

# Academic Senate

## Career Education Committee Meeting Summary

August 30, 2021 1:00 p.m. to 2:00 p.m. (Zoom Virtual Meeting)

**Attendees:** Brittany Applen, Daylen Meuschke, Garrett Rieck, Gary Quire, Harriet Happel, Heather Dotter, Jeff Baker, Jennifer Paris, Justin Hunt, Marilyn Jimenez, Mark Daybell, Mary Corbett, Nancy Sandoval, Nicole Faudree, Regina Blasberg, SB Tucker, Tim Baber and Tina Waller

### Notes:

- A brief introduction was made by all CE committee members.
- Meetings for fall 2021 will continue to be hosted via zoom for the remaining semester. The current emergency order for the Brown Act is set to end on October 1, 2021. Academic Senate President, David Andrus is set to do additional resource and confirm if this emergency order will be extended until the end of December. As a reminder the CE Committee is not required to have quorum as it does not vote regularly and only approve the previous meeting minutes. For Academic Senate meetings there was discussion at the last Academic Senate Retreat meeting which took place on August 26, 2021 that there needs to be enough people present at the meeting to make quorum. If people are not attending within the district area they will not be counted towards quorum. Gary is planning to attend Academic Senate meetings in person. There may be some rules regarding attending a meeting from either off campus or an office such as the requirement to post the agenda 72 hours prior on the door. More information will follow soon.

### 1) Approve Previous Minutes

May 24, 2021

- Motion to approve the minutes by Tim Baber, Seconded by Garrett Rieck. Unanimous.  
Approved.

### 2) CE Canvas Shell Overview (Gary)

- A new CE Canvas shell has been created. All CE Committee members should have received an invitation to the join the new CE Canvas shell from Chad Estrella in IT. Gary created the main page and Marilyn has uploaded a lot of the CE Committee information to the various modules in the Canvas shell. Marilyn, Gary and Harriet will be in charge of adding information to the Canvas shell. The new homepage includes the CTE and SCCRS logos. Gary emphasized that if committee members want to change the format of the Canvas shell or want to rename this shell to let him know. If anyone has not received the Canvas shell invite they can contact Gary, Harriet or Marilyn.
- CCAOE Consortium Conference: The next conference will be held in person. There are a few that will be attending which includes, Gary, Harriet, Tim, Regina and Nancy. Information has been included regarding this conference in case anyone is interested in going. The conference will be offered virtually or in person. The last conference recordings took long to upload. However, recently recordings were uploaded within a week. Harriet is on the board for CCCAOE and is the representative for the region. The

virtual conference will take place two weeks after the in person. Anyone interested can also reach out to Nancy Sandoval and she will get in touch with faculty.

- CE Committees and Summaries: The upcoming meeting agendas and summary for the previous meeting will also be included on the home page of the CE Committee Canvas Shell.
- Questions: Any questions can be posted to the CE Canvas shell. It is possible that questions can be posted to the Discussion page. Each week can have a new discussion question.
- Modules: All past agendas and summaries have been added to various modules in the CE Canvas shell. There are also supportive meeting documentations that have been added which include budget reports and PowerPoints. There was a clarification that some of the meeting summaries are titled as summaries while others are titled as minutes but they are both the same. The pages also do not have too much information so as to have it look too overwhelming.
- CE Committee Website: All current agendas and summaries will continue to be posted to the CE Committee website to make this information accessible to the public. Information will also continue to be posted on the website due to the Brown Act and for accreditation purposes.
- CE Canvas Shell available to the public: The Canvas software has a feature in the setting to make pages public. This page can be tied to the CE Committee website. The other option is to only make the Canvas shell accessible to committee members and have Marilyn continue to post to the CE Committee website. This current process will continue unless there is a request to make the Canvas shell public.

### 3) Videos with Sean from Mudturtle Update (Gary)

- Videos: There are a few remaining videos. Back in spring a meeting took place with Sean with Mudturtle and there was a possibility of getting videos done. However, with the new covid-19 variant this has changed. Many faculty do not want videos of students with their face masks on. There are 5 videos that need to be completed. Sean is working also on a video for ASL with Brittany Applen. Sean does want to move forward with the new videos so that he can begin working on new ones. The remaining videos will be pushed to spring 2022 and if this is not possible then they will be moved to fall 2022. Sean's contract will not be renewed until middle of next year. If anyone does not have a video they can email Gary and he will search the archives to see if there is one available that can be added to the website. He can also contact Robin to create a new video.
- Updated Table Data Report: The CE program websites still has the link to the table data report from the region from 2015. There was a request to update this information on the website and to put in a request to remove this from all the CE program websites as this is really old data and shouldn't be used anymore. An updated data set will be received from Daylene's office soon. Gary will meet with Robin to get this data removed.
- Updates to CE Program websites: Any changes to CE program websites need to go through Robin. Jeff Baker has had Ashley Murphy, Admin Assistant to the School of VAPA, make those changes. Ashley has been really great at making those changes over

the summer to the CE Animation program website. This is ok to continue to do so long as Ashley has been trained with Sect. 508 compliance as IT keeps flagging documents that are not 508 compliant. Robin has gone through this training and is still on contact, therefore all request for website updates should go to her.

#### 4) Perkins and Strong Workforce Funding FY 22 (Harriet)

- Perkins Update:
  - Perkins Funding Overview: Perkins is a federal grant specifically for career education. It was adopted in the 1980's and the purpose of this funding is for continuous improvement processes. Perkins has a Core Indicators measurement. Those indicators are to be assessed and are narrowed down to three categories, completion, and employment and for particular populations. For example, traditionally Paralegals are females not males, the ratio for this program is to have no more than 75% females and at least 25% males. A district is measured on how well those indicators are performing. The idea of the grant is to look at opportunities for how to increase or improve the process to get the core indicated up to the state negotiated level of performance. Historically the district has performed well for many programs and there are some which could perform better. If there are any programs that are not performing well then this becomes a process within program review. A program would look at the Perkins goals and its main activities to see if they align with those goals which could demonstrate improvement if the activity is funded. Another example is with Architecture and Interior Design for many years they have applied for faculty stipends to do faculty advising. Many of the 4-year schools, which students will transfer to, are private institutions and do not have the same programs that Cal States have. Faculty have spent time with institutions such as Woodbury University to set up an articulation agreement for students can transfer for the VA. This has helped with retention and success completion. It is recommended that faculty use their Perkins Worksheets for program review. This process will open up again in October and faculty can then put in requests for funding into those worksheets which will then go into program review. The next step is for this to go through all the levels of review and ends up in the big budget worksheet. The review will rank request by priority and this is how program will receive Perkins and SWF funding.
  - Strong Work Force (SWF) Funding Overview: SWF does not have the same rigidity of rules which exist in Perkins as Perkins has a list of allowable and non-allowable costs. If for example a program needs to purchase a new mannequin which is very expensive item to fund it will go into program review. A justification will be provided by the program for their need for this mannequin and how it will be used. This request will then be added to the main review spreadsheet and if approve it will be supported with SWF funding. In review allowable and non-allowable costs for Perkins are first looked at then SWF is used as a backup. The state's new NOVA system has made the burden of processing these grants easier. Another example for the Allied Health

Department. There is now a preference for funding through Perkins as opposed to SWF as SWF added an additional 9 pages to the application. The application asked for data collecting from the various clinical sites demonstrating employee diversity. Perkins does not ask for this data. Requests for funds have to be done within the year of the available funding and cannot be requested for the following year. SWF funding goes for a period for 24 months. For Network Technology the CISCO Academy is the accreditation body with a tier system. Funding would occur one tier at a time and not 4 tiers as there is a prerequisite that one has to be founded before you can fund another. A request can be made to fund for 4 tiers and this will be budgeted however only one tier will be funded at a time.

- Final approval has been received and faculty will be receiving an email from Harriet outlining what has been approved. For anyone who has requested professional development outside of anything associated with program accreditation it will go into a general account called CTE. This is due to not knowing when the state will put a travel ban again. This allows for great flexibility and to move those funds to the fourth quarter and spend. Budget transfers are now in the NOVA state system. When changes are made an application has to be submitted for monitor approval. The state is currently down by 5 monitors. Funding is not made available until the request is made as Perkins funding cannot be carried over.
- Harriet and Tim need to purchase a lot of equipment for the Advance Technology Center. Harriet and Tim will be attending the LAB Technology Conference in Chicago. This was approved as there is this conference is free to attend and the hotel reservation can be cancelled up to 24 hours before. Airfare will also be put on their own personal credit cards in the event the state issues a travel band the district is not carrying over any of those costs. There are still travel bands in a few states due to their lack of support for the LGBTQ+ community. The states which are not allowing males who identify as female to play on female sports teams, those states have been banned. This is currently a third of the states. If anyone needs to travel to Texas that will be added to SWF as there are no limitation. However, given that the state administers the Perkins grant then the district needs to go by those state rules. SWF is Prop 98 funding which the state does not administer but does distribute. Harriet cannot charge travel expenses on her credit card due to the monthly credit limit. The process has now gone back to the pre-pandemic of submitting travel authorization documents and waiting for reimbursement.
- High Road Training Partnership Initiative: If curriculum work is being done internal for COC such as for the Nursing, MLT or EMT program this would still need to go through Perkins. This is part of the High Road Training Partnership Initiative. This is coming out of the governor's office. This has started with Health Care as they are a public entity. There is a level of DEI that is showing up in organizations which COC has partnered with and the state of CA is expecting each employer to exercise.
- Ranking funding approval process: Requests for funding are reviewed and ranked Program Review and this then goes to PAC-B. If any request needs more justification

Harriet will communicate with faculty. When a program identifies a forced cost but the district cannot fund it then an evaluation will be done to determine if this is CE Program and if those requests can be funded with SWF or Perkins. These requests are then prioritized. Lottery funding is also looked at for instructional supply expenses such as those made by Brittany Applen for Recreation Management. In the spring Harriet will share spreadsheets which outline what is being funded. Some programs are also prioritized such as Commercial Music but there can also be some overlap with MEA for resources. There is also AVID Certification that is being done for commercial music for media and film production.

- Additional Perkins and Strong Workforce Funding will be included on the next agenda.

**5) Open Forum (15 minutes)**

- Additional time will be allocated to allow for Open Forum at the next meeting.

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**Announcements: Open Forum for DiscussionFuture**

**Agenda Items:**

- If there is anything that anyone would like to include on the next agenda please email Gary Quire and Harriet Happel.

**Adjournment: 2:03pm**