

CE Committee Meeting

Date: Thursday, September 19, 2019

Time: 12 p.m. to 1:00 p.m., Room Board Room

Person/Time	What?	Notes/ Action Items
Dr. Thompson	<p>Shared Governance CE Committee Proposal</p> <p>-Definition</p> <p>-Review of the matrix for committees</p>	<p>People were asked to review the handout of the revised Career Education Committee guidelines. This is the first committee that has asked to go from a work group to a shared governance committee. This shift from informal group to shared governance committee means that we have to discuss and vote on the structure of the committee.</p> <p>CTE has been changed to CE to reflect how it is spoken in the field.</p> <p>Dr. Thompson read through the handout. Dr. Thompson proposes that the tri-chairs should be from different CE divisions, there is a general agreement.</p> <p>Jim proposes that the number of representatives in the Administration should be based on FTEF (Full Time Equivalency Faculty) in CE top codes.</p> <p>Kristin proposes that the range of FTEF should be changed to 0-5, 6-14, and 15+.</p> <p>There is a discussion on whether this is fair to certain divisions. It is decided that until each division has an idea of what their FTEF is, they cannot make a decision on the range of FTEF. Everyone was asked to get this data before the next meeting.</p> <p>While discussing the Proposal process, Kurt suggests adding “proof of industry support”, through submitting minutes and agendas from advisory committee meetings to show that they discussed their needs with the industry.</p> <p>Nancy suggests adding how the project meets “more, better, aligned”</p>

		<p>Arun suggests that the proposals should be uploaded to the CE Canvas website at least two weeks prior to the presentation. It is decided that proposals should be uploaded 5 days prior to the presentation.</p> <p>Kurt says that unused money should get allotted to equipment spending and not just float around forever.</p> <p>Kristin suggests adding an implementation guidelines section, below the timeline. This will include how long groups have to spend their money before it is reviewed and reallocated.</p> <p>It is decided to add that proposals should include a start and end date.</p> <p>Everyone agrees on all of the CE Committee proposed guidelines, except for the Administration section under Membership/Composition. Everyone will bring their FTEF data to the next meeting and the guidelines will be finalized.</p> <p>Kurt says that often times, a lot of data that is needed still doesn't exist, and people must be aware of that when projects are evaluated. You may have programs that don't show graduates. The data is needed if it is required.</p> <p>Dr. Thompson says that will be tabled to next week and added to the agenda.</p>
Kristin Lima	Meeting Time/ Place	<p>We will meet again on Tuesday and see how that goes. One hour each month is not enough time, so we should keep both days.</p> <p>Next Meeting? Tuesday, September 24th 12pm-1pm, Room 405</p>
Dr. Thompson	Good of the Order/Comments	<p>The changes to the CE Committee Proposal will be made and brought to the next meeting.</p>
	Attendees	<p>Mike Sherburne, Kurt Shadbolt, Christina Read, Chris March, Dave Vetrano, Nancy Cheung, Terra Lee, Kristina Perkins, Nabil Alhamal, Erich Bass-Werner, Luke Ilmberger, Adam Hathaway, Tom Lothian, Arun Goyal, Sara Parker, Manny Keny, Liisa Pine-Schoonmaker, Jamal Cook, Deonne Kunkel-Wu, Jim Baum, Connie Tells, Kevin Kramer, Claire Bailey, Stacy Thompson, Kristin Lima</p>

Key Dates: September 24, 2019, Tuesday, 12pm-1:00pm – Next Meeting

