



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

December 6, 2016

Bus 111

1:00 – 2:15pm

In Attendance: Eve Adler, Fariba Bolandhemat, Dione Carter, Stuart Cooley, Frank Dawson, Chris Fria, Maria Leon-Vazquez, Ford Lowcock, Laura Manson, Kaysha Morgan, Maria Munoz, Debbie Perret, Tom Peters, Tricia Ramos, Vicki Rothman, Saul Rubin, Perviz Sawoski, Sal Veas.

Call to order: 1:06pm

Public Comments*

None

Approval of Minutes: November 8, 2016

Motion to approve by: Perviz Sawoski

Second by: Eve Adler

Chairs Report

Today's meeting is the last for the fall semester. If you have any topics you'd like to discuss during the spring semester, please email to Fariba Bolandhemat and Tricia Ramos. One of today's topics includes SAM Codes which Jennifer Merlic will go over but we're hoping when courses are entered into curricUNET CTE faculty could have the ability to enter the SAM code so that courses are not miscoded.

New Business - Action Items

EMSI Job Analyst Overview (Webinar) – Erin Baird

Tricia gives a quick introduction of EMSI data analyst and how we use it along with Career Coach. Today's webinar will be on a new module launched by EMSI - Job Analyst Posting. Erin Baird reviews the new tool to help make data driven decisions.

SAM/TOP Codes –Jenny Merlic

The Chancellor's Office of Curriculum Inventory (COCI) is currently making substantial changes to the system but it's very intensive to make just one change. There are a group of colleges using the pilot software which will roll out in January. The policies here at SMC are not changing but we do have new control codes that are assigned to courses and are linked to our MIS department. We are committed to changing the codes and assist as much as we can.

Hannah Lawler mentions the Statewide Senate allows for us to come up with bulk corrections. If courses are miscoded due to a typo, then a bulk of corrections can be submitted otherwise we'll have to correct one course at a time. Hannah is fine with continuing to update the courses manually.

Jenny notes that SAM codes are in curricUNET but most faculty don't know what that is or what a TOP code is therefore Academic Affairs has been assigning the codes themselves. Faculty

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



can recommend SAM codes in the rationale section of curricUNET. Also, a lot of our Course Outlines of Records are not up to date, please double check they are correct. We had to manually correct them, and have been slowly updating them as program review has been conducted.

Tricia mentions as you go through the through the LaunchBoard tool and see a discrepancy, double check your SAM codes to make sure your program course data is accurate.

Priorities for Strong Workforce Program – Tricia Ramos

The regional projects we submitted are programs that have a high chance of getting funded. Most of our programs were approved by the voting colleges but there still needs to be another level of approval which means we still might not get funded. Originally thought the funds would be based on CTE FTE's but this was not the case.

We need to collectively decide what our program priorities are. We should invest in things that are going to improve such as recruitment/enrollments. The committee suggested meeting on January 6th to discuss program priorities and possibly building and infrastructure that would help with the success of our CTE programs. Tricia will send out the local share application.

Equipment Inventory - Not discussed

Perkins Application - Not discussed

Perkins (and other) Audits- Not discussed

Future Business Items

CTE Plenary session and Pathway Academy
Marketing CTE Programs

Announcements: None

Adjournment: 2:45pm

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
December 6, 2016

Spring 2017:

March 7, 2017
March 21, 2017
April 4, 2017
April 18, 2017
May 9, 2017
May 23, 2017