

LOS MEDANOS
COLLEGE

LMC CTE Committee

Tuesday, March 12, 2024, at 1pm
President's Conference Room – SS4-409

or

Meeting ID: 530 630 5656

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[ZOOM](#)

Attendees: Bill Bankhead, Tawny Beal, Dennis Franco, Michael Kean, Lavora Mathis-Payne, Cindy McGrath, Gretchen Medel, Ryan Pedersen, Randi Osburn, Tanita Richardson, Jeremy Weed, Kim Wentworth

Item Number	Topic/Activity	Lead	Notes
1	Welcome & Acknowledgement	D. Franco	Dennis opened the meeting by welcoming all attendees. Dennis gave a shout out to Gretchen and Tony of EMT, highlighting the successful pass rate results for the National Registration for EMTs; pass rate increased from 28% to 58% with 10/10 being successful this year.
2	Uses of ChatGPT	J. Dearman	Jason provided the committee with a demonstration of how to leverage ChatGPT to pull and create a DRONE course description with supply needs, a grade scale, quiz and grade key. He advised that ChatGPT 3.5 is free and easy to use. Dennis leveraged ChatGPT for the EMT curriculum and mentioned how it was a great starting point. It can take a document you are working on and edit it to make it more proficient. Ryan agreed and advised how ChatGPT uses your language from your document to support updates. Dennis also mentioned how the Academic Senate Task Group is helping Faculty deal with this in the classroom & looking to see how to structure ChatGPT in their lesson plans. Jeremy leveraged it to create rubrics for his area. He was able to obtain resources, a Q & A for students and reference information. Cindy shows students in class how to use ChatGPT. Tawny wanted to know what Student Life Resources were available regarding plagiarism. Dennis mentioned the Purdue example for remediation. Kim advised that the Library is available for students to make an appointment, online or in-person, to get support for resources and how to site.

			ACTION: Kim to send the citation guide link to the Committee. Kim sent 3/13/24.
3	New Program Process- Second Read	D. Franco	<p>Dennis advised that the process was crafted by ChatGPT; opened the floor for analysis and feedback (Second Read).</p> <p>Tawny spoke to Category 2, Question 4 as well as Category 4, Question 10; 2nd bullet point for both. She wants to flush it out a bit more to make the questions less vague/closed ended and wants to have an elaboration on the specific commitment.</p> <p>ACTION: Dennis to revise; currently in progress.</p>
4	Setting Institutional Goals for Job Placement	R. Pedersen	<p>Ryan opened the discussion advising that the college is required to submit an annual report to ACCJC that provides data for degrees, success rates, transfers, etc. Specific to CTE, the discussion point was employment rates and how we set the floor and stretch goals. The suggestion is to not use the CTEOS Grad survey as it is not meaningful data; ACCJC asks for program data and the vast majority of students that typically respond don't provide program data.</p> <p>The group feedback consisted of the following:</p> <ul style="list-style-type: none"> • Revisit institutional set standards for floor and stretch • Suggest using Perkins core indicator data (4-digit top codes) • Provide incentives to students for completing the survey • Nursing completes the surveys before graduating • Need more consistency with floor and stretch data • Consider leading indicators • Maybe look at department by department goals vs. CTE overall; departments may differ, but methodology should be the same (standard deviation +/- average) • Set default goals <p>The group agreed with moving away from using the CTEOS survey and shifting to using Perkins as the core indicator data.</p> <p>ACTION: Ryan will create graphics and send out data for floor and stretch goals. The department can then decide/adjust while documenting the process.</p>
	Ideas for Recruiting & Best use of time for CTE Committee	D. Franco	Topics tabled to support Setting Institutional Goals for Job Placement discussion.

5	Announcements	B. Bankhead D. Franco	<p>Bill reminded the Committee of the following:</p> <ul style="list-style-type: none"> • Perkins/SWP grant deadline- Friday, March 22nd; extended to March 29th • LMC Career Fair- April 30th • Grant pre-award notification will be announced at the May 14th CTE Committee meeting • Advisory Board Meeting Minutes & Agendas should be sent to Bill & Tanita <p>Dennis advised that there will be a Fall Flex meeting to discuss what suggestions there may be to improve or re-imagine the CTE Committee meetings.</p> <p>Meeting adjourned at 2:12pm.</p>
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Next Meeting: Tuesday, April 9, 2024, at 1pm