

Taft College Career and Technical Education (CTE) Committee MINUTES

Monday, November 29, 2021
Taft College
29 Cougar Court, Taft CA 93268

1:10PM TO 2:00PM
Cougar Room

Call to Order

1:12 p.m.

Public Commentary

None

Attendance

Members Present: Darcy Bogle, Chris Flachmann, Becky Roth, Vicki Jacobi, Kristi Richards

Not Present: None

Guests: None

Approval of the Minutes

1. Approval of November 4, 2021 Minutes (3 minutes)
Motion to approve the minutes: Chris Flachmann
Second: Darcy Bogle
Motion passed.

ACTION

Welcome

Informational Items

2. Language is important: Minimum qualifications versus equivalency

INFORMATION

Minimum qualifications are different than equivalency, and the two terms should not be used interchangeably. The CTE Committee has been tasked with reviewing professional work/industry experience examples as part of the minimum qualifications; we are assuming applicants do **meet** the minimum requirements for a position. Equivalency is different, and a process applicants would follow to establish equivalency when minimum qualifications are **not met**. A different committee has been tasked to review the equivalency process.

3. Career Technology Education (CTE) now called career education by CCC system
4. CTE Advisory Committees: Making Them Work for You
5. Equity Analyst Toni Salter-JSPAC

INFORMATION
INFORMATION
INFORMATION

6. ASCCC Rep Lance Heard-Discipline is ADMJ lheard@mtsac.edu **INFORMATION**

Could be a nice resource for us. Amar shared Lance’s contact info with the committee. Lance is no longer on the state-wide CTE committee, but Darcy will email regarding the work we are doing and to see if he can share examples of applicable industry experience for various CTE faculty disciplines/courses at use at Mt. SAC. This could help us not reinvent the wheel.

Updates

7. Court Reporting Advisory Committee **INFORMATION**

The committee met in November, and the industry partners agreed with proposed curriculum changes, which will be submitted through the curriculum process this spring.

8. CTE advisory committee membership/industry partners policies **DISCUSSION**

The committee reviewed the *CTE Advisory Committees: Making Them Work for You* article linked in the ‘Informational Items’ area. The regulations state one or more representative of the general public knowledgeable of the field, subject matter, and related topics must be on each advisory committee. The CTE committee recommended this information be shared with admin to assist with advisory committee myths.

Old Business

9. Considering Medical Assisting Certificate Program (New Program Suggestion #5) **DISCUSSION**

The CTE committee reviewed the suggested medical assisting cert. The committee found there seems to be two directions one can go with this cert, either to the admin side (billing, coding, comp sci based courses) or clinical (lab, BLS, direct patient care courses). Some schools separate these certs, and some combine them into one. Attached is an example of a stackable cert/degree related to medical assisting at MSJC the committee found as they researched and tried to compare the program suggestion to other CCC programs. A direct link/summary is provided below.

The committee recommends adding medical terminology to our medical assisting cert program suggestion, as it is a required course for most entry level jobs and health programs. The committee also recommends forming an advisory committee to further discuss and research to ensure the certificate is meaningful and realistic, and meets the needs of the area.

In upcoming meetings, the committee will continue to discuss the other suggested programs. Darcy will ask Dr. Minor if she would like to prioritize any.

Here is a direct link to the MSJC catalog, and a summary of their program.

<https://catalog.msjc.edu/instructional-programs/medical-assisting/>

- ▶ Medical Assisting
 - ▶ Medical Assisting
Administrative and Clinical, A.S.
- ▶ Medical Assisting
Administrative Certificate
- ▶ Medical Assisting Clinical
Certificate
- ▶ Medical Assisting Preparation
Employment Concentration

10. Documenting Current TC Developed CTE Minimum Qualification Standards

DISC/ACTION

The committee further reviewed details on how to split the task of researching examples of applicable industry experience for various CTE faculty disciplines/courses to help create a clear and transparent process for all CTE applicants. Active CTE courses and disciplines were discussed, and committee members were assigned specific disciplines to research, and to begin gathering information for. The goal is to have a compiled list of examples by the end of the spring semester.

New Business

None

Other

None

Announcements

None

Adjournment

Meeting adjourned at 2:02 p.m.

DRAFT