**CTE Steering Committee Agenda and *Notes***

**September 11, 2015, 10:00am – noon, at MUB 260**

**September 15, 2015, noon - 2:00pm, at E 200**

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| **10 mins** | **Welcome, please sign in, introductions**  **In order to accommodate as many people’s schedules as possible, the committee held two sessions of the meeting, following the same agenda.**  **9/11/15 Attendees:**   * **Wendy Miller, chair** * **Andrew Chandler, ARCH** * **Carol Meagher, BUS** * **Bob McAteer, PHOTO** * **Kimberly Harvell, Dean School of Business, Fashion, & Culinary** * **Edie Kaeuper, BTEC** * **Carin Cass Zimmerman, BTEC** * **Olallo Fernandez, ARCH Cnst Mgmt** * **Lorraine Leber, VMD** * **Craig Persiko, CS** * **Jim Connors, FSC** * **Li Lovett, Counseling** * **Sheila McFarland, BEMA** * **Hitesh Soneji, ENG** * **Tiffany Ren, DENTAL** * **Kathy White, CDEV** * **Tanya Lyles, AERO** * **Annette Peig, LVN** * **David Yee, Dean School of Science, Engineering, & Math**   **9/15/15 Attendees:**   * **Wendy Miller, chair** * **Diane Green, FASH** * **Maura Devlin-Clancy, CNIT** * **Terri Massin, VESL** * **Beth Cataldo, VMD** * **Nora Goodfriend-Koven, Health Ed - Healthcare Interpreting** * **Carmen Lamha, CNIT** * **Kyle Thornton, DMI** * **Claudia daSilva, CNIT** * **Jeff Lamb, Dean School of Fine, Applied, & Communication Arts** * **Annie Mayer, LVN** * **John Carrese, COE** * **Anna Geyer, CINEMA** |
| **20 mins** | **Committee Business:**   * **Review official membership (handout – attached)** * **Current membership list and current Allocation Subcommittee membership list were distributed and discussed. All non-members were urged to file a committee interest form to be officially named to the committee. There may be a time lag between committee appointment and posting on AS webpage** * **Allocation Subcommittee discussion: structure and openings discussed. Only official members of CTE Committee can run for or vote for allocation subcommittee. Discussion of possible improvements to subcommittee election process. Ideas included:**    + **Make sure only those able and willing to serve run for the subcommittee. A self-nomination or opt-in form for eligible candidates might work.**   + **Maybe do ranked voting to eliminate ties.**   + **Tweak rules so greater time is required between terms. Current rule is one year off between 3-year terms.**   + **Find ways to get more departmental/programmatic diversity on the subcommittee, such as departmental representation, sector, or division/school representation.** * **Committee members agreed that our current faculty-controlled allocation process needs to be preserved because it is respected and effective. Above ideas for improving diversity of representation on the subcommittee, and modifying the election process will be considered.** * **Current practice of subcommittee elections at end of fall semester or very beginning of spring semester allows time for as many folks as possible to be officially appointed to the committee. That increases both the candidate & eligible voter pool.** * **Elect chair for FY15-16** * **At both sessions of the meeting, the Chair called for nominations from the floor for 2015-16 CTE Advisory Committee Chair. The only nominee at each session was Wendy Miller, who was elected by acclamation.** |
| **20 mins** | **FY 2016-17 Perkins allocation process**   * **Timeline (handout -- attached)** * **Internal CCSF Perkins allocation timeline is dictated by state master calendar. Dates on handout are similar to pacing of previous years.** * **Process improvements based on your suggestions** * **Last year we modified the application form to more closely mirror the reporting required by CCCCO, and included a scoring rubric for proposers. Will make some additional changes this year, based on lessons learned from last year.** * **Please pick one TOP code for your application, if possible. If you have widely divergent programs or TOP codes, please do program-specific applications.** * **Discussion of scoring proposals:**    + **All agree the faculty review process should be kept.**   + **Current practice is not to disqualify poorly-written proposals, because there may be negative consequences for students. Proposals that do not follow guidelines/directions are dinged in scoring, so rank lower and are considered later in the process.**   + **Discussion of the merits of imposing more serious consequences for proposals that do not follow guidelines or are poorly written. No decision reached to do so. Scorers may be strict or lenient, as long as they are internally consistent.** * **Help sessions for applications** * **Sparsely attended last year, though there were 8 drop-in sessions. Will hold sessions again this year, please take advantage of them!** * **Suggestion that the help sessions begin earlier in the year when departments are doing program review.** * **Option for departmental/school meetings with Dean & reporting departments to discuss plans/ ideas for Perkins projects, and receive guidance from Perkins Coordinator.** * **Changes in state priorities** * **CCCCO CTE division is now staffed up, and they are more actively involved in monitoring Perkins activities** * **All requests should be framed in terms of Core Indicators (skills attainment, completions, persistence/transfer, employment, non-traditional/special pops participation & completion).** * **Our new disaggregated SLO data could be used to round out the picture from Core Indicators** * **We’d like to move away from routine computer upgrades and focus on data-driven projects focused on improving student outcomes. Program-specific equipment is always good.** * **Outcomes reporting** * **Please expect a template for reporting quarterly and final outcomes. Final report will come during summer, so look for it.** |
| **10 mins** | **Advisory committee meeting forms and documentation**   * **Part 1 (list of advisors and contact information) is due October 12. Deans should be working with departments to make sure those are submitted.** * **Advisory committees should be by program. Some departments (such as Auto/Moto/Construction, Health Info, Health Ed, Engineering) have programs diverse enough to require separate advisory committees.** * **Your Deputy Sector Navigator may be able to help you convene industry reps, and help defray the costs of refreshments. For a list of DSNs and sectors, visit the *“Doing What Matters”* website** [**http://doingwhatmatters.cccco.edu/**](http://doingwhatmatters.cccco.edu/%20) * **Not all programs are represented by a sector (Child Development, public safety, construction)** |
| **15 mins** | **New program review developments**   * **Curricunet** * **Improved access to labor market data sources** * **New resource guides for how to use LMI and sources to answer common questions developed by COE and WestEd. Links to those posted on CTE website.** * **Lots of labor market info for specific occupations available at Center of Excellence website** [**http://coeccc.net/**](http://coeccc.net/) * **Connections with program review (write it once, use it twice)** * **New program review through Curricunet will preserve similar questions from previous years, but will provide more prompts and drop-down menus. PR changes have been presented to college community for input. What you write about will remain consistent with previous years.** * **Observation that Perkins applications and program review timelines don’t line up. Discussion about alignment:**    + **Maybe Perkins thinking could begin in fall semester. Preparation meetings starting in September while people are working on program review -- think of ways to align timelines.**   + **How specific is program review plan/priority in terms of Perkins proposals? What is / how much info about Perkins proposal needs to go into program review.**   + **How does PR roll up into budgeting?**   + **Dept improvement plans should be based on data (SLO, PLO, Advisory input, LMI, Core Indicators). Plans should go into PR, regardless of applicable funding source. Perkins-appropriate projects should be copied/pasted into Perkins application** |
| **15 mins** | **Recommendations of the statewide Strong Workforce Taskforce**   * **Very high-level. Draft report and recommendations will be posted on CTE website.** * **Wait and see what this may mean down the road. One clear recommendation is increased, sustained funding levels for CTE that reflect the higher cost of these programs. Request is to get CTE off the grant hamster wheel.** |
| **30 mins** | **Other, Q & A**   * **Chair reported on data issues and efforts to correct 2014-15 MIS reporting which determines Perkins allocation for 2016-17.** * **Group agrees on need for dedicated CTE Counselors, and want a college-wide discussion on that need.** |
|  | **Adjourn** |