



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

September 8, 2015

Drescher Hall 300E Loft
12:45pm – 2:00pm (Sept. 8th only)

In Attendance: Eve Adler, Fariba Bolandhemat, Salvador Carrasco, Ruth Casillas, Fran Chandler, Stuart Cooley, Frank Dawson, Cliff Dobbs, Vicki Drake, Chris Fria, Yiching Grace, Maral Hyeler, Michelle King, Maria Leon-Vazquez, Ford Lowcock, Laura Manson, Kaysha Morgan, Maria Muñoz, Dawn Murphy, Debbie Perret, Tom Peters, Steve Peterson, Vicki Rothman, Saul Rubin, Perviz Sawoski, Sal Veas.

Meeting Commenced: 1:00pm

Approval of Minutes: June 2, 2015

Motion to approve June 2, 2015 minutes by Sal Veas

Second by Chris Fria

No Abstentions.

Chairs Report

Fariba Bolandhemat thanks everyone for attending and asks individuals to introduce themselves since there are new attendees to the regularly scheduled meetings. As the new committee chair, Fariba would like to be able to fulfil the goals and objectives set by the committee. Dawn Murphy is the new administrator on the committee. The floor is opened up for any announcements.

Some of the major items of business are from previous committee meetings.

Major Items of Business

Update on CTE View book and Website - Kaysha Morgan

<http://www.smc.edu/AcademicAffairs/Workforce/Documents/CTE%20Viewbook%202015.pdf>

The CTE Viewbook was passed out. Kaysha reports all the content for the CTE programs has been updated on the website to correspond to the viewbook. There have been issues with the coding which has caused delay in publishing the site. The website is not functional but Kaysha will send out the link today for programs to review their pages.

Perkins 2015 - 2016 Fall Grantee Meeting and 2016-17 Application Timeline - Frank Dawson

The committee dates and deadlines calendar was passed out. Frank states the Perkins application is not posted yet but it would help to have an overview training on the grant application. Chris Fria mentions the Chancellor's Office website has a lot of information on the grant. Frank states he will work with Fariba and Ruth on the grant timeline.

Because of the states focus on developing pathways, we hope to set aside funds for new program development in terms of converting them into true pathways, interdisciplinary,



sequences courses, identifying skill development, and adding activities for skill development. Frank encourages programs to view their disciplines to sequence pathways. The funds we wish to set aside would be used for stipends, professional development, and equipment.

Every month Frank and Tricia attend the LAOCRC meetings in which program applications go through for approval in which LAOCRC members vote to move forth. We are trying to make it possible for you to see what other colleges are submitting where a lot of programs are tied to emerging occupations in our region. A new advisory board is not needed if you plan on adding a new section to an existing program. We will make a list of past program submissions to have for the next meeting.

Converting Departmental certificates (less than 18 units) into Certificates of Achievement and Approval Process - Fariba Bolandhemat and Frank Dawson -

<http://tinyurl.com/SMCLOWDLdocs>

Fariba noted that department certificates are not recorded on students transcripts. Each program needs to submit their proposal separately. Students need to be clear on the difference between a department certificate and certificate of achievement so they don't stop taking classes. SMC's auto awarding does not include department certificates as those courses are not in the MIS system.

LOWDL is strict when it comes to submitting certificates with the same name – it is suggested to think about the name of the certificate and possibly adding “core” to it. Some have heard the Chancellor's Office is backed up and puts lower level certificates at the bottom of the pile. Fariba will look into this and inform the committee of her findings.

Update on LA HI-TECH & Dual Enrollment – Frank Dawson & Maral Hyler

Frank Dawson reports we had over 107 students enrolled in the LA HITECH program inspite of all the personnel changes at the high schools. This year we plan to double the student enrollments to 200 students.

Maral Hyeler states five to six years ago SMC had a large dual enrollment program then Title V changed which no longer allowed us to offer courses outside of our service area. The large program shrunk to five to six class offerings. Thanks to LA HITECH we are now offering Media 1 CSIS, and ECE courses at Santa Monica High School. With AB282 – it still presents the same challenge where we need to obtain approval to go outside of our local service area. For instance, we cannot offer classes at Culver City High School unless West LA College gives us permission - the service area is determined by zip code. However, the act does make it easier for students to enroll – the class(es) needs to be advertised for 30 days and accessible to SMC students. If SMC students enroll we inform them the majority of students in the course will be high school students. Another challenge we face is mirroring high school schedules with the college's. High school classes are only one hour and we may have instructors not wanting to be at the high school for three days out of the week. We may be thinking about offering hybrid courses to be able to work with the high school schedules better.



With AB288 high school students will be able to take more than two classes whereas before were restricted to two classes. The overall language of the act encourages colleges to be more open.

We need to help our faculty understand the age group of the students and have them show the students the ropes since this is typically the first college course the students are taking. All the courses we are offering are introductory and allow students to explore their interests and are UC and CSU transferable which adheres to what the California Department of Education wants – a seamless transition from high school to college. We may be offering Counseling 1 at the high school to assist the students with study skills and career exploration – at the request of the high schools since some students stick around after school with nothing to do.

Professional Development and Winter CTE Institute - Eve Adler

This Professional Development piece originated out of the LA HITECH grant. Our faculty are going to high schools in which faculty need to know different pedagogical strategies for different audiences. We are working with The Center in developing two workshops – the first workshop focuses on what LA HITECH is, and the second on pedagogies and project based learning. Participants will receive a stipend for attending the workshops. Faculty who attend the LA HITECH and pedagogy workshops will automatically be accepted into the Winter Institute.

The tentative application to these workshops is projected on the screen and feedback was given. The workshops will be held on October 16th and November 12th. Department Chairs will have a better idea of which faculty is better suited to teach in LA HITECH based on their attendance in these workshops. It is suggested to state at the workshops attendance does not guarantee employment in LA HITECH. It is noted there is a difference with who is mapping out the pathway and who is teaching the LA HITECH classes.

2015-2016 Recommendations for CTE Committee Priorities - Fariba Bolandhemat

Fariba asks if the committee has any goals and or objectives it likes to see as action items. The information department is looking at how we can improve our placement data but if there are subjects to be covered please email Fariba. Dawn Murphy would like to present at the next meeting regarding the advantages and disadvantages in developing noncredit certificate programs under Adult Education.

Information Items

These items will be presented at future CTE Committee meetings. Fariba would like to solicit input for noncredit courses since the Chancellor's Office will be releasing funds for non credit programs. Emeritus is looking to offer CTE Certificates to senior adults. More information will be given at the next CTE Committee meeting.

Update on Automatic Certificate & Degree Awarding – CTE (Esau Tovar)
SMC 2016-17 Institutional Objective- Improving CTE Employment Outcomes (Tricia)
Institutional Effectiveness Report <http://tinyurl.com/SMCIEReport2015>
Multiple Measures Assessment English/Math. & 14-15 IE Report (Chris Gibson-IR)



Update Strong Taskforce Workforce Recommendations (Tricia)
<http://tinyurl.com/SMCTaskforcedocuments>

V. Announcements

a. CTE Representative on IE Committee – Eve Adler

VI. Adjournment: 2:00pm

Next Meeting: September 22nd, 1 – 2:15pm, Loft (note time change -- 2015-16)