

# LOS MEDANOS COLLEGE

**LMC CTE Committee (L-109 & Via Zoom)**  
 Tuesday, March 11, 2025, at 1pm  
 Meeting ID: 896 2729 6924; Passcode 003383  
[ZOOM](#)

**Attendees:** Nicole Almassey, Bill Bankhead, Tawny Beal, Tony Blakeley, Jason Dearman, Dennis Franco, Michael Kean, Cindy McGrath, Gretchen Medel, Cynthia Perez-Nicholas, Tanita Richardson, Kim Wentworth, Sheri Woltz

Item Number	Topic/Activity	Lead	Notes
1	Welcome & Check-in	D. Franco	<p>Dennis welcomed everyone to the meeting and shared how he was happy to be back; he appreciated everyone for their support while he was out.</p> <p>Dennis discussed reviewed the agenda items and shared that AUTO will be starting their wrap courses within a couple of weeks.</p> <p>Jason advised they were short 2 vehicles to support the students with their auto detailing final and asked for volunteers; Tony and Tawny to support.</p> <p>Equity Data discussed moved to another meeting date: TBD</p>
2	CSLO Assessments	D. Franco	<p>Dennis mentioned that while he was out there was a Department Chair Meeting held where Chairs were advised that we were behind on CSLO assessments campus wide; not specific to CTE. As it stands today the rate of completion is 14% of the courses that should be assessed. We are behind on cycle 1 &amp; 2. CSLOs should be placed and housed in eLumen. We need to catch up and prepare for accreditation.</p> <p>Mike asked if there was an alternative to eLumen and Dennis advised that there was not and suggested Mike also share at Academic Senate. Jason mentioned a prior request for a rubric and also asked for cliff notes, currently has multi-page resource doc. Kim shared she could possibly help where needed.</p> <p><b>ACTION:</b> Dennis to follow-up with Nidia for additional resources and to join our next meeting.</p>
3	Interdisciplinary Community Night: PTEC & AUTO	J. Dearman M. Kean	<p>Jason discussed the advantages of Community Night for AUTO held last year:</p> <ul style="list-style-type: none"> <li>• High students and parents; perspective college students</li> <li>• Industry partners from Advisory Board</li> <li>• Multiple activities</li> <li>• BBQ- Clark Muir</li> <li>• Nicole Almassey supported registration</li> <li>• Low expenses, has most resources</li> </ul> <p>Jason invited others to join this year's Community Night on May 2<sup>nd</sup> from 5pm-9pm:</p>

			<ul style="list-style-type: none"> <li>• Mike Kean to support for PTEC; will advertise at other events as well</li> <li>• Gretchen/Tony to support for EMT</li> <li>• Mike Grillo to bring fire truck</li> <li>• Cindy to have student ambassadors cover event (pre/post)</li> <li>• Dennis mentioned it is easier to capture student population vs. parent population; higher focus on student attendance</li> <li>• Dennis to invite CTE Counselor Tiffany Welter to support the event</li> </ul> <p>The group also discussed how to advertise the even further; reaching people that don't know about LMC:</p> <ul style="list-style-type: none"> <li>• Jason to create a flier</li> <li>• Nicole can support flier distribution</li> <li>• Churches</li> <li>• Bowling Alleys</li> <li>• Karate School</li> <li>• Pull in Marketing support</li> </ul> <p><b>ACTION:</b> Jason sent information via email to CTE Committee post discussion.</p>
4	Advisory Board Meetings: Expectations, Templates, SP25 Deadline	D. Franco B. Bankhead	<p>Dennis advised the group of the contractual requirement to hold at least one Advisory Board meeting per academic year. He discussed the gaps with the CTE/WED area and how we reviewed historical data to determine which areas held meetings and which did not. He discussed the resources available, near and long-term expectations and how to go about holding the meetings. Dennis also advised the group to plan their SP25 meeting by EOM if they have not done so already.</p> <p>Bill further discussed the available resources, reviewed the SharePoint folder, CTE Advisory Board Worksheet and what was shared at our SP25 CTE Flex Session. Tanita spoke to some of the tracking and other resource documents available to support their efforts.</p> <p><b>ACTION:</b> Tanita sent link to CTE Advisory Board SharePoint folder to the CTE Committee group.</p>
5	Announcements	B. Bankhead	<p>Kim discussed the CTE books that are available in the library. She also discussed how the campus is partnering with the county library to provide additional resources.</p> <p>Cindy thanked CTE for the funds provided to support the students that went to the annual media conference in Long Beach. The students were able to network, receive transfer information, attend workshops and came home with 17 awards.</p> <p>Cynthia spoke to the goals of the upcoming Job Fair; internships/jobs in field of study.</p> <p>Bill advised the group of the usage of grant funds &amp; projects. In speaking with Carlos about grants if it is for a project that includes things being affixed to the college then it is a multi-year project that needs to be approved through the LMC Business Office and IT. Bill also reminded the group of the Cybersecurity training due April 7<sup>th</sup> and spoke to the need to review Canvas shells to ensure they are current; reference Courtney Diputado or BEOI as support resources.</p>

**Next Meeting:** Tuesday, April 8, 2025, at 1pm