Taft College Career and Technical Education (CTE) Committee
MINUTES

Thursday, November 04, 2021
Taft College
29 Cougar Court, Taft CA 93268

1:10PM TO 2:00PM
Cougar Room

*The CTE Committee may take action on any discussion item identified on the agenda.

Call to Order

1:15 p.m.

Public Commentary

None

Attendance

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

Approval of the Minutes

1. Approval October 7, 2021 Minutes (3 minutes)   ACTION
   Motion to approve the minutes: Becky Roth
   Second: Darcy Bogle
   Abstain: Chris Flachmann
   Motion passed.

Welcome

Informational Items:

2. Dean of Instruction and CTE   INFORMATION
   Application process is moving forward and interviews to be held very soon.

Updates:

3. Court Reporting Advisory Committee   INFORMATION
   Chris reported the committee is having trouble finding the five required industry partners. The committee discussed reviewing CTE advisory committee membership standards/best practices/policies related to industry partners and how we might be able to avoid meeting cancellations due to membership issues, and lack of participation. Becky also shared the last ECE committee meeting had been cancelled and the committee is looking to possibly restructure to better meet the ECE committee needs as well as to promote participation. Becky will share an article from ASCCC on CTE advisory committees.
4. Dental Hygiene Advisory Committee

Darcy shared the committee recently met and there is an interest in the future to continue to explore and look at building curriculum to offer a bachelor completion program.

Old Business
5. None

New Business
6. Documenting Current TC Developed CTE Minimum Qualification Standards

The next meeting will include an agenda item on next steps to identify faculty minimum qualifications at use at TC and examples of applicable industry experience for various CTE faculty disciplines/courses in order to help create a clear and transparent process for all CTE applicants. This can help screen candidates into, not out of the pool…stating an applicant meets minimum qualifications is different from the hiring process…it does not result in lowering of professional standards. Becky stated she can reach out to other ECE programs, and Darcy discussed how we might be able to chunk this item into manageable steps with an interest of having a working draft outlining examples of applicable faculty CTE industry experience by discipline/course by the end of the spring semester.

7. Key CTE Committee Goals – Plan for Action

The committee discussed the prioritized goals, and reviewed, in detail, the Career Technical Education Faculty Minimum Qualifications Toolkit. Discussion and ideas on how to identify, adapt, and/or refer to appropriate group those contents/processes/patterns most likely to improve CTE processes and procedures at Taft College was briefly discussed. In the toolkit, the main focus was on faculty minimum qualifications. A few key pages reviewed: 16-Faculty; 22-Best Practices; 28-Portfolio Model Standard; 39-Evidence and Artifacts; 58-Job Postings Statement; 66-CTE Instructor

8. Considering Medical Assisting Certificate Program (Suggestion #5)

The committee had a brief discussion on this suggested certificate program and a few questions were brought up. The committee will discuss in more detail at the next meeting and provide recommendations/feedback.

Other
None

Announcements
None

Adjournment
Meeting adjourned at 2:07 p.m.