

LOS MEDANOS
COLLEGE

LMC CTE Committee (KAC-111 & Via Zoom)

Tuesday, November 12, 2024, at 1pm

Meeting ID: 850 2283 4853; Passcode 293259

[ZOOM](#)

Attendees: Nicole Almassey, Bill Bankhead, Tawny Beal, Dennis Franco, Michael Kean, Cindy McGrath, Gretchen Medel, Ryan Pedersen, Randi Osburn, Tanita Richardson, Melina, Rodriguez, Jeremy Weed, Kim Wentworth

Item Number	Topic/Activity	Lead	Notes
1	Welcome & Safety Moment	D. Franco M. Kean	Dennis welcomed the group while Mike provided a Safety Moment regarding driving safely while the roads are slick; slow & careful driving.
2	Student Success Coach Discussion	M. Rodriguez	<p>Melina provided a PowerPoint presentation updating the group on Certificate Eligibility & Enrollment. The data presented was from SQL reports that she ran for all CTE majors (skill certificates and certificates of achievements)</p> <p>The PowerPoint provided data on each department/program and showed the amounts/percentages of students eligible for skill certificates and certificates of achievements.</p> <p>Success coaches work with students 1:1 to provide awareness and support via Zoom or in-person.</p> <p>Dennis noted the importance of the Certificate of Achievement as it relates to funding:</p> <ul style="list-style-type: none">• Based on reported major• Emphasize major changes/tracking• Encourage students to apply for graduation• Remind students to apply during the window <p>Mike mentioned PTEC was not on the list of majors and he needs instruction on how to change/update majors; possibly add a Bridge to Manufacturing Tile with deadlines.</p> <p>Gretchen thought it would be a good idea to have reminders placed on CANVAS for graduation deadlines; global announcement on CANVAS and InSite tile.</p>

			<p>Cindy wanted to know if it was possible to put courses to complete a certificate in a student data report. Dennis mentioned he worked with District on this and the report exists. You can filter by current students, courses they have taken. Ryan mentioned filtering can be tricky on the back-end. The report is called the Student Pathway. At this time District staffing doesn't support the maintenance of this report.</p> <p>ACTIONS: Melina to provide PowerPoint presentation. Bill to add PTEC to the manufacturing major list.</p>
3	New Method of Accounting	R. Pedersen	<p>Ryan discussed the FTES Computations for CTE Committee:</p> <ul style="list-style-type: none"> • Primary source of funding is based on FTES; % of apportionment • 2026 funding calculation with change from by the hour to per unit • Reviewed CTE version of calculating funding (clock hours, contact hours, total student contact hours, term length multiplier provided by the state = FTES). 2026 breakdown of lecture and lab for unit calc. • Issue/Curricular Challenge: College needs to think about unit structure (lecture vs. lab), rounding can be subjective and round down can become an issue Current FA data shows loss in revenue. • DO is working on data review; may need to discuss in Academic Senate. • What courses get more apportionment? • Scheduling should not have funding constraints; some pressure to schedule within methodology • College to determine economical structure for lab vs lecture hours and impact to Faculty load; group discussed impact to different areas (PTEC, Nursing, etc.) and balancing class maxes
4	Advisory Board Meetings- Check-in	D. Franco	<p>Dennis lead the discussion with sharing reminders and support:</p> <ul style="list-style-type: none"> • Should hold one per year, two preferred (FA/SP) • March is a good time to hold a Spring Advisory Board Meeting • Let us know if assistance is needed
5	Faculty Advising: Registration & Graduation	B. Bankhead	<p>Bill discussion areas that we can support our students more in prompting them to register for classes and apply for graduation:</p> <ul style="list-style-type: none"> • Share out to instructors their role in our enrollment numbers • All Faculty to get word out about registration dates; make announcements in class • Speak to students in class; encourage graduation and obtaining certificates • Identify graduation path; check-in with an academic advisor <p>Dennis advised that we should support Student Services and all be aligned with what is being said to students. Communicate to adjuncts, reiterate via email and department meetings, increase higher certificate attainment.</p>

6	Open Discussion	All	Cindy announced her area received the Cal Humanities Grant supported the creation of the world premiere screening of Define American: Local Immigrant Stories; award winning journalists
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Next Meeting: January, 21 2025 at 12:30-3:30pm (CTE Committee Flex Session)