

CTE Work Group Meeting

Date: Monday, August 26, 2019

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

Person/Time	What?	Notes/ Action Items
Christina Read	Welcome and Approval of Minutes from May 6 meeting	Motion to Approve Chris March Second Susan Benz Approved
Christina Read, Kristin Lima	Shared Governance CE Committee Proposal Review of the Matrix for committees Definition	<p>Everyone was directed to review the Handout Titled "Career Education Committee" shared governance committee.</p> <p>We are trying to make the Career Education Committee a Shared Governance Committee. There are two possible setups for this committee. (see handout)</p> <p>Any thoughts on methods of membership? Any preferences on 1 over 2?</p> <p>Most people do not respond or say they are in favor of the first option.</p> <p>Another conversation we've had is if voting members can't be someone who are paid out of the fund, because you're voting on your own salary/ position. That's a decision to make. Any thoughts on that?</p> <p>Matt: A lot of people in other committees vote on where they are paid like in Categorical and Grants.</p> <p>Christy: Would there be a way to have those particular members abstain on a particular vote, on the project from which they're funded? They would still be a voting member but can't vote on their own project.</p> <p>That's a possibility as well.</p>

Voting process:

Hoping to align proposal project with program review. Project leads with submit proposals to committee. Asking for some information that Christina needs to input into NOVA. (see handout)

Susan: Is this the same as last year?

Mostly, there wasn't the funding formula component last year.

Dr. Thompson: Which option did you agree to?

Those who had a preference liked option 1, of the two options. Several members liked that voting members did not vote for themselves, and we discussed that maybe people cannot vote on their own project but they could vote on other things as a compromise to that.

Kristin: What it is right now: Each division has 3 reps, one is the division dean, the other two can be faculty or classified. It has been this way for the last three years. After year one this way became what was best for the division.

Dr. Thompson: It would be great for this to be posted to the website so that everyone knows this. Not just the people in the meetings. Part of being shared governance is being transparent.

Kristin: Christy is going to create a canvas site for Career Education that everyone has access too.

Dr. Thompson: I'm confused about anyone having access to it because that's not usually how canvas works.

Christy: I will gather the W#'s of anyone who needs access and add to Canvas course shell. Tri-chairs will become the owners.

Dr. Thompson: We need to have public website too that everyone has access to. It's not either or, it's both.

Kristin: We would bring this back to the next agenda to vote, time to digest this information and vote next time. The next meeting is where we will have a recommendation, action item, and vote.

We will bring this back on the next meeting, September 16.

Christina: Should this group look at all funds that are career education? Like maybe the online CTE Grant? Is that something other people are interested including or is this just SWF and Perkins?

Dr. Thompson: In order to make an informed decision you need to bring up specific examples of the grants. Bring them next week and we can talk about them then. It could just be an information item.

Kurt: If you had an area that went through the work of sourcing extra funding. It shouldn't be a negative against SWF funding because they already got an extra grant/funding.

Dr. Thompson: I would like to see next meeting all the grants that fall under the CTE umbrella. Then we could agree or discuss if it is informational, are we just letting everyone know that this money is happening here on campus so that people have a broader picture, or what? Are we asking this group to do something else?

Susan: Are we the CE Committee for all of Chabot? If so then all CE funding should be transparent and available to all of the committee? Or are we just SWF?

Kristin: We want the big picture of all the grants, but not so that it will effect another funding position. What is the big picture of what is coming in for CE? Information is valuable. What are others doing and where are they finding funding? If we share where we have success, we can have more opportunities.

Christina will touch base with Yvonne from Grants Committee to get a list of the current CE Grants.

Dr. Thompson: Is everyone ok with this timeline? Project evaluations are due in September.

(see handout for timeline)
Discussion ensues.

Sara: I have a question about where it says “Initial proposals will be submitted in line with Program Review”, in line sounds like at the same time, but my thought was that we were moving towards everything gets submitted to Program review and then parceled out to the right place.

Kristin: We can't just go use the program review application for SWF and Perkins. No matter what we are going to have to do a different data point stuff. When we said in line we meant about the same time.

Dr. Thompson: We don't have any input on what goes into Program Review. The template for Program Review is already designed. The information that we are requesting for these proposals is not the same. So it would be in line, but not incorporated.

Sara Parker: If somebody puts something in Program Review that they don't realize is eligible for this then there should be an opportunity to pull it into that into this process and not exclude somebody from it.

Dr. Thompson: This is the Dean's responsibility. They should flag the project and give them the application for CE funding.

We made the deadline for this, after Program Review, so that the Dean has the opportunity to do that.

Nancy: In this timeline, can you incorporate in the timeline when certain reports are due so we can be mentally prepared?

Christina: Like Perkins? It has its own timeline.

Dr. Thompson: We should add project evaluations for Perkins to the timeline.

Christina: We can have two timelines: one for SWF and one for Perkins.

Kristin: We will bring this back on the 16th. If you have any questions, concerns, copy the three of us before 16th, we will incorporate it and bring it back as an action item on the 16th.

<p>Christina Read</p>	<p>Perkins Approved Application/Projects Ordering Process Advisory Council Requirements and Support</p>	<p>Everything that has been requested has been conditionally approved, and we have not gotten any feedback that anything has been denied.</p> <p>Christina hands out the final application and data that was submitted to the Deans. She has submitted the setup for Perkins but it is not in the system yet. It will hopefully be very soon. Submit any Requisitions to Christina. She has contacted some people who have personnel in some funds this year. They can go ahead and can spend money on the personnel but not equipment yet.</p> <p>Kristin: What about CTE transitions? Do you have a plan for that?</p> <p>Susan: CATEMA has been an incredible tool that the Chancellor's office has paid for the last 2-3 years. It is a cloud platform that allows 3600 students in our regional high schools to enroll and earn early college credit at Chabot. Out of the 3600 students, 2500, about 78%, students have earned Chabot credit, and CATEMA manages all of that in the cloud for A&R. When it was done by paper we had exactly 25 students that earned Chabot credit, this year it was 2500. The CATEMA licensing is now in Perkins. It is almost all CTE courses in the High Schools. It is the only way for underserved population in the high schools to get college credit because before it was all A.P. It is \$2400 a year for the licensing.</p>
<p>Kristin Lima</p>	<p>Strong Workforce Status of Budget 16-17 Local and Regional Update Status of Budget 17-18 Local and Regional Update Budget 18-19 Local and Regional Project Updates- Assessment</p>	<p>If you had anything in 16-17 it is now done. If there is something we could carry over we did. As you all know, we are moving funds around. So 16-17 we are closing all the projects. So there may be some adjustments. Everything we have done in SWF is project based and multi-year projects. As for the status of 17-18, we were up to date but Friday a lot of things changed again. We are not prepared at this moment because of all the changes last week. When they get updated we will give everyone the status of their projects</p> <p>We did the 18-19 allocation last March, which also has changed at this moment in time. Everything you were approved for last March and April are still intact but those lingering.</p> <p>We used the first in, first out model. So if you have a continuing project that there's multiple years that you've been funded, it's all going to go to the first project until it's zeroed out. It is a complicated accounting system that they have given to us because they track in a different way in Nova than we do here are the college. If</p>

		<p>you have any questions about the status of your project and Christina, Kathleen or Kristin can go over it with you.</p> <p>Christina has worked many hours on working on the three reports you see in front of you. There's a report by the division to be completed by the division manager/director. There's also a report for project lead, and one by personnel. These three different forms are looking for the same thing but from different perspectives.</p> <p>(see handouts)</p> <p>Look over these so you can see what is being asked from people in your area. The End of Year Strong Report by Personnel is for anyone funded by SWF. Personnel may be coming to managers for support in completing this. This is for an assessment for all the projects we have submitted. Personnel is a project.</p> <p>Kristin went over each form that was handed out.</p>
<p>Kristin Lima, Terra Lee</p>	<p>Outreach Request for Outreach and Support from Faculty Division Days- Manufacturing Day and others</p>	<p>Kudos to Terra. She has been to all the Hayward street fairs, other festivals and events. We need your help. We need outreach. It is not something can be done alone. We have a huge tent, tables, etc. Getting the word out about Chabot College, especially CE.</p> <p>Terra thanks everyone who has helped volunteer. She says that she will give dates for volunteer opportunities in advance, and that she has cool polo shirts for those who come out and help.</p> <p>Division days coming up, Manufacturing day coming up, already on the books. Any type of outreach activity that can be a crossover, let us know. We will put it on the calendar and we are already planning for next year.</p> <p>The Deadline for the three forms that were handed out is the next meeting, September 16th, and we will look at them at the October 7th meeting.</p> <p>Deans, please go back to your committee representatives and see if meeting at this time still works. We have found that a lot of the time there are faculty that cannot participate because committees are during peak lab times. For example,</p>

		<p>3pm-5pm is almost impossible for us. We've asked that we are on the Shared Governance calendar so that it is recognized, and important to make available for as many people as possible. Any feedback on committee structure please let us know.</p> <p>A discussion takes place on a better meeting time.</p>
	Good of the Order	
	Attendees	<p>Kristin Lima, Stacy Thompson, Frank Ko, Nancy Cheung, Terra Lee, Brittney Harrison, Kevin Kramer, Susan Benz, Claire Bailey, Matt Kritsche, Sara Parker, Kurt Shadbolt, Amy Mattern, Deon Kunkel-Wu, Arun Goyal, Christina Read, Christina Davis, Debbie Trigg, Victoria Ugaki</p>

Key Dates: