

# Academic Senate Career Education Committee Meeting Summary

May 09, 2022 1:00 p.m. to 2:00 p.m. (Zoom Virtual Meeting)

**Attendees:** Gary Quire, Harriet Happel, Heather Dotter, Hency Chu, Jeff Baker, Jeff Gregor, Jennifer Paris, Justin Hunt, Justin Wallace, Dr. Kathy Bakhit, Larry Alvarez, Marilyn Jimenez, Nadia Cotti, Nancy Sandoval, Nicole Faudree, Paula Hodge, Regina Blasberg, SB Tucker.

Start Time: 1:03 pm

## 1) Approve Previous Minutes

a) April 11, 2022

- Meeting summary for both the April 11<sup>th</sup> and May 9<sup>th</sup> will be listed on the next agenda.

## 2) CTE Tool Kit Update and Gary's Presentation for ASCCC Career and Non-Credit Institute (Gary, SB, & Regina)

a) **Update on the 2nd MQ sub-committee:** The 2<sup>nd</sup> sub-committee formed is on part 2 of the process. The original sub-committee included three members from MQ Committee, SB Tucker, Gary Quire and Regina Blasberg. This process began back in October. A presentation was done to Academic Senate about a month ago right before spring break. The meeting went well however, no final decision has been made with the CTE Toolkit. There are some who feel there is a need for further discussion. The second CE sub-committee formed includes SB Tucker, Regina Blasberg, David Andrus, Gary Quire, Lisa Hooper, Gary Collis, Rian Medlin and Alisha Kaminsky. This group has met twice.

b) **ASCCC Career & Non-Credit Inst:** Gary will be attending the ASCCC Career & Non-Credit Inst and will be sitting in panel and will be discussing the work being done. Gary will discuss the process and show them a timeline as there are many colleges that may want to learn how to do this. Gary shared the PP that he will be sharing on Friday. In attendance at the conference there will include, one Rep who represents all the colleges in LA, one rep from Chaffey College, Lynn Shaw with Long Beach City College who is the CTE liaison from the state level, Robert Cabral who represents all Venture Colleges, he is also the Dean at Moorpark College and is involved for the region.

c) **Programs/Depts interested in using the CTE Toolkit:** several CE programs have been selected. SB has been helping with putting together a template layout and that others may be able to use. There may be 4-8 programs that may be able to participate in the program. There have multiple different programs from CE who have reached out to Gary Quire. Anyone else that is interested can reach out to Gary Quire. The next meeting is scheduled for Monday, May 16<sup>th</sup>, 2022.

d) **CTE Toolkit Pilot Program:** The idea is to develop a possible pilot program. Gary went over the CE Toolkit for hiring CE Adjunct faculty. In order to determine what is and isn't working for this toolkit the process needs to be attempted. Faculty will need to fill out a packet and a check list with a list of documents to include. This should be self-explanatory. The goal is to get the pilot program approved and focus only on adjunct

faculty.

- e) **CTE Toolkit Packets:** In order to start the pilot program, the packets need to go through the meeting and it is not clear what will be asked for as information. The purpose for attempting to get this pilot program approved was to begin using the CTE Toolkit option in the summer. The presentation has been forwarded to David to make sure that the COC and Academic Senate are comfortable with the information that will be shared. The PP will provide a run down of all the work which has been done since October. There was going to be a group of people who were going to look at the application and Academic Senate felt the group was too CE heavy and that there was a need for more GE faculty. However, if the program is a CE program there will be a need to have CE faculty from a particular area present.
- f) **Pilot Program Faculty Composition:** The pilot program will include GE faculty, MQ Committee members, the idea is to use the faculty from the MQ committee. However, until the pilot program is approved the process to measure will still be discussed. It was clarified that this process has not been created. It is possible that David will write down the MQ language and Regina will work on the cheat sheet. Regina will be talking to all GE schools and if this meets their needs then HR can begin using this to evaluate MQ's for new faculty. The idea is to have HR solely oversee this process and not the committee. However, others feel that HR and MQE need to be involved. Some committee members feel that the review should happen by the MQE committee as there are reps from all the schools. As per the process, applications will go to the MQE Committee. One group is to approve the pilot program and the other group is to approve the process. Rian Medlin with HR has been involved as a MQE committee member as MQE was who put this process through.
- g) **Other Colleges using the CTE Toolkit:** For each program it will need to be a case by case. Chaffey College has used the toolkit for their Automotive college. It is not clear if other colleges who have used this toolkit had go through their AS Senate. Robert in Oxnard have used it and unfortunately this person could not be in this panel. Oxnard has an MQE committee that has been used to review applications. Oxnard is part of a district and they have an MQE committee across the district.
- h) **Faculty Candidate Equivalency Request Packet:** A rubric can be created and can list each category for GE. This will include qualifications that should satisfy a requirement such as Natural sciences, SBS, humanities, etc. However, in some areas such as humanities and Language and Rationality this can be difficult to prove and will need the individual to defend this area to the MQE committee. SB shared an MT Adjunct Faculty Candidate Equivalency Request Packet. As a reminder this entire process is part of the screening process done by HR before they are released to the hiring committees. The rest of the process will be the same. The difference is just how the individual will meet MQ's. The state recommended has that the following documents be included as part of the applicant
- An executive summary explaining why COC should accept their equivalency,
  - Curriculum vitae and a crosswalk.
  - Resume outlining experience
  - Copies of certifications and cards as in some field students have to continuously update their skills.
- i) **Next Steps:** The last step will be for the AS President to put together an AP that will

discuss the pilot program that will include put rubrics and cheat sheets.

**3) Categorical Funding for FY 23 (Harriet)**

- a) There is request being done with CTE through Program Review. There are almost 1.8 million dollars however this is not received all in funding. For SWF there will be about \$8-900,000 dollars. The Perkins numbers are ready to go and will be inserted into Nova. There are some programs where there is some opportunity to use for Computer Networking. This was removed from Perkins General and placed in Perkins grant. If this does not come through then it will fall back on SWF and funds can be accessed in October. There were large requests mostly in other MEA programs.
- b) Larry Alvarez with the Admin of Justice asked if faculty can be paid for internet cortication. However, Harriet cannot do this but Larry will get a consultant contract that's related to a mandate with Admin of Justice. When professional develop is specific then it is put in the general program across CTE. The state is still prohibiting any out of state travel and this is why so few funds have been allocated to this section. There are \$25,000 in conference under across CTE. For the ECE program all three activities go into their industry recognize credential. Faculty lead and mentorship in Animation will be paying the faculty as unpaid interns. Hency Chu has put in \$10,000 for a classroom desktop computer and camera for the instructor that goes through IT and does not go through Perkins. Harriet outlined why some things got funded and others didn't. The idea is to eventually hire a lab tech. For the Paralegal program all the ADA compliance activities with sub services, the NALA certification and the Virtual law office all shows how students are being supported with internships. Out of \$500,000, \$336,000 is program specific. There are some administration costs as Harriet has to purchase her own printer cartridges. Across CTE there is the FT Classified Clerical positions for Katherine with the goal to fund at 100%. This will be funded at 80% Perkins and 20% SWF. Other areas included contract services, professional membership and Professional Dev. across CTE, this comes out to \$511.104.00
- c) SWF allocation funds will not be received until September for October. The timelines have been hard to follow. Perkins funds on July 1 and all has to be spent by June 30<sup>th</sup>. When it is tied to a dept if funds are not spent as how that was outlined in the award application then budget modification needs to be done. For SWF there is now a 24 month spend cycle. An extension for round two to five to encumber these funds is for August 30<sup>th</sup> without any penalty from the state. This year a deadline of Jan. 31 was give for equipment. The hope is to get much relaxation for deadlines.
- d) The last meet is in two weeks. The May 23<sup>rd</sup> is the last CE meeting for the SP 22 semester.

---

**Announcements: Open Forum for Discussion**

**Future Agenda Items:**

**Adjournment:** 1:54pm.