



Minutes of March 13, 2018

## CTE Meeting

### PRESENT:

Karen Daar, Amanda Davies, Laurie Nalepa, Nona Matatova, Promise Williams, Susan Navarro, Valeria Covarrubias, Eugenia Sumnik-Levins, Tasos Sioukas, Jack Condon, Elmida Baghdaserians, Gloria Daims, Chris Petrini, Gerry Clark, Bill Hendricks, Marni Roosevelt, Preetha Puthiankunel, Cheryl Pearson, Richard Kahn, Doug Marriott, Jared Franco, Ray Mathieu, Ellie Rabani

### ABSENT:

Michael Rahni, Amber Angel, Dan Watanabe, Chad Sustin, Eric Swelstad, Christian Nova, Jerzy Gorecki, Joe Benson, Cathy Pyles

### I. CALL TO ORDER – Laurie Nalepa at 1:03 pm

### II. CERTIFICATE UPDATES

- a. The current unofficial count of certificates awarded for 2017-2018 is 183. Official numbers will be confirmed by the Office of Institutional Effectiveness (OIE<sup>1</sup>) and Admission and Records. Remember the standard is 10 awarded certificates, per certificate, per school year.
- b. 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.
- c. Admissions and Records and Academic Affairs are still in discussion of where [certificates](#) will be housed and awarded in 2018.

### III. PERKINS SURVEY

- a. A list of students who have not completed the Perkins Survey will be sent out via email to instructors. Instructions on how students find and access the survey will be attached.
- b. 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. We will be contacting student via email for the past semesters, who have not completed the survey.
- c. We need online surveys to be our priority. However, in May we will send out a new paper survey as a last resort, because they now take 10–20 minutes to input manually on our end.

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<sup>1</sup> OIE-Office of Institutional Effectiveness formerly known as Research and Planning.

#### **IV. 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, Valeria Covarrubias, 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 department chair is not available; they need to send a confirmation email to Laurie Nalepa. It needs to say they are approving the mini grant submission before Monday, March 19, 2018 at 4pm. If your budget has salaries, you must include 16% for benefits.

#### **V. TOP CODE ALIGNMENT PROJECT**

- a. An email will be sent out to all participants of the Top Code Alignment that occurred March 2<sup>nd</sup>.
- b. Here is Information on the [soft copies of all the binders](#) that were reviewed.

#### **VI. CURRICULUM AND ARTICULATION**

- a. The Curriculum Development Requirements have now been standardized.
- b. Curriculum Development is faculty driven. New courses that are being developed need to be linked to a degree and certificate. Courses need to have measurable SLO's.
- c. Teacher initiative academy (TIA) - is having a teacher learning initiative academy to help with curriculum development and course restructuring. For more information, contact Sorangel Hernandez at [HERNANSP@lavc.edu](mailto:HERNANSP@lavc.edu).

#### **VII. BEST PRACTICES ASSESSMENT RESULTS**

- a. SLO Findings to help with best practice to use across all disciplines, will be incorporated as a sharing activity on Tuesday, April 10, 2018.

#### **VIII. Advisory Board Meetings**

- a. Advisory board meeting PO's with all signature, are due before Monday, April 16, 2018.
- b. Food budget is \$150.
- c. All Advisory boards should be scheduled for April and May. Invite administrative presence please invite the CTE counselor, President, Vice President of Academic Affairs, and Deans.
- d. Business- Friday, April 27, 2018.
- e. Child Development- Friday, May 4, 2018.

**IX. DEPARTMENTAL EVENTS**

- a. Business- Free Entrepreneurial Boot Camp for six Saturdays starting April 14<sup>th</sup> – May 26<sup>th</sup>, 2018.
- b. Music- Developing a DJ workshop.
- c. Music- Steinway Event March 17, 2018 from 7 pm – 8:30 pm.
- d. Media Arts- Will be doing Boot Camps for Vlogging, in April.
- e. Career Panels- Business, March 21<sup>st</sup> in Business Journalism.
- f. Career Panels- Music, April 25<sup>th</sup> in Campus Center in the Fireside room.
- g. Out at Work- April 26<sup>th</sup> from 12 pm- 1 pm in Campus Center in the Fireside room.
- h. Cooperative Education- April 25<sup>th</sup> Career Fair and Health Expo.
- i. Child Development- Career Fair Wednesday, May 2, 2018 from 10 am – 1 pm.
- j. Child Development- Creative Curriculum March 7<sup>th</sup>, 17<sup>th</sup>, and 21<sup>st</sup> from 1 pm – 2 pm.
- k. Child Development- Writing Clinics April 10<sup>th</sup>, 17<sup>th</sup>, and 24<sup>th</sup> from 1 pm – 2 pm.
- l. El Camino High School- Will be having a CTE day Wednesday, March 21, 2018.
- m. Birmingham and Cleveland High Schools will be at LAVC Wednesday, March 21, 2018.
- n. Burbank and Burroughs High Schools will be at LAVC Wednesday, April 11, 2018.
- o. Van Nuys High School will be at LAVC Wednesday, April 18, 2018.

**X. OTHER ITEMS**

- a. Career Specialist Position-This position will be funded by Strong Workforce. This will be an ISA Position. It will be open to full-time faculty to apply.
- b. Time and Efforts- Updated in November, we will be contacting faculty who were paid for activities. We will provide the updated faculty contract and monthly time and effort, to faculty and staff paid out of Perkins. Faculty must describe the activities they did for the assignment, the amount of hours spent on the project or percent of time if paid out of multiple grants.
- c. Articulation Agreement- almost finalized to articulate more classes with high schools. There are still funds in the CTE transition grant to help articulate classes and for high school activities until June 30, 2018.

**XI. NEXT MEETING PLACE**

- a. Tuesday, April 10, 2018, at 1 pm - 2:30 pm, in ACA 2606.

**XII. ADJOURNMENT – Laurie Nalepa at 2:00 pm**