TAFT COLLEGE CTE COMMITTEE
Minutes
THURSDAY, NOVEMBER 21, 2019
1PM-2PM
Cafeteria Conference Room

Call to Order
Called to Order at 1:10pm
Members Present: John Eigenauer, Tori Furman, Becky Roth
Guests: Sharyn Eveland, Lori Travis, Mike Jiles, Jessica Grimes

Public Commentary Action Items
None.

Approval of Minutes
Approval March 07, 2019 Minutes (Last meeting that met quorum) (3 minutes)  ACTION
On a motion by John Eigenauer seconded by Becky Roth the March 07 minutes were approved.

Updates:
None

Old Business:
None

New Business:
1. Revise CTE Committee Charter  ACTION
The CTE committee, a sub-committee of the Academic Senate, provides guidance and coordination of programmatic activities across CTE programs, and to make recommendations to the Academic Senate and to Curriculum and General Education Committee in accordance with the 10+1 responsibilities. Additionally the CTE committee serves as an avenue for participatory governance and collegial consultation.

Action requested: Review and make changes to charter to reflect the guidance and coordination purpose of the Committee and alignment with 10+1 responsibilities, participatory governance, collegial consultation.

No Action Taken: Unanimous agreement on the need for revision of charter. A draft version of the charter was developed over the course of the discussion.

Actions Taken
Discussion:
· Reviewed the current charter
· Discussed how the current charter does not align with 10+1 (i.e. Funding is determined by administration via APR and not a 10+1 issue).
· Recognized there is data disconnect on the APR forms and lack of local labor market information made available. Discussed various resources to acquiring LMI data (Centers of Excellence, surveying local businesses and advisory committee partners, Cal-Plus, EMSI, TC Foundation, etc.)
• Discussed ways the committee could support the engagement of local industry (invite to CTE Committee meeting, mini-advisories, monthly topic speaking sessions, work groups, etc.) and being respectful of their time.

• Revisited scope of the CTE Committee versus the advisory committees and discussed various structures (1 large advisory committee with all at the table per semester versus program specific advisories each term) and challenges each approach may pose (adjunct involvement, industry involvement, too broad conversation, too TC-heavy conversation).

• Identified current gap in information from existing advisory committees being carried back to Academic Senate and agreed that the CTE Committee would be a great place to analyze and discuss industry feedback, allowing industry to focus on being industry professionals (LMI trends, current opportunities, technology, etc.) and TC to be the academic professionals (curriculum development, COR’s, program development, etc.).

• Brainstormed new structure/functions of CTE Committee acting like a pre-post meeting for advisory committees and a “think tank”.

• Acknowledged the challenge in getting Taft College faculty to participate on committee; wasn’t focus of this meeting to solve that problem. 10+1 responsibilities need to be focus and revising charter.

• Reviewed membership. Recognized existing membership too large and that participation from each division is vital in having robust discussion and recommendations.

• Stressed the importance of giving industry data and having them help TC program representatives understand what the need is and making sure TC program representatives arrive prepared to advisory committees.

• Drafted a simple model showing the reporting relationship among curriculum/programs, industry advisory committees, and the CTE Committee (see Appendix A).

• Drafted changes to existing CTE Committee Charter to align with discussion (see Appendix B).

Discussion Items

None

Other?

Adjournment

The meeting adjourned at 2:03 p.m.

Next scheduled meeting: Dec 5th, 1 to 2pm in S-11
Appendix A

Reporting Relationship of Academic Senate, CTE Committee, Industry Advisory Groups, and CTE Curricular Programs
CAREER TECHNICAL EDUCATION COMMITTEE CHARTER
Draft 09/11/2017 11/21/2019

Mission

In supporting the mission of Taft College, the Career Technical Education Committee is charged with enhancing communication and transparency among CTE programs, non-CTE programs, management and administrators. To fulfill this assignment, the Career Technical Education Committee will provide a forum for continual dialogue amongst CTE-related stakeholders who will make recommendations to guide intentional CTE development, enhancement, planning and sustainability providing guidance via strategies and approaches to maximize CTE program success and funding.

Role of the Career Technical Education Committee:

The Career Technical Education Committee, a standing committee of the Taft College Academic Senate and Taft College,

- reports to the Academic Senate on issues and activities related to 10 +1 responsibilities,
- makes recommendations to the Curriculum and General Education Committee on curriculum and program needs as appropriate, and
- works with other College stakeholder groups to ensure collegial consultation and in support of participatory governance processes. Management, and Administration regarding

Areas of focus for the Committee include:

- **Strong Workforce Funding**
- Recommendations for Program Review processes related to CTE data and decision-making processes;
- Aggregation of input from Advisory Committees across CTE programs
- Development and evaluation of processes and practices for CTE program-specific Advisory Committees;
- Evaluation of the effectiveness and processes of advisory committee meetings;
- Application of grant and outside funding opportunities relating to Career Technical Education
- Make recommendations to other Academic Senate committees, or college bodies as appropriate, about the sustainability of Career Technical Education programs as part of the evaluation process;
- Present information and make recommendations to the Academic Senate and administration on new and replacement faculty and positions for inclusion in the ranking processes;
- Integrate and provide relevant CTE information to related committees and agencies about student, staff/faculty, community, and program impact of CTE-related decisions, interests, and performance.
- Represent Academic Senate positions during creation/adoption/proposition of CTE policies and agreements.
- Refer issues to other Academic Senate committees in accordance with the scope of each committee; and
- Respond to requests for action or recommendations from other committees of the College.

**Specific Responsibilities:**

1. Enhances communication among CTE and non-CTE programs at TC.
2. Advocates for Taft College Career Technical Education programs using a transparent process to promote the development, expansion, and improvement of Career Technical Education programs on campus.
3. Reviews labor market trends for career pathways and skills development.
4. Makes recommendations regarding innovation in the development of new programs and the directions of existing programs.
5. Researches and discusses industry trends.
6. Gathers and utilizes labor market information.
7. Encourages information-sharing and the leveraging of resources whenever possible.
8. Determines the necessary skills, student recruitment needs, and overall costs of establishing new programs.
9. Reviews proposed policies, agreements, etc.
10. Recommends distribution of CTE related funding (Perkins funds, Transitions, Strong Workforce, Prop monies, etc.)
11. Provides guidelines for appropriate processes and protocols relating to CTE planning.
12. Identify job shadowing, field trip, guest speaker, internship, work experience, job placement, mentor, and similar opportunities for CTE students

**Membership Representation:**

The Career Technical Education Committee consists of:

Chair: Career Development Counselor (or Workforce Development Coordinator)
Faculty member
Academic Senate member appointed from the committee membership (non-voting)

The following shall be voting members of the CTE committee:

Minimum of Six Seven Faculty Academic Senate Members

Note: The total membership must include a minimum of 1 Academic Senate representative from each division with CTE programming

VP of Instruction or Designee
Resource representatives (non-voting, attendance not required but may be requested for some topics):
Representative from Admissions and Records
Representative from Counseling, preferably CTE-related
Articulation Officer

The following shall be non-voting members of the CTE committee:

- VP of Instruction
- VP of Student Services or designee
- Director of CTE
- Associate Student Representative
- Instructional Assistant

Total: 17

Membership and Meeting Policies:

Quorum is based on 50%+1 of voting membership.

It is the responsibility of each member of the CTE Committee to attend each meeting and adhere to the College Code of Conduct.

Meeting Schedule

Regular, monthly meetings on the first Thursday of the month from 12pm-1pm in S-11 are held during the academic year. Length of time to be determined by the committee with additional meetings during in-service at the beginning of each semester. Meeting days and times are established at the beginning of each semester to avoid conflicting with on-campus, instructional schedules of Academic Senate representatives. Academic Senate representatives should request committee reassignment and replacement when meetings can only be scheduled at the same time as the Senate member's on-campus teaching assignment.

Relationship with Other Committees

The Career Technical Education Committee reports to the Academic Senate. The Right to Appeal the recommendations of the committee can be made directly to the Academic Senate.

The Career Technical Education Committee provides information to the Curriculum and General Education Committee regarding potential new CTE credit and non-credit courses and programs, Modifications to existing credit and noncredit CTE courses and programs, graduation requirements for CTE programs, etc. CTE Committee will report back to the senate.

Self-Evaluation

The Career Technical Education Committee shall:

- Review/evaluate their performance at the end of each academic year
• Review/evaluate the Committee Charter at the beginning of each academic year at the first official meeting
• Establish action goals at the beginning of each academic year
• Review/evaluate committee performance at the end of each academic year