

CTE Committee Meeting

Date: Monday, November 18, 2019

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

Person/Time	What?	Notes/ Action Items
Kristin, VP Thompson	<p>Welcome</p> <p>a) Norms</p>	<p>Be present in the moment Start on time/end on time.</p> <ul style="list-style-type: none"> • Acknowledging Nancy as a co-chair. Nancy is still part of the workgroup, as we transition from the committee to the work group she will be a chair. • Still looking for tri-chair for classified senate, after we finalize and submit the Shared Governance Committee document, they will choose a classified senate representative. • There was a misstep on how the time change was handled. There was no intention on anyone's part to not be inclusive done. We realized that Dean Kunkel-Wu was out on leave when we had an extensive conversation on it at the COAST meeting. Classified Senate was also opposed to having this meeting during any College Hour. Hopefully we can find a time that will work if this does not work for people. This was a conversation that happened over a long period of time in large groups.
	<p>Minutes</p>	<p>Motion to approve: Kevin Kramer Seconded: Connie Telles All in favor Abstentions: Mike Sherburne, Cheryl Mackey, and Deonne Kunkel-Wu</p>
Kristin	<p>Action Items</p> <p>a) Review of Shared Governance Document</p> <p>i) Timeline</p> <p>ii) Survey Monkey Example</p> <p>iii) Approval by Dec. 2</p>	<ul style="list-style-type: none"> • A Survey Monkey poll was created in order to vote on the Shared Governance document. It was reviewed, section by section.

		<ul style="list-style-type: none"> • Each Dean needs to send Kristin their representatives. Once she has the representatives for each group, we can vote on the Shared Governance document electronically. • Please email Kristin with your representatives by Thursday 11/21, then everyone will have by the following Tuesday 11/26 to vote. Kristin will contact the deans if someone has not voted yet. The goal is to move forward the document after 12/2. • Concern is expressed about the time of the meeting as a voting item. It should be a consensus item, not by majority rules. We should look at alternatives, have a conversation, find an alternative that allows all divisions to be present if possible. • Zoom meetings are suggested to record meetings for those who cannot attend. • We have not scheduled for Fall 2020 yet so accommodations can be made in scheduling in order to attend these meetings at this current time. If we can find another time that makes sense, we will do that. We want to be open to having all voices heard but also not keep changing the time (this is problematic). • When it's time for proposals, the meeting time will be extended so that the group can get through them and more people can come to make requests for funding. We could do this next semester when we don't have Faculty prioritization. • There is a discussion about what "primetime" means for different divisions. It is explained that for AMC, their primetime is in the afternoon so that their niche majors can take their GE's in the morning.
Christina, Kristin	Discussion/ Information a) Update on Regional Events 1) K-14 SWP work	<ul style="list-style-type: none"> • Christina and Kristin were a full day meeting with our K-12 partners last Thursday where data was presented around the job market with Guided Pathways. • They discussed where we have programs and where we don't. There are some high school programs that are very strong but don't have any feeder pathways. This can help with program development to get an idea of some new areas. • The new K-12 applications due mid- December. Kristin and Christina will be assisting with gathering the information for these applications so they may email

	<p>2) Regional Joint Ventures</p> <p>3) Regional Directors</p> <p>b) Conference Reports 1) CCCAOE</p> <p>c) Review of Perkins i) Copy of Application</p> <p>d) Project Recaps</p>	<p>you for help.</p> <ul style="list-style-type: none"> • Nathaniel Rice was also present at the meeting because they're working with all 4 school districts on how to support students with disabilities and special needs getting into Career Pathways and careers. They're writing a whole Strong Workforce Grant on how they can give extra support to those students. • We have been moving forward on a couple of RJVs. There is potential to add more money. Mike and Kurt have been very active in our Automotive RJV; they are training around the state in Automotive. • We have no received funds for Regional Projects that were approved last year. This will be on the December agenda. • If you do not know who your regional director is, please find them and reach out. There is one for every area and they are paid to support us. We host the BUS/ENTR and we have discussions with him weekly. • A summary of CCCAOE was presented. VP Thompson has been encouraging everyone to do a summary for all conferences that are approved and attended. • Kristin, Christina and Terra were asked to complete an overview of the conference in relationship to these topics: Key Learning, Application to Chabot, and Future Steps. A full copy of the summary was provided to the group through the meeting invite. • For future conferences everyone will be asked for a summary like this one to be submitted along with the conference reimbursement. A template will be created for this summary. • Some of the group expressed that they would like to see the conference reports posted on the group's Canvas Site. It is also suggested that "Conference Reports" could be a standing Agenda item in case people would like to present to the group. • A discussion of the Perkins application ensued. Some copies of the application summary were passed out. All Deans should have a full copy of the Perkins application. • Kristin went over a PowerPoint about SWF funding that she presented at PRAC. This was sent out to the group with the meeting invite. • There is new job description for outreach specialist being written- Kristin is
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	i) Ending in Dec. Year 2 of funding	<p>working with Vicki Shipman. This position will be district wide, career focused outreach.</p> <ul style="list-style-type: none"> • There are some projects that are closing out right now. Those who are project leads will need to complete a final report of what happened on each of those projects. These reports will be due mid-February. A template will be created and sent out.
Kristin	<p>Events</p> <p>a) Recap of Manufacturing Day</p> <p>b) Other Industry Specific Events (when, etc.)</p> <p>c) Marketing now</p>	<ul style="list-style-type: none"> • Manufacturing Day was a success. There were about 400 students in attendance. • Film and Animation festival is coming up in April. Industry folks come in and hold a viewing, students submit films that are voted on. It was very popular last year. • ECD is having a permit work shop coming up and also holding an ECD job fair Dec. 3rd all are welcome to come help. It will be in room 405 • Marketing Update: We still have swag, let us know if you need it. If you have specific swag requests- ask Claire!
	<p>Next Steps</p> <p>a) Next meeting is December 2nd at 1pm, room 405</p>	
	Attendees	<p>Mike Sherburne, Nancy Cheung, Kevin Kramer, Connie Telles, Adam Hathaway, Cheryl Mackey, Eric Schultz, Terra Lee, Tess Weathers, Patrick Mwamba, Matt Kristcher, Hilal Ozdmir, Robert Nakamoto, Alice Hale, Sara Parker, Deonne Kunkel-Wu, Stacy Thompson, Jeanne Wilson, Nathaniel Rice, Christopher March, Claire Bailey, Kristin Lima</p>

Key Dates: January 6, 2020, Monday, 1pm-2:30pm – Next Meeting