



Minutes of February 13, 2018

CTE Meeting

PRESENT:

Karen Daar, Amanda Davies, Laurie Nalepa, Nona Matatova, Promise Williams, Susan Navarro, Valeria Covarrubias, Tasos Sioukas, Jack Condon, Elmida Baghdaserians, Gloria Daims, Chris Petrini, Clive Gordon, Gerry Clark, Michael Rahni, Bill Hendricks, Amber Angel, Marni Roosevelt, Richard Kahn, Cheryl Pearson, Doug Marriott, Joe Benson, Cathy Pyles, Cathy Jin, Llanet Martin, Fay Sheikholeslami, Emily Mutanda

ABSENT:

Eugenia Sumnik-Levins, Dan Watanabe, Chad Sustin, Adrian Castillo, Eric Swelstad, Jerzy Gorecki, Preetha Puthiankunnel, Christian Nova

I. CALL TO ORDER – Laurie Nalepa at 1:05 pm

II. CERTIFICATE UPDATES

- a. The current unofficial count of certificates awarded for 2017-2018 is 170. Official numbers will be confirmed by the Office of Institutional Effectiveness (OIE¹) and Admission and Records. Remember to promote your certificates to your students!
- b. Once CTE achieves access to contact students who are close to receiving a certificate, we will contact them and inform them of the next step. This service is pending technology and emergency services departments volunteered to participate in the pilot program.
- c. Discussed was the new funding formula pending approval, effective July 2018, all Community Colleges will receive funding based on 50% on enrollment, 25% on population need (e.g. BOG, Pell Grant), and 25% on completion.
- d. Admissions and Records and Academic Affairs are still in discussion of where [certificates](#) will be housed and awarded in 2018.

¹ OIE-Office of Institutional Effectiveness formerly known as Research and Planning.

III. PERKINS SURVEY

- a. List of students who have not completed the Perkins Survey will be sent out via email. Instructions on how students will find and access the survey in PeopleSoft will be attached.
- b. **Please do not** make copies of old paper survey, the survey is different and financial brackets have changes.
- c. Students will be able to see their CTE survey for the whole school year (e.g. summer 2017, fall 2017, winter 2017, and spring 2018) if they did not complete it.

IV. SWF ROUND 2 ACTIVITIES

- a. All individuals who were awarded funds shared their proposed activities.

V. TOP CODE ALIGNMENT PROJECT

- a. Top Code Alignment Conference Call Thursday, February 22, 2018 at 1pm.
- b. Top Code Alignment Project will be Friday, March 2nd, 2018 in ACA 2504.
 - Sect 1: 9:00 am - 10:30 am: Broadcasting, Media Arts, Cinema
 - Sect 2: 10:30 am - 12:00 pm: Child Development
 - Session 3: 12:30 pm - 2:00 pm: Business
 - Session 4: 2:00 pm - 3:30 pm: Engineering, Manufacturing, Electronics

VI. PERKINS MINI GRANT PROPOSAL DRAFT

- a. Due Monday, March 19, 2018 at 4pm. Turn in proposals to Academic Affairs. The Committee will review the proposals, during the week of March 26-30, 2018. Judges will be Jack Condon, Jerry Clark, Elmida Baghdaserians, Laurie Nalepa, and Karen Daar.
- b. There will be two pools for proposals \$0 - \$14,999 and another for \$15,000 - \$24,999. There is no limit on how many proposal can be submitted. However, a proposal can only be submitted to one pool of funds. Note if awarded, 50% of the funds must be used by Tuesday, February 12, 2019.
- c. Ranking for proposals will be released Tuesday, April 10, 2018.
- d. Remember to submit the hard copy, get a Department Chairs signature, and include a budget. If your budget has salaries, you must include 16% for benefits.

VII. HIGH SCHOOL EVENTS

- a. CTE Transition Ideas- Trying to find more activities to work with high schools. The grant ends June 30th, 2018. These funds can help with articulating more courses for high schools.
- b. There will be two CTE days: the first day is on Thursday, February 22, 2017 from 10:00 am - 1:00 pm at John Burroughs high school. The second day is on Friday, February 23, 2017 from 10:00 am - 1:00 pm at Burbank high school.
- c. El Camino High School- Will be having a CTE day Wednesday, March 21, 2018.
- d. Birmingham and Cleveland High Schools will be at LAVC Wednesday, March 21, 2018.

- e. Burbank and Burroughs High Schools will be at LAVC Wednesday, April 11, 2018.
- f. Van Nuys High School will be at LAVC Wednesday, April 18, 2018.
- g. Grant High School is pending.

VIII. CCCAOE CONFERENCE

- a. Sacramento Conference, has added a day for faculty Friday, March 9th, 2018.

IX. CURRICULUM AND ARTICULATION

- a. New procedures will be discussed at next CTE meeting on March 13, 2018.

X. TRANS GENDER INITIATIVE

- a. The Transgender Summit will be Friday, February 23, 2018 at LA Trade Tech. This is part of a district initiative on gender and non-conforming for all workplace environments. Workshops will be available for faculty, staff, community members, and students.
- b. Career Panel- Will be Thursday, April 26, 2018, 12 pm – 1 pm at LAVC in the Fireside room. There will be a career panel with panelist who identify across the sexual identity spectrum.

XI. CAREER SPECIALIST POSITION

- a. This position will be funded by Strong Workforce. This will be an ISA Position. It will be open to full-time faculty to apply.

XII. BEST PRACTICES ASSESSMENT RESULTS

- a. SLO Findings to help with best practice to use across all disciplines, will be incorporated as an agenda item in a future meeting.

XIII. OTHER ITEMS

- a. The Mosaic Center- is a space located in Student Services center, 2nd floor. It is houses veterans, black scholars, and dream resource center. The space includes computer labs, counseling hours, and serves as a satellite tutoring center.
- b. Hire a Hero – Is an event that will be held Thursday February 15, 2018, 9am-2pm in Monarch Hall.
- c. Helping Hands- is an organization dealing with student homelessness on campus. Helping Hands assists students with housing and meals. In addition students have access to required school textbooks needed to finish school successfully.

XIV. DEPARTMENTAL EVENTS

- a. Business- Entrepreneurial Boot Camp starting after spring break.
- b. Music- Developing a DJ workshop.
- c. Media Arts- Will be doing Boot Camps for Vlogging, in April.
- d. Career Panels- Child Development, March 1st, in ACA.
- e. Career Panels- Business, March 21st, in Business Journalism.
- f. Child Development- Will be hosting writing clinics.

XV. NEXT MEETING PLACE

- a. Tuesday, March 13, 2018, at 1 pm - 2:30 pm, in ACA 2606.

XVI. ADJOURNMENT – Laurie Nalepa at 2:40pm