



Minutes of September 12, 2017

CTE Meeting

PRESENT: Karen Daar, Laurie Nalepa, Amanda Davies, Susan Navarro, Nona Matatova, Ray Mathieu, Gerry Clark, Michael Rahni, Jack Condon, Elmida Baghdaserian, Gloria Daims, Amber Angel, Chris Petrini, Jerzy Gorecki, Chad Sustin, Adrian Castillo, Preetha Puthiankunnel, Cheryl Pearson, Cathy Jin, Richard Kahn

ABSENT: Eugenia Sumnik-Levins, Bill Hendricks, Eric Swelstad, Tasos Sioukas, Doug Marriot, Christian Nova, Reggie Reed, Dan Watanabe

- I. **CALL TO ORDER** – Laurie Nalepa at 1:05 p.m.
- II. **WORKFORCE TRAINING TOUR** – Cancelled
- III. **NEW STAFF**
 - A. Introduction of all present in the meeting
 - B. New Staff/Faculty include:
 - i. Michael Rahni – Computer Science and Information Systems (CSIS) Department Chair, Disciplines are CAOT and CSIT¹
 - ii. Preetha Puthiankunnel – Health Science Department Chair
 - iii. Nona Matatova – Grant Coordinator
 - iv. Valeria Covarrubias – CTE², SFP – Program Director
 - v. Chris Petrini – CTE, Counselor
 - vi. Doug Marriott – Technology Dean
- IV. **ANNUAL GOALS AND MISSION STATEMENT**
 - A. No revisions were made to the Annual Goals and Mission Statement
- V. **CERTIFICATE UPDATES**
 - A. The Department Chair Signature will be removed from all Certificate Petitions. Substitution Forms will still be signed by Department Chairs. In the 2016-2017 year there were 446 certificates awarded, provided by OIE³ Department. Please be mindful with letting students know the classes they are taking qualifies for a certificate. All

¹ CAOT and CSIT disciplines have merged and become the CSIS Dept.

² CTE- Career Technical Education

³ OIE is the abbreviation of Office of Institutional Effectiveness, previously known as Research and Planning.

departments are doing a good job on promoting the certificates and please keep doing so. Funding is based on the number of completers we have in certificates.

- 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. The data shows the trend in departments over the course of years or semesters. The numbers provided are the ones that are going to the state and what the college is getting credit for.
- C. The CTE office is working with OIE making sure all certificates are being inputted and recorded. Making sure all certificates are in is important, now that school are reporting them to the state and funding is based on completers.
- D. Certificates are being updated for the 2017-2018 Catalog year; an email will be sent out notifying everyone when the certificates are updated and uploaded to the LAVC [Certificate Petition Forms](#) page. Counseling and DSPS offices will also be getting an alert.

VI. MEDIA ARTS PROMOTION VIDEOS

- A. Adrian Castillo presented one of three videos made for Media Arts, as a project collaboration with LA HIGH TECH, to promote Media Arts classes. The videos were distributed on social media, to reach current and new students.
- B. The video introduced a new class Media Arts 116. This class is in the process of being articulated to be UC and CSU transferable, along with being a core requisite for Degrees and Certificates.
- C. Other departments interested in doing projects similar, are welcome to submit a mini-grant either through Perkins or Advance Manufacturing.

VII. STRONG WORKFORCE FUNDS UPDATE

- A. The purpose of strong workforce is to help the college provide infrastructure to meet goals and objectives that are related to enrollment, along with employment outcomes. This will show how many students got a job in the field they studied, how many students were able to get living wages, and how many students were able to significantly increase their salary.
- B. There will be funding coming in for year two from the state chancellor's office. The amount the school will receive is based on a formula and how well the school achieves its objectives. Some have submitted three-year proposals, we have funded some of them for year one. Depending on how successful the project have been and how it aligns with the college initiatives and master plan. We will consider funding the project for year two and year three. Those who were funded for year one have until December 30th, 2017 to get those projects done.
- C. The application for year two is going to be different, decisions on the deadlines and amount of funding are still pending. They are still currently under discussion at the district and chancellor's office.
- D. This project applies not only to CTE areas, but other areas and disciplines as well.

- E. All the data regarding [Strong Workforce](#) can be found on [Cal-PassPlus.org](#). Everyone can request a login, they get back to you within 48 hrs. Strong workforce focus has been on enrollment, success, retention rates, and [completion rates](#).

VIII. PERKINS UPDATE

- A. Being funded are the projects rank at one and two over \$15,000 and rank one and two under \$14,999.
- B. Submission of a new Perkins Application for 2018-2019 is planned for December and January. The deadlines dates are to be announced.
- C. Perkins Strong Workforce Survey- There are **NO LONGER PAPER SURVEYS**. The surveys are now done in the student portal in the New SIS System. It is called the CTE Survey and is on the students To-Do List, they will fill it out and it is shorter now with only eight questions. Only CTE enrolled students will receive the survey on their dashboard.

IX. TOP CODE PROJECT

- A. The project will be a cleaning and fixing the codes between TOP-CIP-SOC alignments. It is department wide, campus wide, district wide, and state wide. All departments are required to do this project. It will start with a small group from the CTE area and then be rolled out across the college.
- B. The TOP⁴ code is the Taxonomy of programs that is the code we use. The CIP goes to the four-year universities. The SOC⁵ are the job codes. When they are talking about students and if they got jobs after your program they are looking at TOP to SOC. Some of the TOP to SOC are out dated. TOP to SOC is used for Gainful Employment.
- C. You can see this information on [Cal-PassPlus](#), see if your program needs to remove SOC's or if they need to add some to your program.

X. FAMILY RESOURCE PRESENTATION

- A. The program utilizes their strong workforce funds for outreach to all students who are parents. 29% of LAVC students are parents. A kid friendly study lounge is one of their highlighted programs. The children are supervised by interns through Cooperative Education, while the parents study. This semester they have a tutor for the students and their children. The program was very successful last semester, they now offer the kid friendly study lounge four times a week and have a satellite site at the Lion's Den at the ASU study lounge.
- B. Newly confirmed today the ASU study lounge is going to be a satellite assessment center for students with children. The children will be supervised while parents are getting their required testing done.
- C. The Family Resource Center has partnered with Strong Workforce, they are providing support to help students get through their training.

⁴ TOP- reference to the program or discipline

⁵ SOC- a career

- D. On Monday's, the FRC⁶ provides food for students. The campus has a population of students who are in need of food, FRC provides food for them through the program Food Forward. FRC is a satellite site for Helping Hands. Another resource provided for students is their clothes exchange for children. They also recently became a diaper bank.
- E. The Family Resource Center also has the only lactation room on campus which can be used by student, faculty, and staff.

XI. EXPECTATIONS HANDOUTS

- A. The expectation handout shows the expectation for those who will receive funding for a project and those who choose to create a curriculum course. There are certain outcomes that need to be met and the handout outlines them. We are standardizing the process and guidelines for doing projects with the CTE department.

XII. OTHER ITEMS FROM THE FLOOR

- A. [Certificate data of completers](#) – Standardizing the way we get the data regarding completers. Whether it is regarding Certificates of Achievement, Skills Certificates, or Degrees, this data will be requested by department chairs. The request will go to the OIE Department. The request form is located on [OIE Data Request Page](#). The numbers they report are the official numbers going to the state.
- B. Job Shadowing- is being done for student through the counseling department. This fall it is focused on CTE students. Free orientations will be done on September 25, 26 and 28. The students need to come to one of the orientations to qualify for the program.
- C. Career Panel- Chris Petrini is working on providing career panels for students. The first career panel is focusing on Emergency Services area Wednesday September 27, 2017; from 1:00pm-2:00pm in the new ACA building.

XIII. NEXT MEETING PLACE

- A. The Family Resource Center, October 10th.

XIV. ADJOURNMENT – Laurie Nalepa at 2:40pm

⁶ FRC- Family Resource Center