



**Career and Technical Education (CTE)
Joint Academic Senate Committee**

October 13, 2015

Drescher Hall 300E Loft

1:00 – 2:15pm

In Attendance: Eve Adler, Fariba Bolandhemat, Salvador Carrasco, Stuart Cooley, Vicki Drake, Chris Fria, Michelle King, Erica LeBlanc, Ford Lowcock, Laura Manson, Kaysha Morgan, Maria Munoz, Tom Peters, Steve Peterson, Robert Rodriguez, Vicki Rothman, Saul Rubin, Gita Runkle, Perviz Sawoski, Odemaris Valdivia.

Call to order: 1:05pm

Public Comments: None

Approval of Minutes: September 22, 2015
Motion to approve by: Laura Manson
Second by: Eve Adler
All are in favor with the corrections mentioned.

Chairs Report

Fariba Bolandhemat mentions she attended the CTE Regional Conference on Saturday, October 10th where the Taskforce on Workforce Board of Governors presented. Fariba shares the document presented at the conference listing criteria such as Student Success, Career Pathways, Curriculum, CTE Faculty and Regional coordination. If we'd like to add anything further, we can compile and send it to this group.

New Business

Emeritus – Gita Runkle

Gita Runkle is the Associate Dean of Emeritus. Emeritus is a noncredit program in which 99% of students are over the age of fifty (50), 72% have a Bachelor degree, 77% are female, 37% live in Santa Monica, and 10% are SMC students. Some of the older adults are working after retirement – pursuing noncredit short term courses are a good solution to keep themselves relevant in the workforce. Courses are open entry, open exit and are open to anyone over the age of eighteen.

The state is encouraging community colleges to offer noncredit, unduplicated CTE courses for adults. These courses can complement the for credit programs where we would offer the basic introductory courses to prepare students for the for credit programs and to revamp existing skills. The current model is the noncredit ESL program. These classes are free, students can enter and exit as they please, repeat, and build their skills where many eventually enroll into the for credit English classes.

We started a collaborative process with CSIS and are looking at converting classes already in existence. Eventually, we would want to explore issuing certificates to those completing the requirements. To get the pilot program off the ground, we met with the CSIS Department Chair, identified a faculty member to write the curriculum, and met with Jennifer Merlic. The process is



the same as the for credit side where the curriculum needs to go through the Curriculum Committee, Academic Senate, Board of Trustees, and the Chancellor's Office. We are currently fine tuning the curriculum before going through the approval process.

Discussion and Recommendations on Developing CTE noncredit courses

Fariba Bolandhemat passes out a noncredit guideline document for developing short-term vocational programs with high employment potential. The subject matter of the document is geared more towards employment and the job market.

Erica LeBlanc confirms noncredit programs will not be developed without consulting with the credit program side. We will reach out and collaborate as there is a huge population in the Los Angeles community that needs another option for higher education that's not necessarily for credit. We will also work with departments to figure out the best way to present certificates to ensure there isn't any confusion with employers. The certificates issued would require two or more classes, would not be on any transcript nor is it mandated to be issued. The implementation of these non-credit certificates is currently on hold. We do not foresee these lower level courses needing any type of funding for equipment. Faculty hiring process is the same as on the for credit side – Emeritus would reach out to the chair for a recommendation, and invite faculty to sit on hiring panel.

The committee suggests creating a framework to ensure credit programs are not duplicated; courses are clear as to whether they're for credit or not for credit, Emeritus work closely with credit programs, possibly work in an articulation agreement, and start with programs having high employment potential.

V. Old Business

- a. Perkins 2015-16 Fall Grantee Meeting and 2016-17 Application Timeline
- b. Converting Departmental Certificates (less than 18 units) into Certificate of Achievement and Approval Process – Update on process of Regional approval of certificate

VI. Future Business Items

- a. Multiple Measures Assessment English/Math & 14-15 IE Report - Chris Gibson
- b. SMC 2016-17 Institutional Objective- Improving CTE Employment Outcomes – Tricia & Eve – October 27th
- c. Institutional Effectiveness Report <http://tinyurl.com/SMCIEReport2015>
- d. Update Strong Taskforce Workforce Recommendations (Tricia)
<http://tinyurl.com/SMCTaskforcedocuments>

VI. Announcements

- a. LAOCRC Inventory Base



VII. Adjournment: 2:16pm

2015 – 2016 Meeting Dates: Tuesdays, 1:00 – 2:15pm, Drescher Hall 300E (Loft)

Fall 2015:

October 13, 2015
October 27, 2015 (Bus220S)
November 10, 2015 (Bus 220S)
November 24, 2015 (Bus 111)
December 1, 2015 (Bus 111)

Spring 2016:

February 23, 2016
March 8, 2016
March 22, 2016
April 26, 2016
May 10, 2016
May 24, 2016