



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

October 11, 2016

Bus 111

1:00 – 2:15pm

In Attendance: Eve Adler, Fariba Bolandhemat, Salvador Carrasco, Stuart Cooley, Frank Dawson, Chris Fria, Gary Huff, Maria Leon-Vazquez, Ford Lowcock, Laura Manyweather, Kaysha Morgan, Maria Muñoz, Debbie Perret, Tricia Ramos, Vicki Rothman, Saul Rubin, Salvador Santana, Perviz Sawoski, Redelia Shaw.

Call to order: 1:06pm

Public Comments*

None

Approval of Minutes: September 20, 2016

Motion to approve by: Chris Fria, Second by: Tricia Ramos.

All are in favor, no oppositions, and no abstentions.

Chairs Report

None

New Business - Action Items

Review Strong Workforce Program (SWP) Application (60% local and 40% regional share) – Tricia Ramos

SMC has been approved for the local share portion of the grant where the regional share is now being discussed. We estimate to receive approximately \$900,000. Our main concern is the short time frame in which the funds need to be expended – within this fiscal year. We need to know by November what we're going to do with these funds, make sure the projects are permissible, and the distribution of funds is equitable.

The 60% portion is based on the following measures:

Increase Quantity – CTE Enrollment.

Improve Quality – skills gains, completion, transfer, employment rates, employment in field of study, earnings, median change in earnings, and proportion of students who attained living wages.

The Centers of Excellence has produced several labor market reports. It is recommended departments look at the data starting with the hourly wage of occupations falling under your area(s). For those occupations that are not high wage, we need to show a living wage. If you don't find what you're looking for, you may need to do an employer survey.

For the 40%, everyone is encouraged to look at their sector, and list of programs other colleges offer in order to start thinking of projects to work on. There is also a google docs that shows ideas other colleges have for the grant. We only need to work with one other college. If you have any questions regarding the data (which will be posted on the CTE shared drive), please involve Tricia Ramos in the conversation.

**Five minutes is allocated to anyone who wishes to address the CTE Committee on an agenda item, for general comments, or non-agenda items.*



Update: Converting Department Certificates – Tricia Ramos & Fariba Bolandhemat

We have been looking into getting department certificates transcribed. It would take the burden off individual departments and have students petition with the Admissions and Records Office. Between 2012 and 2015, over 400 department certificates were issued. If we were to do auto awarding, we could expect that number to be around 1,500.

There are some entry level and very low jobs that require certificates however, we should not be offering Certificates of Achievements and or Department Certificates if they don't lead to jobs. We need to figure out if we want to count completions so our funding increases or if it matters going on the student transcript?

Currently, we can have MIS manually upload the information needed – student names, ID numbers, and courses for the department certificates and these will count for the end of this year. For next year, Enrollment Services is looking into getting the course requirements into Degree Audit. We can also think about converting these into Chancellor's Office approved certificates.

At the moment, please gather your list of students and ID numbers for the past five (5) years for Department Certificates and send them to Tricia Ramos and Ruth Casillas.

Approval - AR 5150 Noncredit

The curriculum committee reviewed the AR 5150 and provided feedback. The CTE Committee suggests in removing the sentence "Exceptions include those noncredit courses meeting the needs of special populations such as, but not limited to, Emeritus College."

A motion to approve this change was made by Maria Munoz, and second by Maria Leon-Vazquez. All are in favor.

Enforcement of Prerequisites – Chris Fria

It has been discovered we are not in compliance when it comes to enforcing Advisory and Prerequisite course listings. In the past, when courses had enforced prerequisites, we noticed a significant drop in enrollments. There needs to be a formal prerequisite challenge where instructors are not responsible and department chairs do not get inundated with requests.

Guido DelPiccolo and Jamey Anderson are looking into taking all existing prerequisites and making them advisories. Counselors should be involved but we need to decide if we want to enforce prerequisites potentially creating more work for ourselves or try to get students to acknowledge the advisory.

Validate updates to Articulation list of CTE Programs – Maria Leon-Vazquez will send an email to everyone to make sure the check list is correct.



Future Business Items

- a. Priorities for SWP
- b. LaunchBoard- Data Coaches
- c. CTE Outcomes Survey
- d. CTE Plenary session and Pathway Academy
- e. Marketing CTE Programs

Announcements

Eve Adler has been appointed to the Statewide Senate Standards Practice Committee. There is a free conference on October 29th at Riverside State College to discuss new disciplines for monitoring compliance. Registration is required, mileage can be reimbursed through Tricia Ramos.

Adjournment: 2:30pm

2016 – 2017 Meeting Dates: Tuesdays, 1:00 – 2:15pm, Business 111

Fall 2016:

September 20, 2016
October 11, 2016
October 25, 2016
November 8, 2016
November 22, 2016 (Lib 275)
December 6, 2016

Spring 2017:

March 7, 2017
March 21, 2017
April 4, 2017
April 18, 2017
May 9, 2017
May 23, 2017 (TBD)