

# Academic Senate

## Career Education Committee Meeting Summary

November 8, 2021 1:00 p.m. to 2:00 p.m. (Zoom Virtual Meeting)

Attendees: Gary Quire, Harriet Happel, Daylene Meuschke, Diane Avery, Dr. Kathy Bakhit, Heather Dotter, Jennifer Paris, Jon Amador, Justin Hunt, Justin Wallace, Keri Aaver, Larry Alvarez, Marilyn Jimenez, Mark Daybell, Nadia Cotti, Nancy Sandoval, Nicole Faudree, Regina Blasberg and SB Tucker.

**Start Time:** 1:01 pm

- **Continuation of virtual meeting during the state of emergency (COVID-19)**
  - As the sub-committee of the Academic Senate the CE Committee, every 30 days, at the first meeting of every month, the CE Committee will vote for continue virtual meeting due to the state of emergency (COVID-19). This was approved at the Academic Senate and therefore this will also need to be approved by CE Committee per the Brown Act.
  - Motion to approve the continuation of virtual meetings for the next 30 days by Jennifer Paris, seconded by Jeff Baker. Unanimous. Approved.

### **Action Items:**

- 1) Approve Previous Minutes
  - a) October 11, 2021
  - b) October 25, 2021
    - Motion to approve both meeting minutes by Harriet Happel, seconded by Regina Blasberg. Unanimous Approved.
- 2) Approve via vote continuous virtual meeting during the state of emergency (Covid 19) (Gary & Harriet)
  - a) This vote will take place at the first meeting of each month per Academic Senate newly adopted process. Being a Sub Committee of the Academic Senate, we follow the same guidelines. (Gary)

### **Discussion Item:**

- 3) Program Review (Harriet)

### **PERKINS V OVERVIEW Presentation**

- a) Overall Purpose of Perkins V: Perkins was re-authorized by the Federal Government and now there are new guidelines. The Overall purpose of Perkins 5 is to train students for high skills, high wage and in demand occupations that have a demonstration of rigorous academic education in COC's career education programs. All programs need to demonstrate that they are being developed, implemented and being improved upon.
- b) Continuous Improvement Process (CIP's): CIP's need to be looked at when there is a Perkins Award and how either a new or existing program can be made better for better outcomes for students. This can be done by relying on best practices such as, professional development, in particular for supporting K-1 partnerships, promoting continues learning and how to specialized programs for special populations.
- c) Perkins V: Comprehensive Local Needs Assessment: Perkins V mandates the college to start the

process of doing a *Comprehensive Local Needs Assessment*, which means going to business and industry to determine if COC is doing what is needed to meet employment demands and meeting LMI. In addition to LMI, it is also key to demonstrate participation of the college's special population students. It is important to demonstrated there is diversity, equity and inclusion for those populations with the programs. There are 10 Industry Sectors in the region that one of the CE programs will fall into. A Strategic Plan also needs to be planned every 3 years. The college also needs to do a collaboration and plan for how the college will be collaborating across the region for employer engagement. There are 4 sections that were selected as priority these include *Advance Manufacturing Health, Information & Communication, Technologies & Digital Media* and *Public Safety*. These sectors where selected based on a collaborative conversation among the 6 college districts and their CEO's and on LMI information.

- d) Strong Work Force (SWF): Efforts were combined to do a *Comprehensive Needs Assessment* at the regional level. There will be a survey sent out by the end of November to 28,000 business and industry members based on those business which have done a profile on the *Job Speaker Career Connects Platform*. Based on the results of the survey those same questions will be used in the spring with the Advisory Boards and this will serve as the *Local Comprehensive Needs Assessment*. Both of these documents will be uploaded into the Perkins Award Grant next print which is usually around April or May. For the local survey the major focus will be on the Advisory Board. Either this can be done verbally or send out a survey to all members of the Advisory Boards which includes 28 programs. This may be the best way to capture everyone as not all attend the Advisory Board meetings. There was a recommendation to do a local survey.
- e) Advisory boards: A list of Advisory Board Committee composition was shared. Justin Wallace has helpful with adding business and industry members. *Workforce Development Boards* will also be looked at. As more relationship area developed that are providing programs for at-risk students (homeless, food and home insecurity) then this will be looked at well. If anyone faculty want more representation from the Hart District the recommendation would be to contract Dr. Carolyn Hoffman is now the new CTE Director at the Heart District. Another suggestion would be to get in touch with Nancy Bailey who is the Work Base Learning Director at the Hart District. COC is pushed more Dual Enrollment courses and the Hart District may invite faculty to be a guest speakers for some of their classes.
- f) Special Populations of Students: There are new additions to the special populations in Perkins 5. These include individuals with disabilities, economically disadvantaged, non-traditional fields, single parents, displaced homemakers, English learnings, homeless youth and youth with parents in the armed forced and on active duty.
- g) Perkins Core Indications Changes: There are measurable outcomes that are provided in a report in March and guide the plan. The plan is written to show where the college is performing well in terms of the Core Indicators and where there is a need for improve. By definition a *CTE Concentrator* at the secondary level is a student who has completed 9 or more CTE units in a given year. In addition, this includes after program completion, second quarter, how many were either employed, transferred, joined the military, enrolled in a program under the national and community service at the Peace Corps or Job Corps programs. Another core indicator is to look at the percentage of CTE concentrators who receive a credential during participation within one year of a program completes. This would apply to both local and industry recognized certificate. Lastly, those who become employed in a non-traditional field. This is the 75:25% ratio for example in Nursing, the state wants to see that at least 25% of males are representation the demographic to 75% females. The state wants to see enrollment and completion. Perkins is focused on completion. In a strong-non-traditional field at 75:25 ration will decline in favor of a traditional field. For example, in the Automotive Program, there is a big discrepancy between the percentage of

female's students enrolled vs. female student who are completing the program.

- h) Core Indicators in Strong Work Force (SWF): In SWF there is also a need to look at the core indicators. SWF is looking for an expansion in work base learning, student and employment outcomes, internships, training for needs of employers. Is there an increase in awards for student in a field where there is already a supply gap? There is a critical employee supply gap of over 3,000 job openings in *Construction Technology*.
- i) Changes to Perkins: There used to be limit of only 3 years to fund a project. For Example, Architecture Jason and Holly have been doing *Faculty Lead Advising*. The unique nature of their program is that many students transfer to private school programs. There is much *Faculty Lead Advising* to help students transfer as there are not many Architecture programs. As the rules were changing for Perkins, this program was reaching the 3-year mark but now they can be continuously funded. Perkins wants to see fewer programs funded and see more awards to demonstrate what the funding is accomplishing. The college is demonstrating sustainability and that there is an investment required for program improvement.
- j) Timeline with Perkins: The Perkins award process begins with Program Review. There are Perkins worksheets that are filled out for each program and are uploaded into Program Review and sent to Harriet. The budget process begins with reviewing the various costs and deciding and prioritizing as a Dean's Council what will be recommended to PAC-B to fund. The old Part B form is no longer required. The *Comprehensive Local Needs Assessment* is now required and this is done by Harriet. The state finalizes the plan by March and this is when they release the Core Indicators and this lags 2-3 years. NOVA (the new reporting system) then opens up to begin building the grant. In May the grant must be completely submitted and the college is awarded by the end of September.
- k) Applied Baccalaureate Program: The Applied Baccalaureate Program will no longer be affected by the 3 cycle as this has gone away. The Cybersecurity as an Associate's degree and as a potential Applied Baccalaureate curriculum has not been approved yet. Until there is a Top Code approved in the Course Outline of Record the college would not be able to secure funding for this. The only funding available would be for the possible development of curriculum.
- l) Program Objectives for Grants: Program worksheets correspond with the Program Review. Under MEA there is *Animation* and *Film Production*. There is one Program Review with multiple sub-sections. In Program Review under the budget sheets this would fall under MEA. Separate spreadsheets can be done and uploaded separately under the additional documents. Once Program Review reaches level 3 the extra documents help to explain to people what the different requests are for. The form is a Microsoft Word format which can be filled out, saved and submitted to Harriet. If anyone wants this form uploaded back into Program Review faculty have the ability to do with the tables on the right where it says "upload additional documents." There are improvements being made to have this be all in one place and in the same module. The hope is to work with Lisa with *Enterprise Solution* to test out the improved system.

#### **CTE: FY23 PERKINS PROGRAM PLANNING Presentation**

- a) Section One: Required Use of Funds Assessment: Four spreadsheets were combined into one and different sections were added. The impetus for Perkins is the continues program improvement and goals. There are total of 9 goals and within each goal there is a need to look at the activities and determine what the goals fall under. In the area of improvement, what are the indicators? How will these be measured? The areas of improvement measurement include increase in enrollment, and completion.
- b) Budget Request Timelines: For Perkins there are tight timelines for budget request. For example, for equipment request these need to be in by March and before faculty go off contract. Need to

look at the technology to see if this can access by the cloud. Need to look at IT for the VPAT certification. Much of the work can be done ahead of time. Need to outline what are the plans for the next year as this drives the funding. Perkins funding does not roll over, whatever is awarded on July 1<sup>st</sup> and needs to be spent. Spending typically does not happen until September and this leaves 9 months. Many faculty are coming back from contract in September. For equipment this needs to be spend and received on campus by June 30<sup>th</sup> of the following year. Many faculty are then off contract for the holidays and now Perkins is at the 6 month mark, then faculty return in February and this creates a tight timeframe. With SWF there is a bit more time, even though there are now 24 months as opposed to 30 months. The work can begin prior to getting the award to so that when the award is ready the documentation can begin.

- c) Faculty Externships: Perkins allows for payment for faculty externship by way of supplemental services but not student internships. SWF also does not allow for payment of student internships. Also allows for industry into the classroom and pay for lecture fee.
- d) Section Two: Program Improvement Goals: All information that was included in Section One will need to be ranked and an activity goal will be added. How will this goal contribute to the measurable outcomes by way of either Core Indicators from Perkins or the Chancellors office Vision for Success goals? These definitions have been included at the end of the document. SWF Employer Engagement Goals and the Vision for Success foals have been added this year. With Future Business Larders of America (FBLA) this is considered a key work base learning opportunity for students. The measurable outcome would be, this many student has been placed at the local competition, then include what they did and if they competed high enough for scholarships? Need to also figure out the cost such as supplementary services for faculty, registration costs, accreditation and travel costs and human and physical resources.
- e) Section Three: Employer Engagement: How will this improve employment engagement? Which of the activity's goals will this improve? Will this help to meet what the industry has stated in the Comprehensive Local Needs Assessment. Which at the top of the list of courses is this heling an employee pipeline to get employees to work in their business? Harriet is asking for more information and less concentration. The suggestion is to consider all big ideas and look at the goals. Faculty can take small steps out of a large project and analyze what has been accomplished and look how this can be built upon. This can also include cross-programs for those who have synergy with those programs. In SWF it is now allowed to blend up to 4 programs and top codes for funding. Perkins only allows for 12 months.
- f) Program Review Meeting: The meeting on Nov. 16<sup>th</sup> is in general for Program Review. If anyone has any questions they can reach out to Harriet. T

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**Announcements: Open Forum for Discussion**

- The next CE Committee meeting scheduled for Nov. 22<sup>nd</sup> will be cancelled due to Thanksgiving week.

**Future Agenda Items:**

**Adjournment:** 2:05 pm