# Taft College Career and Technical Education (CTE) Committee

## Minutes

## Thursday, October 7, 2021

## Taft College

## 29 Cougar Court, Taft CA 93268

## 1:10PM TO 2:00PM

## Cougar Room

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### Call to Order

1:16 p.m.

### Public Commentary

None

### Attendance

***Members Present***: Darcy Bogle, Sharyn Eveland, Vicki Jacobi, Kristi Richards
***Not Present:*** Chris Flachmann, Becky Roth
***Guests:*** None.

### Approval of the Minutes

1. Approval September 9, 2021 Minutes **ACTION**
   Motion to approve the minutes: Darcy Bogle
   Second: Kristi Richards
   Motion passed.

### Welcome

2. Welcome new representatives

### Informational Items:

3. Dean of Instruction and CTE **INFORMATION**
   Dean of Instruction and CTE position is currently open. Dr. Leslie Minor is currently filling the position.

### Updates:

4. None

### Old Business

5. CTE Committee 2021-2022 Goals
   Sharyn shared the CTE Committee Charter and the CTE Committee goals recommendations that were discussed at the November 2020 CTE Committee Meeting, and she requested that we prioritize these recommendations. Vicki expressed her concerns about the limited amount of time the CTE Committee meets in comparison to the amount of time that would need to be spent completing the recommended goals. Sharyn stated that these goals are ongoing and don't all need to be completed in one year.
6. Election of CTE Committee Chair—Call for Nominees

Darcy Bogle nominated herself for the CTE Committee Chair for this year.

**7.** Election of CTE Committee Chair—Election
No other nominees, so no election needed. Darcy is the new CTE Committee Chair.

## New Business

**8.** Documenting Current TC Developed CTE Minimum Qualification Standards **ACTION**

One of the recommended goals is to develop the CTE Minimum Qualifications Toolkit and document equivalencies. Sharyn mentioned that we are not currently documenting equivalencies. The committee discussed how we would determine the minimum qualifications for areas we aren't familiar with, and Sharyn recommended that we refer to the discipline faculty for their recommendations.

**9.** Key CTE Committee Action/Focus/Priority Ideas—Plan for Action **DISCUSSION/ACTION**

Motion to prioritize the CTE Committee goals recommendations from the November 2020 CTE Committee meeting: Kristi Richards
Second: Darcy Bogle
Opposed: Vicki Jacobi
Abstained: None
Motion passed.

Discussion of the priority order for the CTE Committee goals:

1. Review, in detail, the Career Technical Education Faculty Minimum Qualifications Toolkit and to identify, adapt, and/or refer to appropriate group those contents/processes/patterns most likely to improve CTE processes and procedures at Taft College.
2. Create a Guide to Applying for CTE Equivalency for Prospective Taft College Applicants (Ideas discussed include copy/paste/ modify some elements of CTE Min Quals Toolkit so TC applicants have a more consistent understanding of what is to be included in CTE equivalency submissions.
3. Use the MQ CTE Toolkit as a guide for
    a. Documentation of supplemental or other agency information in determining equivalency in CTE areas, (example of value MQs to teach at a court reporting school is different from MQ Handbook).
    b. Develop a resource grid of professional organizations by CTE area as many have their own standards relevant to determining minimum qualifications.

Additional goals recommended during the November 2020 CTE Committee Meeting:

- Recommendation(s) for creation of CTE Faculty Internship for Industry Experts (see page 63 of CTE Min Quals Toolkit (following discussion).
- Make recommendations to divisions and Curriculum & General Education committee for creation of curriculum for undeveloped or emerging CTE areas appropriate to the College service area (examples discussed in support of entrepreneurship → designing, writing, and using business proposal; starting, owning, and running a business; accessing financial resources for new businesses).

## Other

None

## Announcements

None

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## Adjournment

Motion: Kristi Richards
Second: Vicki Jacobi
Meeting adjourned at 2:22 p.m.

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