

# Academic Senate

## Career Education Committee Meeting

Feb 23, 2026, 1:00 p.m. to 2:30 p.m. (Zoom Virtual Meeting)

<b>Voting Committee Members:</b>					
Regina Blasberg	<i>Business/CE Liaison/Committee Faculty Chair</i>	X	Justin Hunt	<i>Applied Technologies</i>	A
Harriet Happle	<i>Dean, Career Ed. Integrative Learning &amp; Employment Center /Administrator Chair</i>	X	Larry Alvarez	<i>Public Safety</i>	A
Bill Macpherson	<i>Visual &amp; Performing Arts</i>	A	Mark Daybell	<i>Visual &amp; Performing Arts</i>	A
Brittany Applen	<i>Humanities</i>	A	Nicole Faudree`	<i>COCFA Representative</i>	X
Hencelyn Chu	<i>Health Professions</i>	X	Regina Blasberg	<i>Applied Technologies</i>	X
Jaya George	<i>Health Professions</i>	A	SB Tucker	<i>Public Safety</i>	X
Jeff Baker	<i>Visual &amp; Performing Arts</i>	X	Siane Holland	<i>Social &amp; Behavioral Sciences (Adjunct)</i>	A
Jennifer Paris	<i>Social &amp; Behavioral Sciences</i>	X	Tim Baber	<i>Applied Technologies</i>	A
Jon Amador	<i>Visual &amp; Performing Arts</i>	X	Xanth Stack	<i>Applied Technologies</i>	X
Juanita Jaramillo	<i>Health Professions</i>	A			

<b>Other Members:</b>					
Marilyn Jimenez	<i>Administrative Assistant to the Academic Senate and Instructional Support</i>	X	Monica Shukla-Belmontes	<i>Dean, Business &amp; Applied Technologies</i>	X

<b>Guest:</b>					
Nicole Faudree	<i>Paralegal Studies, Business</i>	X	Paula Hodge	<i>Retired Annuitant, Instruction Office</i>	

**Start Time:** 1:04 pm

**1) Approve Previous Minutes**

- a) Dec 2, 2025: Meeting minutes approved unanimously.

**2) Program Viability - Budget Proforma document (Lisa and Harriet)**

- a) Lisa Hooper is the current chair of the Program Viability Committee. This committee was previously chaired by Garrett Rieck. In the last few years, the process of how it informs the committee’s operation has changed. Lisa worked with David to make changes for two main reasons, 1.) to emphasize the need for administrators to sit on the committee and 2.) to include the program cost. A budgeting tool was developed with the help of Jason Hinkle to outline cost vs. revenue. Not all programs need to generate revenue. There is some discussion on how the budget pro forma form will inform what programs need. A ranking

system needs to be developed. It was stated to CE faculty that a CE program does not need to generate revenue for it to be considered viable.

- b) **CTE Courses with Labs:** These types of courses are successful if cost comes out even. One of the reasons CTE courses exist is to prepare students for the workforce. The challenge has been the inability to capture program costs. What do faculty, lab techs, and support staff need? For many programs categorical funding is required, and this can be outlined in the pro forma form. The concern is with building a program and not having the appropriate resources. Faculty needs to project what will be needed 5-10 years out.
- c) It is important for faculty to discuss any external funding sources in the PV process. A lack of sufficient resources (internal or external) may result in a recommendation to delay the start of the program. The idea is to use the PV committee as an educational piece.

### 3) Changes to LinkedIn Learning Access (Paula)

- a) The regional consortia negotiated with LinkedIn to provide Professional Development opportunities for faculty and students. Some faculty have used these LinkedIn licenses within their courses. The region no longer supports this project and COC has agreed to fund it for one additional year only. (The cost is prohibitive at \$35K per year.) Therefore the licenses are switching from regional to local licenses. As a result anyone who is currently connected to LinkedIn Learning will need to re-register their account and will need to update all their course links in Canvas. There will be an email sent out with instructions. At the current moment both the old license and the new license are running in parallel. Paula wants to ensure faculty are giving access to accounts. The license for the old account ends on Wednesday Feb. 25<sup>th</sup>, but there will be a grace period of 1 week. If anyone completes a certification and is on the LinkedIn account that will remain. All the videos and content will remain the same.

### 4) Program Review Update

- a) **Deadline for Level 2 Program Review:** Many have already forwarded Perkins worksheet to Harriet. As the college has moved to Level 3, deans can now work with Jennifer Brezina and David Vakil. If anyone has not forwarded their Perkins worksheet, please forward to Harriet for review.
- b) **Program Review Processes Update:** There is some discussion with Daylene to update the CTE tab for Program Review to make sure the areas are filled out.
- c) **Need for Equipment Schedules:** The college maintains an inventory list that includes the depreciation and expected life span for all the inventoried equipment. This list should be used towards projecting and prioritizing equipment replacements.
- d) **Replacement Equipment Policy:** Need to come up with a proposal to develop a replacement equipment process that can go to Academic Senate, and which can then go to Administration. Other institutions have a replacement equipment policy or procedure. It is about being able to plan for and prioritize future equipment purchases as these items reach the end of their useful life. Questions about relevancy and functionality will need to be discussed. For example, the IT department has a regular replacement schedule for

computers. This needs to be considered for other departmental equipment as well. The current program review process to request equipment funds doesn't work well.

## 5) Student Certificate/Degree Completion Numbers

### a) Impacts funding – how do we get more students to complete?

- i) The Perkins funding went down by \$50K and due to a reduction in certificate and degree completion. Qualitatively the response is that as students obtain employment, they leave without completing the certificate or degree. However, students are losing advantages by not completing a certificate or degree as this helps them earn higher wages. In the Veterans program, in the state, and nationally it is being seen as a trend. This will have a significant impact on funding. There is a need to communicate to chairs and faculty a request to communicate Degree and Certificate petition deadlines to students. Perhaps this is something that can be universally provided in Canvas.

## 6) Career Trees and Skills Trees

### a) Build trees for new programs, update existing trees, and add skills trees

- i) **Career Trees:** Many faculty completed their career trees prior to covid. There is still a license, and many programs need to be updated as there have been changes. Information from the Career Trees may be used to create stand-up banners that can be used at outreach and other events. There was a suggestion to also create flyers.
- ii) **Skills Trees:** There are also skills trees. These focus on personal, professional and/or soft skills. This is what gives people a competitive advantage. Communication has been replaced by AI literacy and students must have an idea of how to use AI for the workforce. The outreach department and the counselors at the Hart District have confirmed they will use the Career Trees.

## 7) Any topics we would like to address? – Everyone

- a) Updates to the websites can be submitted to Stephen Burns via email and copy Harriet Happel. IT used to do training on how to update the website but the current product interface is not user friendly – very difficult to use. Additionally, it is not clear if the training is still available.
- b) If anyone has any other agenda items request, please contact Regina and Harriet.

---

## Parking Lot for Further Discussion

- Marketing Strategies
- CTE Curriculum Committee
- New Workforce Pell Grants – programs 8 to 15 weeks – need to have discussion?
- Legislative Updates

## Future Agenda Items:

- TOP to CIP Transition
- Competency Based Education Network (CBEN) presentation
- Advisory Board Handbook Update

- AB 323: Strong Workforce Program: Work-based learning opportunities

**2025/2026 CE Committee Meetings**

**Spring 2026:**

Monday, February 23 1:00pm-2:30pm

Tuesday, March 24 1:00pm – 2:00pm

Monday, April 27 1:00pm-2:30pm

Tuesday, May 26 1:00pm-2:00pm

**Adjournment:** 1:59pm.