

LOS MEDANOS
COLLEGE

LMC CTE Committee (KAC-111 & Via Zoom)

Tuesday, October 8, 2024, at 1pm

Meeting ID: 850 2283 4853; Passcode 293259

[ZOOM](#)

Attendees: Bill Bankhead, Jason Dearman, Dennis Franco, Michael Kean, Cindy McGrath, Gretchen Medel, Randi Osburn, Tanita Richardson, Jeremy Weed, Kim Wentworth

Item Number	Topic/Activity	Lead	Notes
1	Welcome & Check-In	D. Franco	Dennis opened the meeting by welcoming all attendees back to the Committee Meetings. He asked if there was any new business to cover; none reported
2	Committee Openings	D. Franco	<p>Dennis discussed the multiple committee openings that were relayed in the Classified Senate emails sent out by BethAnn Stone. He mentioned to need to have FT Faculty support; specifically, in the CTE area. Dennis also mentioned there are a lot of vacancies on the Curriculum Committee and that we could use more support (i.e. Business, Auto).</p> <p>Bill opened up the Academic Senate Agenda to show the current committee openings</p> <p>Randi is looking for a co-chair to support TLC. The objective would be to work together on professional development. Randi mentioned that her term expires at the end of Spring and is looking for someone now to help train.</p> <p>Mike suggested a Nominating Committee to support filling the seats needed in the aforementioned committees. Dennis advised that he cannot be directly involved in assigning individuals to committees, but Faculty can take on nominations.</p>
3	Certificate Goals	D. Franco	<p>Dennis discussed how the certificate goals are shared by the CTE Leads and Chairs. For All College Day/College Assembly one of the main priorities was to increase dual enrollment and certificate numbers in an equitable way.</p> <p>Dennis will pull Tableau data, specific to areas (certificate numbers, demographics, etc.) and share with Chairs. Chairs to think about goal percentage (be judicious, thoughtful and reasonable). Chairs/Instructors to remind students of when to apply for filing for certificates. This needs to be communicated on a consistent basis (skill certificates, certificated of achievement, AA).</p> <p>Dennis also made the following points:</p>

			<ul style="list-style-type: none"> • Increase efforts with students of color; check-in before and/or after class. Take the extra effort to meet with students that are not in the high population of class/college. • Lean on Success Coaches, engage adjuncts • Communicate when to file for graduation; an instructional video was sent to the Chairs. The application can be done on a cell phone. Mike requested additional support. <p>Bill spoke to certificate of achievements and how they are tied to graduation</p> <ul style="list-style-type: none"> • Marker for success, thinking about next steps • Plant the seed early- Spring registration is coming up soon <p>Mike suggested adding filing for graduation a requirement on Canvas.</p> <p>ACTION: Look into adding a tile on InSite for the date to apply for graduation (moving tile)</p> <p>ACTION: Dennis to re-send instructional video to Mike</p>
4	Advisory Board Newsletter Share-Out Spring Advisory Board Meetings	M. Kean All	<p>Mike shared his PTEC Pipeline Newsletters</p> <ul style="list-style-type: none"> • Microsoft Word • Provides links and updates of what's going on • Sends out 1-2 times per year; end of term (FA/SP) <p>Bill advised that the newsletter should be put out ahead of the Advisory Board meeting as what is shared on the newsletter may not be needed as a topic at the meeting; stronger meeting focus. Bill reiterated having 2 Advisory Board meetings (1 in the Fall and 1 in the Spring- in person or via Zoom) with key instructions and questions. Bill also mentioned how Business held a great meeting and made theirs specific to non-profit.</p> <p>Dennis re-advised the group about the SharePoint Resources to support their efforts.</p>
5	Upcoming Events	D. Franco B. Bankhead	<p>Dennis spoke about Manufacturing Day- 10/17</p> <ul style="list-style-type: none"> • District wide event done every year • 90 Students from Antioch HS & Pittsburg HS • Lunch, welcome address, CTE Tours <p>Bill spoke about Digs & Rigs- 10/19</p> <ul style="list-style-type: none"> • Recruiting opportunity & scholarship fundraiser hosted by the Brentwood Rotary Club at the LMC Brentwood Center; email sent out last weekend • Bringing out industrial vehicles; tables allowed next to trucks/vehicles • Bill will attend and have CTE tent • Gretchen offered to bring the Ambulance to the event and possibly students to support recruiting. Dennis mentioned students would not be compensated, but could possibly receive extra credit (up to instructor) • Kimberly offered a table to sell books at the event with rotary splitting the profits (between Brentwood Rotary & LMC Foundation) • Academic Dept. invited to have a table at the event • Fair is about career exploration & encouraging students to talk to employers they wouldn't typically take to

			<p>Mike mentioned the Career Day/Opportunity Fair being held Tuesday, October 22nd.</p> <p>Gretchen mentioned the Public Safety Event being held October 25th.</p>
6	Announcements Open Discussion	B. Bankhead All	<p>Bill mentioned that grant projects are on an accelerated timeline</p> <ul style="list-style-type: none"> • Large scale project request should be made sooner rather than later; deadline is 10/31- This Spring and next Spring we will not have the funds available. Need to do now • Requests can be non-facilities/construction, new personnel; keep in mind State SWP reductions <p>Dennis advised the group to also think about equipment needs</p> <ul style="list-style-type: none"> • Laptops, tablets, virtual reality; think beyond what we have requested in the past <p>Jeremy wanted to know if it was okay to take back to the team the possible request for new equipment in the SYM Lab (arms, angio caps): YES</p> <p>Meeting adjourned at 2pm.</p>

Next Meeting: November 12, 2024 at 1pm