CTE Committee Meeting AGENDA
Tuesday, March 9, 2021 at 1:00 – 2:00pm via Zoom
Zoom Information- https://4cd.zoom.us/j/97596075013?pwd=L0hVMmlJMDhKdjlUWTZRZWFkR0JwQT09
Meeting ID: 975 9607 5013
Passcode: 202020
Phone Number: 1 669-900-6833

Item Number	Agenda Time	Item Time	Topic/Activity	Lead	Information/Discussion/Action
1	1:00pm	10'	Opening/Announcements	Bill Bankhead	**Information** B. Bankhead opened the meeting. He mentioned that there is targeted Perkins funding for support of transitioning classes to online learning. This is helpful for when we have the option of face to face or virtual learning, we will have the resources and content. Today we will focus on the Perkins and Strong Workforce Program (SWP) applications process and brainstorming ideas about potential projects. Also, all community college faculty and staff are eligible for COVID vaccination. Please pass the message along to faculty and staff in departments. https://myturn.ca.gov/ E. Sanchez- mentioned that there is a grant that will allow the graphics and art program to purchase a desktop laser cutter.
2	1:10pm	20'	Introduction: Heidi Guthrie • Conversion of CTE classes to virtual learning	Heidi Guthrie	**Information/Discussion** B. Bankhead introduced Heidi Guthrie- instructional designer and curriculum developer. Her career path consists of instructional designing for 22 years

and working with different types of institutions. For the last 13 years, she has worked with large publishing houses where she met Penny Wilkins.

She shared a presentation regarding the CVC OEI CTE Grant.

Aligned 30 courses (most are CTE)

CVC OEI Criteria:
Content Presentation
- Objective clarity and alignment
- Use of the course management system
- Multimedia
- Student support

Interaction
- Instructor-initiated
- Student to student

Assessment
- Authentic/real world
- Valid assessments
- Guidance and feedback

Accessibility (Heidi's role)
- Headings and style
- Image alternative text
- Video captioning

A Collaborative and Iterative Process:
Faculty Training- plan of action, pairing with mentor, peer online mentor training

Course Development- develop course in LMC OEI CTE template, regular mentor check-ins

Faculty-ID Collaboration- Heidi reviews, approves, provides feedback, fill out rubric, and move these forward to District for review and badge of approval.

| | | | | | T. Beal asked if the 30 aligned courses have been approved by the District. H. Guthrie answered that almost all have been approved. The District has the credentials now are awaiting the badge of approval.

E. Sanchez asked about Jaime Tamtakar and her working with the art courses- how long will the process take? H. Guthrie answered that the process varies. Jaime's courses are phenomenal and aesthetically beautiful- this took more work to create alternative text to describe imager for visually impaired students. He also asked if these courses are all zero textbook. H. Guthrie answered that some courses do require textbooks.

C. McGrath asked if the template updates itself or if instructors have to go back and update the links. H. Guthrie answered that it might have been a one off thing- but the form should be dynamic and self-contained to the course. If you need assistance, please send her an email with the course name and the template.

K. Wentworth introduced herself to H. Guthrie. She mentioned that the library receives funding from Perkins and have created online research guides. She asked if there can be a formal link to insert a library research guides that could provide specific resources for the course. Please contact her offline to discuss in more detail.

H. Guthrie showcased:
• Nursing 008- clean, accessible, full of relevant media with integration of a third party source.

• Travel 072- it is the benchmark for criteria related to authentic assessments- every assignment and discussion places the student in the role of a travel consultant and has them making informed decisions, robust activity.

M. Grillo asked about the vocational nursing 008- are developing or presenting multiple medical terminology courses that interrupt each other. D. Hawkes answered that Nursing 008 is 1 unit and EMT requires a 3 unit course. M. Grillo also asked if there is a differential in case students don't |

					accidentally enroll in the wrong class. D. Hawkes mentioned that it has been addressed in the catalog and schedule. C. McGrath- do you have the roadshow templates? H. Guthrie mentioned that she can send the template with examples. Please email H. Guthrie with any questions at guthrieheidil@gmail.com
3	1:30pm	25'	Perkins Updates & 2021 Planning	Bill Bankhead	**Information/Discussion** 1. Perkins funding for library resources to enhance resources for the CTE programs. B. Bankhead encouraged everyone to refer students to the library. Please reach out to K. Wentworth to let her know if there are any resources that you are interested in for your students. 2. Funding for professional development- although we cannot travel but we can use this for online conferences. Conference specifically for noncredit CTE programs- if you are thinking about creating a small course or certificate, it would be a great opportunity to look into. Please reach out to N. Moultrie and M. Lynn for noncredit criteria and questions about creating a noncredit program. 3. Running up against district purchasing deadlines- please complete purchase orders before the end of March. B. Bankhead shared his screen with the revised application form. He will provide the LMI (labor market information) data for your department. This form is used for Perkins and SWP funding- both are focused on CTE programs. Please make sure to review the list of allowable expenses. If you need assistance filling out the form, please reach out to B. Bankhead and I. Sukhu.
4	1:55pm	5'	Closing/Next Steps/Questions	Bill Bankhead	**Information/Discussion** B. Bankhead closed the meeting at 2:02pm. He urged the group to please submit applications by Friday, March 26. He also announced that he still looking for a faculty co-chair. If you have any agenda items for the next meeting, please email I Sukhu.