

## CTE Committee Minutes

September 29, 2009

- Announcement of CTE Principals meeting on October 20<sup>th</sup> at 12:30pm for lunch. Meeting to start at 1:30p.m. Requesting department to submit 5 PowerPoint slides to the office of workforce to be included in SMC CTE Programs Presentation to the SMMUSD principals.
- Announcement of Presentation to the Board of Trustees by the Office of Workforce & Economic Development on October 6, 2009.
- Data Collection Discussion- Jocelyn Chong
  - Goal is to develop the most efficient instrument to capture CTE Student data.
  - Currently all students enrolled in any CTE course are captured.
  - SAM Codes & TOP codes are the two key indicators of what qualifies as a CTE course.
  - Economically Disadvantaged student data is pulled from:
    - Financial Aid information – Student Data File
    - Self- Declared students on the VTEA survey form
    - Student Self Service portal online student application
  - Faculty would like to identify a way to track what students have completed or updated their student data on a semester basis. Currently the only reminder is the VTEA survey. Recommendations were made for how to remind faculty to complete the survey.
  - CTE committee agreed to continue paper surveys until protocols for online surveys are developed. Wendy Parise volunteered to assist with getting the Distance Ed classes on board and to help with the development of a procedure that could be rolled out to the faculty chairs. Process would include paper hand out and email reminders and confirmation of section # for those who had completed the survey.