**Career Technical Education Deans (CTED)**

**District Wide Committee**

**Meeting Minutes**

May 8, 2014

Los Angeles Harbor College

9:30- 12pm

**Welcome:** 9:40am

1. **New Programs and Announcements:** 
   * **LAHC Architecture Certificate**

* Cerrito’s has responded with approval for certificate
* If student does not come in and ask for the certificate , it does not automatically get posted on their transcripts
* A study was conducted and 211 were found to have been awarded. But in state system it showed that only 12 had been awarded.
* The problem is associated with them not being registered regionally and then at the state, they are not getting credit for it.
* LAHC has many locally approved certificates that are not gaining credit.
* Present to deans for approval
* Need to look up job opportunities for skill certificate at questions. (Cathy)
* When posted at region it only appeared to have 44 job opportunities

**Four certificates**

* 1. **General Draft**
  2. **Production Draft**
  3. **Environmental Graphics**

Disney/Universal; signage’s and graphical hybrid of architecture and 2D media design. Translate to exhibit design.

* 1. **Design Certificate**

Critical thinking and management positions

* These certificates focus more on helping students transfer and therefore we are not capturing our credit. Students are transferring without getting their AA.
* Students aid students in obtaining a job but, do need further study to land a job in the industry
* Four year universities are very theory based, while we are very practical hands on. Students are coming to us to receive the practical piece that the industries are looking for.

Lack of not capturing our credit across all CTE programs

* Prepare materials
* Submit proposal- dean to consortia hear comments from deans. (Prepare your faculty to go to region).
* Timeline to get one review: *Notice of intent 30 days before it goes for review*
* Submit paper work 20 days before the meeting (approximately)
* Forms are posted on the Regional Website
* Recommendations: Take some of your advisory members they can help with supporting your certificate proposal
* Avoid destructive competition
* Build a consensus
* Transitioning from old system to new system
  + Voting done online

1. **Review of Agenda**

Items added were:

* + CTE Awards Ceremony
  + State Monitoring
  + CTE Perkins
  + Intent for Child Development

1. **Review of minutes:** all motioned for approval
2. **WLAC Certified Nursing Assistant Professional**

* Allied Health faculty at West want
* Done twice a year with two cohorts of 60 students with waiting lists
* About 53 of those students on average complete the program each semester and 51 of them become certified
* Want additional course work to be added such as:
  + Basic life support
  + Medical terminology
  + Using computers in the health care workplace
* 8 units Nursing CNA/AAA area
* Not being state approved as of now (low unit certificate program)
* Employer and advisory committee recommendations
* Allow students to gain credit on their transcripts and also gives credit to the college
* CNA courses are up for renewal
* High placement rates
* Comply with grant
* Over whelming demand

1. **State Chancellor’s Office Monitoring of Perkins IV, Title IC**

* April 29 e-mail (state is coming out)
* Self-assessment
* Deadline of June 6 (review it)
* Response 10 days- phone call/ conversation for on-site review
* Follow up with phone call and scheduling and onsite review (most likely, so be prepared)
* Team responsible for getting all things together are:
  + Paul
  + Alex
  + Sandra
  + Chito
  + Lucia

**Dropbox:** (to organize all materials needed for each college, upload and save)

Upload for FY 2012-2013

* + - E-mails
    - Meeting minutes
    - Articulation agreements
    - Commitment programs of study
    - Special populations and how you are serving them

(If there is no document, put award document and narrative instead)

* + - Faculty professional development
    - Staff professional development
    - Equipment and related property
      * Reconciliation on SAP
    - Time and effort folder (monthly)
    - Supplement and supplant
    - Records retention
    - Challenges and concerns
* Lucia will compile and send the information we need. Copy to State Chancellor’s Office. Have supporting document provided.
* Will send this information to Alex to place on dropbox
  + For next meeting all CTE Deans should bring their applications and proposals for distributing Perkins funds. Will be helpful to see what everybody does
  + View different processes
  + Add Process Folder:on ***Dropbox Perkins Allocation Process***

1. **LanchBoard Training:**
   * Schedule another training on a Thursday when CTE meetingis scheduled
2. **Perkins FY 2014-2015 Application** 
   * Lucia will submit before leaving on vacation
   * Allocations have been sent in for each college, additional funds can later be adjusted
3. **CTE Awards Ceremony:**

* State mentoring CTE Perkins
* Intent for child development

**Next meeting:**

LA Mission College

Thursday, June 12, 2014 at 9:30-12pm