

LOS MEDANOS
COLLEGE

LMC CTE Committee Minutes (Zoom)
Tuesday, April 12, 2022, at 2pm

[https://4cd.zoom.us/j/91829934771?pwd=THI
nb1FNckZTZkJGWnQ3RWx6bDhyZz09](https://4cd.zoom.us/j/91829934771?pwd=THI nb1FNckZTZkJGWnQ3RWx6bDhyZz09)

Item Number	Agenda Time	Item Time	Topic/Activity	Lead	Information/ Discussion/ Action
1	2:00pm	10'	Welcome & General Check-In	Dennis Franco	<p>Information</p> <p><u>Richard Pasley (FLOW)</u>- He finished up the FLOW class and OSHA-10 class for the semester and is still working on the warehouse class. He participated in the Deer Valley High School tour last week and will participate in future high school tours.</p> <p><u>Irene Sukhu (Administrative Assistant)</u>- please reach out to her if you have any questions or need assistance with Perkins applications. Perkins applications deadlines are due to Bill Bankhead next week.</p> <p><u>Eric Sanchez (Graphics Communication)</u>- Shared via email (unable to attend due to conflicting schedule): The department is still in the process of graphics position hire. Their current venture is starting with a portfolio development workshop for both art and graphics majors. This was work that we had initiated with our advisory board and are continuing this process as we plan to design a unit structured course that is tied to the recommendations from our sector navigator for graphic design. John Schall is spearheading the content of this project and will be working with the department to coordinate some of the messaging to students with 45 units and higher with Melina Rodriguez. This project is scheduled to be completed by mid-May. Students in this workshop will have some deliverables, one is a portfolio and the</p>

				<p>second is a website presentation of their artwork. The department has two different areas of focus: portfolios designed for transfer, and portfolios designed for job or internship applications.</p> <p><u>Debra Hawkes (Nursing)</u>- The program is doing great so far and trying to get students through the program. There will be a pinning ceremony on 05/21 for the LVN cohort. The department is in the process of recruitment and hire. She will forward the calendar invite to Dennis.</p> <p><u>Gretchen Medel (EMS)</u>- The EMT program is going well. She is working on completing the Perkins application for requesting new equipment. CPR classes are complete. She is also working on scheduling clinicals with AMR and Bay Medic; almost all LMC students are scheduled.</p> <p><u>Cindy McGrath (Journalism)</u>- Students started printing The Experience for the first time in two years. The first issue came out on March 11, and the students are putting together the third issue. Please let Cindy know if you'd like any copies. These can be delivered to your location or delivered to mailboxes. If you have news that you would like published, please let Cindy know so students can receive assignments.</p> <p><u>Fire Chief Paul Cutino (EMS)</u>- The EMT program is going well. The first phase of skills testing is complete, and all students passed. The department is working on the second phase. Students completed ride-along assignments last weekend. The department is also in the process of hiring new staff.</p> <p><u>Janice Townsend (ECE)</u>- She mentioned that due to the field rapidly changing, the department is trying to adjust accordingly. There is a new credential to teach preschool to third grade, which includes the 24 units in ECE. There is also a new TK assistant certification that requires 24 units of ECE and 24 units of other college credit (not yet specified). She has attended many state meetings and around the table meetings with the county Office of Education. She is also in the process of developing Perkins proposals.</p>
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2	2:20pm	10'	Academic Senate CTE Survey Update	Janice Townsend	<p>Information/ Discussion</p> <p>The task force for drafting the CTE Academic Survey includes Nicole Almassey, Cindy McGrath, William Cruz, Jeffrey Miller, and Janice Townsend.</p> <p>The group drafted the CTE Academic Survey last week. Janice presented the survey requesting approval/feedback. Upon receipt of approval/feedback, the survey will go to Abbey Duldulao to be placed on the Academic Senate agenda. After much discussion in the task force, it is decided that the survey will be sent to all faculty, rather than only to CTE faculty.</p> <p>Janice asked for feedback regarding the drop-down list option for hours. The edit of adding “hours” after each option will be made. Below are the first three questions of the survey:</p> <ul style="list-style-type: none"> • How many hours do you spend in meetings within the college each semester? • How many hours do you spend in meetings outside of the college each semester? • How many hours do you spend aligning coursework with degree and career-specific requirements each semester? <p>Each question has a comment box for additional input. The goal of the survey is to remain anonymous; however, some responses might allude to who is answering. There are also open-ended questions at the end of the survey that ask:</p>

				<ul style="list-style-type: none"> • How well do you feel you were onboarded to your job? • How well connected do you feel to your department? • What kind of support would you like that currently is not available? • What else would you like to share? <p>Janice spoke to Jeff Michels the UF Vice President, regarding clarification of the program coordinator role, CTE lead, and the \$1000 stipend. He is aware of this conversation and will meet with VPI Natalie Hannum to discuss it. He also asked if the survey should be sent out by UF to be sent to faculty at all three colleges or if the survey should be sent out by our own Academic Senate to LMC faculty only. Cindy stated that the answer to the question should be based on what the goal of the survey is: if the goal is regarding reassign time, she suggested to send the survey to LMC faculty but if the goal is to get an increase in time/money from the District, then it should be sent District-wide. If the survey goes out district-wide, then the questions will need to be tailored so all faculty can answer. Dennis shared historical context stating that the CTE lead stipend was added to UF bargaining agreement three or four years ago that might lend itself to going back to the UF.</p> <p>Janice encouraged the group to complete the survey. Dennis shared his support for the survey and the need for quantifying the data. Please email Janice if you would like a copy of the draft survey for your review.</p> <p>Janice stated that Eileen oversees some of the websites such as Psychology and Sociology and that those faculty do not have the ability to update their respective websites. However, CTE faculty do have the responsibility to update their page. For this reason, Janice suggested submitting a Perkins/SWP proposal for funding a consultant to edit the website to have a clean, consistent look. She expressed her concerns about department staff updating their own websites because it being time-consuming and frustrating. The group and Dennis agreed. Dennis mentioned that there are different ways that Perkins funds specific</p>
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					department projects. The website consultant could be specific to the Perkins across top code of Marketing. Dennis will connect with Bill for more expenditure information regarding this project.
3	2:30pm	20'	Announcements & Around the Table	All	<p>Information/ Discussion</p> <p>Gretchen shared that DVC is hosting a Public Safety Expo on Friday, April 15th, from 10 am-2 pm in partnership with local Law Enforcement, Fire & Emergency Medical Services (EMS) agencies throughout the region. Thank you, Gretchen, Paul, and Mike!</p>
4	2:50pm	10'	Future Agenda Items/Training Suggestions	Dennis Franco	<p>Information/ Discussion</p> <p>If anything comes to mind, please email Dennis, Irene and Bill.</p> <p>There was discussion about CTE being part of Career Focus Fridays (CFF). Please email Kelly Green for more information.</p> <p>Camille shared a future agenda item regarding Guided Pathway success team discussion, and dialogue around applying to internships and work-based learning and embedding them into classes.</p> <ul style="list-style-type: none"> - Internships season is from November to March and having TC&S present for internships information, resume help, etc. - Get students paid for volunteer opportunities: LAEP is similar to federal works study. - Federal works study pays all student's salary. CalWORKs pays 75% of student's salary. - If a student works for profit: a percentage is paid, and the company pays the rest. For nonprofits, 90% is covered and the company pays 10%. - https://www.csac.ca.gov/learning-aligned-employment-program - Dennis will return to next CTE meeting with more information about LAEP

					<p>Janice shared a future agenda item regarding the data that Chialin shares. Chialin could help with showing the group how to interpret the data and how the group can support students using the data.</p> <p>Richard shared that there are high school tours on 4/29 and 5/6. He is working with Kelly Green to participate.</p> <p>Russ asked for help from the group because he is looking for tenured faculty to review five instructors. Please email Russ Pedersen if you are tenured and able to help.</p> <p>Dennis concluded the meeting by expressing his appreciation to the group. He shared that he is on campus Mondays, Tuesdays, and Thursdays and would be happy to meet people in-person.</p>
5	3:00pm		Adjourn		Meeting ended at 2:48pm

Next meeting: Tuesday, May 10 at 2pm

Recording Link:

<https://4cd.zoom.us/rec/share/q9YB6UluP3Ezw1WKvHbrlMev0aX3t2wogLdSm50lCaeJ5zGllRAf1fQ3wfxFjqCl.ZhEKJCUvgmYYTbJy?startTime=1649797345000>