

June 20, 2011

- I. Call to Order: 8:30 am
- II. CTE Research Results – CTE Concentrators Redefined & Completer/Leaver Survey Update – Presented by Tricia Ramos & Hannah Alford
 - a. Tricia discussed the success of research results which show the work that CTE departments and CTE students have accomplished.
 - b. Hannah reviewed the framework of the survey including: the new definition of CTE courses by SAM Code, the course success rates by SAM Codes, and the new definition of CTE Concentrator. Additionally, the committee reviewed a demographic comparison between CTE Concentrators and the College-Wide population. Lastly, the committee reviewed preliminary findings based on the surveys that were returned as of 6/17/11.
- III. CTE Technology Needs Discussion
 - a. Chris Fria discussed the technology issues of his department including, aging software and equipment, as well as the need of technology maintenance. As a potential solution to these issues the committee discussed the development of a mobile classroom format. A mobile classroom format, already used by other higher education institutions, requires students to purchase software packages and use their own computers. The discussion included pros and cons to such a shift such as, student access, limitation of wireless capability, financial aid requirements, and the potential of creating sections to accommodate the format.
 - b. The committee discussed their departmental current technology needs. The committee then reviewed the allowable uses of Perkins versus the need for a District commitment to the maintenance of technology. The conversation then focused on the future departmental needs for programs at AET and Bundy.
 - c. The Committee discussed the need for the departmental websites to be up-to-date and reflect all current programs and certificates.
- IV. Professional Development
 - a. The committee discussed options for professional development including: online video trainings, webinars, training on how to update the department's website, student success workshops, Google educational certifications, licensed tutorials (ex. element.com or Lynda.com), and refresher courses for faculty success workshops.
- V. Economic Forecast Report - Presented by Tricia Ramos
 - a. During the Retreat committee members reviewed the *Career and Technical Education in an Economic Context* report. This report outlines the current socioeconomic conditions that characterize the region that SMC serves. Although the document was not reviewed in its entirety key points were highlighted.
 - i. The committee discussed the potential for future reports to included an executive summary for each top code.
- VI. What is the Future? Perspective from Jeff Shimizu, Vice President, of Academic Affairs
 - a. Jeff reviewed the 2010-2011 Program Review Recommendations.
 - b. Jeff then focused on the 2011-2012 CTE Goals, specifically focused on rebranding the SMC's image to include the outstanding career programs offered by CTE that lead to quality jobs.

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- c. For the future Jeff envisioned creation of certificates , strategies to address basic skill needs of CTE students, interdisciplinary programs, and the continued discussion of prioritization of the Bundy Facility as “Career/WF/Economic Development” building.
- VII. Student Services – Enhancing CTE
- a. The following needs were identified by the committee:
 - i. Counselors need handouts to encourage CTE careers as options for students.
 - ii. Labor market data should continue to be distributed.
 - iii. Develop departmental internships for students.
 - b. Vicki Rothman presented Career Café and its uses to help create pathways for students.
- VIII. Role of the CTE Committee
- a. The committee recognized the following motives to participation in meetings
 - i. Support of other CTE Programs
 - ii. Marketing of CTE to the campus and industry/community.
- IX. CTE Strategic Discussion
- a. Funding Allocation Priority
 - i. The committee set a goal of developing a rubric to decide allocation of Perkins funds. The committee agreed that the rubric should reflect the institutional ILOs.
 - ii. The group agreed that to avoid waste, when money is not spent by a certain deadline (to be determined at a later point) it should be reallocated.
 - iii. The committee also discussed the possibility of partially basing fund allocation on participation in committee. Alternatively, if programs have unused funds by the deadline a second round of fund allocations may be distributed based on participation in committee.
 - iv. The committee discussed, but ultimately rejected the idea, that the priority for funding should be based on the number of students served. This was seen as a hindrance to small programs. Furthermore, the committee agreed that student success, not the number of students, should be prioritized.
 - b. Perkins requirements and limitations were discussed.
 - c. The committee discussed participation of the CTE departments in the Fall Opening Flex day and Welcome Day.
 - d. The committee agreed on the goal of continuing to work on the Branding and Marketing of CTE departments. To that end, the committee agreed that Bruce Smith should be invited to a committee meeting.
- X. Wrap – Up
- a. Next CTE meeting to be held on September 13, at 12:45pm, in the Library Conference room.
- XI. Adjournment 4:15 pm