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|  | **CTE Steering Committee Agenda & NOTES** **February 18 , 2016, 9:00-11:00 am, at Rosenberg 518** |
| 9:00  | Welcome, please sign in, introductions**Attending:*** **Wendy Miller**
* **Annette Peig**
* **Olallo Fernandez**
* **Steven Brown**
* **Jim Connors**
* **John Carrese**
* **Carmen Lamha**
* **Steven Raskin**
* **Carin Zimmerman**
* **Peachy de Jesus**
* **Craig Persiko**
* **Robert Del Vecchio**
* **Richard Wu**
* **Lorraine Leber**
* **Minda Dudley**
* **Darvin Huang**
* **David Yee**
* **Hitesh Soneji**
* **Ilona McGriff**
* **Kathy White**
* **Sheila McFarland**
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| 9:10  | Announcements * **Steven Brown’s HORT departments Spring plant sale will be on 5/5, 11-3pm. Fliers forthcoming**
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| 9:15  | Committee Business:* Minutes of 11/19/15 meeting – approved via email December 2015
* Meeting dates for Spring and Fall 2016
	+ **Thurs, 2/18/16, 9-11am, Rosenberg 518.**
	+ **Fri, 9/9/16, 1-3pm, location TBD**
	+ **Thurs, 11/17/16, 9-11am, location TBD.**
* Review official membership – Welcome new member Richard Wu from CNIT
	+ **Membership list is missing Bob Del Vecchio, Darvin Huang**
* Allocation subcommittee election results
	+ **Congratulations to Steven Brown (HORT) & Kyle Thornton (Radiology), who were elected. Thank you to all who ran or voted!**
	+ **ITS will have presence at meeting. Discussion of whether that is okay or necessary, given that ITS has sign-off power on applications requesting technology. Committee rules do not include provision for non-members to attend the meeting (ITS are not members). Craig and Carmen will meet w/ Jay to discuss.**
	+ **Motion: The chair(s) of the CTE Steering Committee, will sit on the Allocation Subcommittee in a non-voting capacity, unless the chair(s) have been elected to the Allocation Subcommittee. Moved James Connors, Second Sheila McFarland – Passed unanimously**
* Election of new CTE Steering Committee Chair
	+ **Nominations: Carmen Lamha (CNIT) & Craig Persiko (CS) as co-chairs for spring 2016. Richard Wu (CNIT) & Craig Persiko (CS) as co-chairs for Fall 2016. Moved Sheila McFarland, Second Steven Brown – Passed unanimously**
	+ **Chair election happens annually in February**
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| 9:40 (approx.) | ~~Theresa Rowland, AVC of Workforce, may choose to speak to the group~~**Theresa was unable to join us because she was attending a conference.** |
| 10:20 | FY 2016-17 Perkins allocation process* MIS Data Submission and certification. 25% drop in economically disadvantaged CTE students reported for the 2016-17 allocation means that we will have substantially less money to allocate directly to departments
	+ **Carmen is helping Diana Markham with Ed Tech department & will help figure out how to gather data for online students**
	+ **Surveys going to every section of every CTE class**
	+ **People need to check SAM Codes for their courses as they write or modify course outlines**
* Notes on timeline (from 11/19/15 meeting)

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| **Dec 2015** | **Allocation Subcommittee elections – Happened in Feb** |
| 1/26/16 | Request for Proposals released |
| **Jan-early Feb** | **Allocation Subcommittee member volunteers Tracy Burt, Carin Zimmerman, Tannis Reinhertz help write FAQs for wide distribution – NOT COMPLETED** |
| Throughout February, 2016 | Drop in or by appointment help sessions for applicants **Wendy is no longer able to conduct these sessions, and has asked current & past Allocation Subcommittee members to help those who have questions.****Carin Zimmerman (BTEC) volunteers to help people, but cannot host drop ins. Carin has notes on rubrics. If you need help on your application, please contact her for an appointment** |
| February 23, 2016  | Departments proposing technology must consult with ITS and receive sign off per directions in RFP. |
| 3/15/16 | Proposals due in CTE office (Electronic Word documents MUST be submitted in addition to hard copy with wet signatures) |
| 3/18/16 | Allocation Subcommittee members pick up packets for scoring |
| 4/5/16 | Scores due back in CTE office |
| 4/15/16 | Allocation subcommittee meets to make funding decisions |
| 4/22/16 | Award letters issued |
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| 10:40 | Questions? Concerns?* **Due to our enrollment decline, our State allocation amount is going down. Applicants should be very thoughtful and possibly more conservative. There is lots of other money coming down from state (non-Perkins) for CTE, so Perkins is not the only possible funding source.**
* **Successful proposals clearly link data to need, proposed project, workplan, outcomes, and prioritized budget. They are focused on improving student outcomes and likely to produce measurable results.**
* **Discussion of building even closer relationship with program review process.**
* **Discussion of strength of faculty-controlled allocation process**
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| 11:00 | Adjourn |

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| CTE STEERING COMMITTEE MEMBERSHIP |
| Brown, Steven - Environmental Horticulture/Floristry |
| Burt, Tracy - Child Development/Family Studies |
| Carrese, John - Economic Development  |
| Cataldo, Beth - VMD |
| Connors, Jim - Administration of Justice/Fire Science |
| Conrad, Diva - Business |
| Corry, Megan - Health Care Technology |
| De Jesus, Peachy - LVN |
| **Del Vecchio, Robert – BTEC**  |
| Devlin-Clancy, Maura - CNIT |
| Dudley, Minda - LVN |
| Ferreira da Silva, Claudia - CNIT |
| Guichard, Margaret - Health Care Technology |
| Heredia, Maria - Counseling Services |
| **Huang, Darvin - ENGN** |
| Jensen, Carol - Business |
| Lamha, Carmen - CNIT |
| Massin, Terri-  ESL |
| McAteer, Bob - Photography |
| McFarland, Sheila A - BEMA |
| Miller, Wendy-Fashion (chair) |
| Padilla, Rodolfo - Business |
| Peig, Annette Guevarra - Vocational Nursing |
| Persiko, Craig - Computer Sciences |
| Raskin, Steven M - Photography |
| Reinhertz, Tannis - Culinary Arts |
| Rosenberg, Stephanie-Business |
| Skinner, Janey - Health Sciences |
| Soneji, Hitesh - Engineering & Technology |
| Sparks, Jack - Continuing Student Counseling |
| Stevenson, David - VMD |
| Thornton, Kyle Richard - Radiologic Sciences |
| White, Kathleen - Child Development/Family Studies |
| Wong, James - Counseling Services |
| **Wu, Richard - CNIT** |
| Zimmerman, Carin - Engineering and Technology |

NOTE: New members are in **bold –** Membership as of 02/18/16

Names in **BLUE** are official members left off this list accidentally