. M. Kean would like to consider advisory committees by sub-sector for PTEC (water, oil, food, etc.) and possibly one-on-one advisory rather than committees. Currently, PTEC is collaborating with Sierra Nevada Brewing Co. He suggested to create a calendar of events.</p> <p>T. Beal- She is excited for noncredit to partner more across departments and would like to discuss a one-on-one advisory committee meeting as well.</p> <p>C. Corlew- advisory committee meeting coming up. Shout out to Frank for help with his microphone. The final for his Photoshop class</p>



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				<p>is to design a real California wine label and Photoshop it on a wine bottle. A few things have improved during this time- easy to grade assignments because of getting notifications when students submit assignments. C. Corlew was to retire this semester. Hoping for a positive transition next semester- this could be his last CTE meeting.</p> <p>C. McGrath- the semester is winding down. Biggest challenge for Journalism has been that students have to email to get news and set up interviews. Students needs to get sources for their stories but many are not responding to these emails. Next semester, lab coordinator Cesar Reyes will reach out to faculty and staff to set up interviews on the students’ behalf. Please send suggestions to Cindy on how students can contact them with greater success. (Students should use LMC email not Gmail) If contacted, please answer student reporters’ questions or refer to a colleague whenever possible.</p> <p>K. Wentworth- library is always happy to do student interviews. Students can make an appointment like a research consultation appointment- will get scheduled right away. Great publicity for online resources during COVID.</p> <p>D. Hawkes- hanging in there. Graduating LVN students on Friday (drive thru graduation). Nursing is very fluid during this time. New LVN cohort in January. Admitting more RN students in the fall. The students are very resilient.</p>
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					<p>F. Dorritie- appreciates Cindy’s ability to think outside the box. Finals online- how do we keep students engaged? Grammy nominations have just been announced- you have to qualify for specific fields in order to vote. Frank has decided to incorporate a student voting requirement of certain categories in which they think they have expertise- to give them a real world experience. There is an ethical responsibility, teaches practical experience.</p> <p>J. Meyer- winding down, giving finals and sending new graduates into the workforce.</p> <p>M. Grillo- difficult semester. The challenge is figuring out how to train a firefighter over a computer. Staff is doing well in presenting materials, large clientele, and everyone is doing well with online work- recorded zoom class with pop-up questions (can watch on own time and attendance credit is given)</p> <p>N. Moultrie- everyone is looking forward to the end of the semester, getting rest and spending time with friends and family. Thank you all for hard work- creating rich content in this environment while maintaining professional obligations that all are still achieving.</p>
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<b>4</b>	1:40pm	Update on Fall Perkins Surveys	Bill Bankhead	5'	<p><b>Information</b> Perkins survey is being automated. The results have been amazing. The student response has doubled compared to what it has been in the past. The link for students to take this survey is still up in Canvas. Thank you all for getting the message out.</p>
<b>5</b>	1:45pm	<p>Round Table Discussion</p> <ul style="list-style-type: none"> <li>• What techniques do you use to encourage persistence from Fall to Spring?</li> </ul>	All	10'	<p><b>Information/Discussion</b> B. Bankhead stated that he wanted to create this space to share about this topic:</p> <p><b>What techniques do you use to encourage persistence from Fall to Spring?</b></p> <p>M. Kean and C. Santana have developed a spreadsheet called PTEC Tracker of which students have taken which classes. Industrial speakers present to students. He also asks Bill for help with summer internship program.</p> <p>F. Dorritie- classes are asynchronous, it is easy to disengage at the moment- until students realize that you can make up the classes but you can't make up the time. For example: 4 classes in a sequence and not offered at the same time. If students miss one, they have to wait an entire year. He is direct with his students about this.</p> <p>C. Corlew- he provides a page of classes and an inspirational video for students.</p>



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					B.Bankhead – Please share any additional ideas with the CTE Committee via email.
<b>6</b>	1:55pm	Closing/Next Steps	Bill Bankhead	5'	<b>Information</b> B. Bankhead closed the meeting by reiterating that he is looking for a faculty co-chair.  Have a happy holiday everyone.