



Minutes of November 14, 2017

## CTE Meeting

**PRESENT:** Karen Daar, Nona Matatova, Susan Navarro, Valeria Covarrubias, Eugenia Sumnik-Levins, Tasos Sioukas, Jack Condon, Elmida Baghdaserian, Chris Petrini, Gerry Clark, Michael Rahni, Bill Hendricks, Amber Angel, Dan Watanabe, Chad Sustin, Richard Kahn Cheryl Pearson, Doug Marriott, Joe Benson, Valery Gonda, Ellie Rabani, Cathy Jin, Amari Williams, Michelle Fowles, Josh Miller

**ABSENT:** Amanda Davies, Laurie Nalepa, Gloria Daims, Jerzy Gorecki, Marni Roosevelt, Preetha Puthiankunnel, Adrian Castillo, Eric Swelstad, Christian Nova, Cathy Pyles

I. **CALL TO ORDER** – Nona Matatova at 1:10pm

### II. **CERTIFICATE UPDATES**

- A. The Department Chair Signature was voted to be removed from all Certificate Petitions, however, this change has been delayed due to PeopleSoft changes. Substitution Forms will still be approved and signed by Department Chairs. Currently in the 2017-2018 year there are 119 certificates awarded. The department is still waiting confirmation of awarded numbers by the Office of Institutional Effectiveness (OIE<sup>1</sup>) and Admission and Records.
- B. The Certificate and AA awards data can be found on the OIE [Reports Page](#). This information is being updated as Admissions and Records are still inputting certificates.
- C. For [Certificates](#) PeopleSoft is requiring a change in how certificates are processed and awarded. Admissions and Records and Academic Affairs are still in discussion of where certificate will be housed and awarded starting 2018.

### III. **PERKINS SURVEY**

- A. List of students who have not completed the Perkins Survey were sent out and put in faculty mailboxes. If the faculty have no mailbox, the lists were put in Department Chairs mailbox. Instructions on how students will find and access the survey in PeopleSoft are included. **Please use Google Chrome browser for filling out this survey whether using computer or cellphone.**
- B. Reminder there are **no longer any paper surveys**. Please **do not** make copies of old paper survey, the survey is different and financial brackets have changes.

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<sup>1</sup> OIE is the abbreviation of Office of Institutional Effectiveness, previously known as Research and Planning.

#### IV. CTE DAY AT BURBANK AND BURROUGHS HIGH SCHOOL

- A. There will be two CTE days: the first day is on Thursday, February 22, 2017 from 10:00am-1:00pm at John Burroughs high school. The second day is on Friday, February 23, 2017 from 10:00am-1:00pm at Burbank high school.
- B. Agreed upon was all departments were to contact [Chris Petrini](#), to be the liaison between our departments and the high school. All departments that would like to be represented at the CTE day contact Chris Petrini.

#### V. CAREER PATHWAYS

- A. Handouts were passed out showing an example of how the Career Technical Education page will be updated to incorporate the career pathways. Along with which departments will be under certain pathways.
- B. Pathways is to see each step a student takes to become a Valley College student. Along with every step after including orientation, assessment, counseling, and taking classes achieve their goals and general education. Every department involved in the pathways from the councilors, department website, and department faculty need to be consistent with information provided.
- C. This project has three components campuses need in order to receive funding from the project. First component is having a team from the campus attend their workshop to learn about guided pathways, to create a plan, and implement it. The second component is for the campus to do a self-assessment. The third component is to develop and implement a campus wide plan which includes notifying students and guiding students during and after receiving a degree/certificate.

#### VI. FINAL REPORTING FOR STRONG WORKFORCE ROUND 1

- A. All department chair have been signed up for [Cal-PassPlus](#), for the Strong Workforce [LaunchBoard](#). This website is need for the final reporting numbers for 2015-2016 required for the strong workforce round 1 report, **due on Friday, December 15, 2017 at 4:30pm.**
- B. Office hours for assistance navigating this website is from November 27, 2017 through December 8, 2017. Specific days and hours will be emailed out. The final reporting paperwork will be emailed out by the grant coordinator over strong workforce.

#### VII. UPDATE FOR STRONG WORKFORCE ROUND 2 APPLICATION

- A. The application is still being edited. Once the application is ready the grant coordinator will send it out. [TOP](#)<sup>2</sup> code and [SOC](#)<sup>3</sup> codes will be used for the application. There was a draft application distributed during the meeting for reference.
- B. Due date for the application is still pending.
- C. Group decided no follow-up was needed for this application.

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<sup>2</sup> TOP- reference to the program or discipline

<sup>3</sup> SOC- a career

## VIII. MEGAN CASON

- A. AB798- This grant opportunity is for full- and part-time faculty **committed to adopting [Open Educational Resources \(OER<sup>4</sup>\)](#) between Fall 2017 and Summer 2018**. To be eligible, you must commit to a minimum of a 50% cost savings for your students. Please make a separate submission for each course you propose adopting OER. Awards may range from \$250 - \$1000. You will receive a follow up email within five business days. Please note: grant award will be dispersed during the semester your course is taught.
- B. Zero Textbook Cost (ZTC) Grant– that is focused on Communication Studies currently. That also includes any General Education classes required to complete their Communication Studies degree must also be zero cost. This grant requires the instructor to take a winter OER course and committing to offering a course for two semesters at zero cost for students.
- C. The OER website has the grant [AB798 application](#) and [discipline resources](#).
- D. Other opportunities starting in winter will be having instructor create canvas shells for courses. The canvas shells can be used by other instructors teaching the same classes and having the opportunity to be a resource for each other. It is a limited opportunity, please contact [Megan Cason](#) as soon as possible.

## IX. DEPARTMENT EVENTS- None discussed

## X. OTHER ITEMS FROM THE FLOOR

- A. [Top Code Project](#) meeting is being held for Friday, March 2<sup>nd</sup>, 2018. The meeting requires for the Department Chair and for 2 – more faculty for each discipline.
  - i. Section 1: 9:00am-10:30am – Business and Child Development
  - ii. Section 2: 10:40am-12:00pm - Electronics and Engineering
  - iii. Section 3: 12:00am-1:00pm - Media Arts, Broadcasting, and Cinema
- B. The consultants will be working with these groups at these times, to go over all degree, certificates, and courses. The consultants will work with the disciplines to make sure all [TOP<sup>5</sup>](#) codes, [CIP<sup>6</sup>](#) codes, and [SOC<sup>7</sup>](#) are aligned.
- C. Resources have been distributed in order to help with [understanding TOP codes](#), along with [what to know](#) before changing program and course codes.

## XI. NEXT MEETING PLACE

- A. February 13, 2018 at 1:00pm - 2:30pm in the Administration and Career Advancement (ACA) Building, Room 2606

## XII. ADJOURNMENT – Nona Matatova at 2:50pm

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<sup>4</sup> OER- Open Education Resources

<sup>5</sup> TOP- reference to the program or discipline

<sup>6</sup> CIP- used for 4-year colleges

<sup>7</sup> SOC- a career