CTE Committee Meeting

Date: Monday, December 2, 2019

Time: 1 p.m. to 2:30 p.m. , Room 405

Person/Time	What?	Notes/ Action Items
Kristin Lima, Micah Merrick	Welcome a) Norms	Introductions: There are some new faces in the room including our Regional Director for Business and Entrepreneurship, hosted by Chabot, Micah Merrick. • Most areas should have a Regional Director and are encouraged to reach out to them. Other new faces in the meeting include: Jerome Manos, Cristina Moon, Yvonne Vanni and Gabe Chaparro- Welcome!
	Approval of Minutes	Motion to approve: Chris March Seconded: Kevin Kramer All in favor Abstentions: Gabe Chaparro, Arun Goyal, Matt Kritscher, Victoria Ugaki.
	2) Action Items a) Review of Shared Governance Document i) Survey Monkey out today ii)Approval by December 5th	The representatives from each division need to be confirmed. Each division has their dean and two other representatives, it can be classified professional, faculty or administrator. • Dov Hassan was added to AMC representatives The survey will be sent out after this meeting so please vote ASAP. There will be a short turnaround (December 5 th).
	3) Discussion/Information a) Update on Regional Events (1) K-14 SWP work (2) Regional Joint Ventures (3) Regional Directors	Every meeting agenda for this committee will include an item to discuss Regional activities that you are involved in as well as SWF updates on activities. K-14 Updates: There is a ROP meeting is coming up to see what they're going to be putting in for their application. Friday there is a meeting to see what is coming up. ACOE, recently clarified responsibilities for this current round. When a K-14 application is submitted, they are required to have a community college partner. If you are contacted by anyone who is asking for a match, please contact Kristin so she can figure out where it is coming from.

b) Conference Reports

Conference reports will be a standing item on the agenda.

There was a discussion of what should be required in a Conference Report. Kristin shared both of PDEVs conference applications (old and new), and the group discussed if we should use one of their forms or create our own.

- Some members thought that a conference report should not always be required for regular meetings.
- The group discussed how we take this information from the reports and use it at Chabot. What does everyone take away from their conferences and how can they share that information?
- The group agrees that a form is something they would like and it will get attached to the reimbursement (Conference Expense Form).
- Claire will add the Conference Reports to our CE Committee Canvas site. She is working on creating a canvas shell that everyone in the committee/Chabot has access to.
- Matt suggests that we do post the Conference Reports to a public accessible CE Committee Website as well.
- Eric suggests uploading a video report instead of a written report.

We try to spend through Perkins first because it is harder to spend. Out of state conference requests need to be submitted to the ATB office at least 2 months prior to the conference because approval is needed from the Perkin's monitor.

(1) Forms

The Conference Expense Claim form is signed by your Dean, then it goes to the ATB office for the account information. After that it goes to the Academic Services office (Dr. Thompson) then finally it moves to the Business Services office for processing. If there is an issue with the reimbursement, the Conf. Expense Claim comes back to the Fund manager (ATB office) to fix.

- b) Update of Perkins
 - i) Public Comments
- c) Project Recaps
 - i) Ending in December, Year 2 of funding

Update on Perkins:

Kristin went over the handout/ Letter from the BACCC. They are seeking public feedback. If anyone has public comments/ feedback feel free to attend a Public Meeting Session on the handout.

Project Recaps:

We are closing out year two of SWF. Please do not send in any requests that were from year 2, 332252. It is closed, completely exhausted. Now we are moving onto closing out year 3. We have not received year 4 funding yet. One we get all the projects closed out we will be asking the leads to write up a synopsis of what was achieved

	4) Events	The ECD Career Fair is coming up, tomorrow, November 19. 15-20 different companies will be coming together in the foyer of building 400 and in room 405. There will be another ECD Career Fair in Spring.
		The ATB Career and Networking Fair is coming up in April.
		Chabot Area Counseling Collaborative- Counseling has been working to create a one-day counseling conference to focus on pathways. They are planning to hold it in April.
1	Next Steps a) Next meeting is February 3 at 1pm, room 405	No meeting on Finals week or first week of school. Next meeting Feb. 3 rd .
,	Attendees	Kristin Lima, Nancy Cheung, Claire Bailey, Victoria Ugaki, Yvonne Vanni, Kevin Kramer, Eric Shultz, Chris March, Mike Sherburne, Christina Read, Bob Buell, Adam Hathaway, Connie Telles, Frank Ko, Micah Merrick, Sara Parker, Matt Kritscher, Arun Goyal, Nathaniel Rice, Jerome Manos, Deonne Kunkel-Wu, Cristina Moon, Stacy Thompson, Hilal Ozdemir, Debbie Trigg, Gabriel Chaparro

Key Dates: February 3, 2020, Monday, 1pm-2:30pm - Next Meeting