



Minutes of October 10, 2017

## **CTE Meeting**

**PRESENT:** Karen Daar, Laurie Nalepa, Valeria Covarrubias, Susan Navarro, Nona Matatova, Gerry Clark, Michael Rahni, Jack Condon, Elmida Baghdaserian, Gloria Daims, Amber Angel, Chris Petrini, Jerzy Gorecki, Chad Sustin, Adrian Castillo, Preetha Puthiankunnel, Cheryl Pearson, Tasos Sioukas, Dan Watanabe, Cathy Pyles, Joe Benson, Marni Roosevelt

**ABSENT:** Bill Hendricks, Eugenia Sumnik-Levins, Eric Swelstad, Doug Marriot, Christian Nova, Reggie Reed, Amanda Davies, Richard Kahn

I. **CALL TO ORDER** – Laurie Nalepa at 1:05 p.m.

### II. **FAMILY RESOURCE CENTER TOUR**

- A. The Family Resource Center (FRC) 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 FRC has a tutor for the students and their children, the program was very successful last semester. FRC now offers 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. On Monday Mornings, the FRC<sup>1</sup> 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 FRC provides for students is their [baby clothes exchange](#) for children and they recently became a diaper bank.
- D. The Family Resource Center also has the only lactation room on campus which can be used by students, faculty, and staff.

III. **RAFFLE** – Winners Cheryl Pearson and Chad Sustin

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<sup>1</sup> FRC- Family Resource Center

#### **IV. SFP DIRECTOR INTRODUCTION**

- A. Valeria Covarrubias is the new SFP Director, which oversees Perkins, Project Grad, LA High Tech, and SB1070.

#### **V. NAME CHANGE**

- A. There is discussion at a higher level regarding changing Career Technical Education to Career Education.

#### **VI. CERTIFICATE UPDATES**

- A. The Department Chair Signature will be removed from all Certificate Petitions. Substitution Forms will still be approved and signed by Department Chairs. Currently in the 2017-2018 year there are 64 certificates awarded. The department is still waiting confirmation of awarded numbers by the Office of Institutional Effectiveness (OIE<sup>2</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. [Certificates](#) are being updated for the 2017-2018 Catalog year. PeopleSoft may require a change in how certificates are processed and awarded. There was concern over students not receiving an actual paper certificate for either Certificate of Achievement or Skilled Certificates. Attendees were in favor for students to receive the paper certificate in the mail. Also it was noted that certain industries are prefer an actual paper certificate over transcripts. Another noted concern was with skill certificates not showing up on transcripts.

#### **VII. 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. The video introduced the Media Arts 101 class.
- B. Saturday October 28, 2017 starting at 5:00pm Media Arts is having their free screening event. In the Music building Room 106. It is a show case for the media arts students and their videos that range from 1-5 minutes.

#### **VIII. CAREER PATHWAYS PROJECT**

- A. A project that will be impacting all community colleges, including LAVC. Karen will be heavily involved in the guided pathways project for the campus and is gathering information from the departments.
- B. 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

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<sup>2</sup> OIE is the abbreviation of Office of Institutional Effectiveness, previously known as Research and Planning.

develop and implement a campus wide plan which includes notifying students and guiding students during and after receiving a degree/certificate.

## IX. TOP CODE PROJECT

- A. [Top Code Project](#) meeting is tentative for Friday December 1<sup>st</sup>, 2017 it will be an all-day event open to the whole campus. This project is department wide, campus wide, district wide, and state wide. The first group will consist of Business, Media Arts, Technology, and Child Development. This group will be the example for the campus on how to do this project. The meeting will discuss the [project process](#), TOP Codes, CIP Codes, SOC Codes, and the [Cal-PassPlus Crosswalk](#).
- B. Resources have been distributed in order to help with [understanding TOP codes](#), along with [what to know](#) before changing program and course codes.
- C. The [TOP](#)<sup>3</sup> code is the Taxonomy of programs that is the code we use. The [CIP](#) goes to the four-year universities. The [SOC](#)<sup>4</sup> 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.

## X. OTHER ITEMS FROM THE FLOOR

- A. [Purchase Request \(PO\) at a glance](#)- Is a step-by-step document on how to complete a PO before you submit it. It is located on the Academic Affairs page and will soon be uploaded to the Administrative Services page. It consist of the process of creating a PO along with FAQ's.
- B. Child Development- [Business of Education Conference 2017](#) is being co-hosted by the Child Development Department and the California Mentor Program. The conference is to show students and the community the liability of working in the educational field. This event will be held on Saturday, October 14, 2017 at 9:00am-1:00pm, in the Monarch Hall, located in Campus Center Building. The conference is a free event.
- C. Business- Business Conference will be creating a relationship with LinkedIn and someone will come speak with students about how to get on and use LinkedIn as a professional networking site. There will be breakout sessions and many professional speakers. This Conference will be on November 17, 2017. It will be a free event along with free lunch.
- D. Counseling - Job shadowing, Passport to your Career, and Early Alert were handouts given in the last meeting. The Fall semester is focusing on CTE students and the Spring semester will be open to the whole campus. Job shadowing will have students shadow and get work experience following someone in their field of interest. Passport to your Career consists of six workshops to help students with their soft skills, interviewing skills, and helping them find a career of interest. The Career and Transfer Center is very focused on helping students with transferring, it is transfer season.

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<sup>3</sup> TOP- reference to the program or discipline

<sup>4</sup> SOC- a career

E. Career Panel- This month will be focusing on manufacturing, Manufacturing Day will be on Tuesday October 17, 2017 all day in Monarch Hall. This event will include Pathways and we will have three high school participating in the morning portion of the event. For our college students will there will be a career panel, along with 25 manufactures on the campus.

**XI. NEXT MEETING PLACE**

A. November 14th, 2017 at 1:00pm - 2:30pm in the Administration and Career Advancement (ACA) Building, Room 2606

**XII. ADJOURNMENT** – Valeria Covarrubias at 2:10pm