

CE Committee Meeting

Date: Monday March 1, 2021

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

Person/Time	What?	Notes/ Action Items
	1. Welcome and Norms a. Review Norms	<ul style="list-style-type: none"> • Start and end on time • Be present in the moment • Treat each other with respect even when you disagree • Ensure the meetings are productive • All needs are important
	2. Approval of Minutes – January 1, 2021	<p>Motion to Approve: Deonne Kunkel Wu Seconded: Safiyyah Forbes Abstentions: Frank Ko, Jim Baum Opposed: None Corrections: None Minutes Approved March 1, 2021</p>
	3. Let's Peek into: Digital Media 4. Let's Peek into: Electronics 5. Upcoming Equity Training- a. Male Dominated Fields – March 12 th 10:00am-11:30am b. Occupational Diversity – March 16 th 11:30-1:00pm 6. Advisory a. Powerpoint found under CE Website under "Resources" b. Questions? 7. Process for CE Funding Application a. Application- Monday, March 15 th b. Presentations – Week of March 29 th c. Voting- Completed by April 19 th	<ul style="list-style-type: none"> • Let's Peek Into: Digital Media with Mumtaj Ismail (see attached PowerPoint) • Let's Peek Into: Electronics with Frank Ko (see attached PowerPoint) <p>Anyone else who would like to do "A Peek Into" your CE department, please contact Kathleen and she will schedule your presentation for an upcoming meeting.</p> <p>There are three more Equity Trainings coming up. Please attend if possible.</p> <ul style="list-style-type: none"> • Equity Literacy in Career Education: Female Dominated Fields will be offered March 22nd 12pm-1:30pm. • Alice asks: If we or faculty has gone through different types of equity training is that applicable as well? • Dean Lima: Yes, you can list any equity related trainings. The focus is that we are having equity trainings in CE work. <p>Dean Lima shared a Powerpoint that she created to outline what is needed for Advisory Committee Meetings. It can be found on the CE Committee website under Resources.</p> <ul style="list-style-type: none"> • After you have your advisory meeting please send the Agenda and Minutes to Claire so she can post them on the CE Committee Website.

	<p>d. Final Budget by last meeting of the year</p> <p>8. Next meeting: March 15, 2021</p>	<ul style="list-style-type: none"> • If you have not had an Advisory meeting before you fill out the application, please list the date of the upcoming meeting. <ul style="list-style-type: none"> ○ Mumtaj asks: Do we need to have an Advisory Committee if we are not going to ask for money? ○ Dean Lima: Yes. If you are a CE Program, there is a requirement that you are supposed to have one a year. ○ Simon asks: How are Top Codes Assigned and What are they used for? ○ Dean Lima: Top Code stands for Taxonomy of Programs. There is a manual that states which top codes are considered CE. • Please bring up the Advisory Committee requirements at your next Division Meeting. <p>Kathleen reviewed the CE Funding Application.</p> <ul style="list-style-type: none"> • Please be mindful of word limits listed in the application. • The Top Code Manual is on the CE Committee webpage under “Resources” • Tip: Fill out all of your answers in a word document and paste them into the final document. There is no way to save the application as you are filling it out. It must be filled out at one time. • If you are having trouble with the LMI Data or Supply and Demand Data there are helpful video tutorials on the Centers of Excellence website. • Make sure to add benefits when you are asking for payroll, and add taxes and shipping costs to any equipment requests. • Please add expenses like software costs, conferences, subscriptions, etc to your funding request. Previously, this was all put into one general project but the state is asking for us to be more specific with our requests and want the expenses listed by top code.
	<p>Attendees:</p>	<p>Claire Bailey, Kristin Lima, Kathleen Stanley, Susan Williams, Frank Ko, Victoria Ugaki, Nathaniel Rice, Nancy Cheung, Christina Read, Simon Abramowitsch, Alice Hale, Abby Patton, Emily Chan, Tess Weathers, Na Liu, Jim Baum, Bobby Nakamoto, Heather Hernandez, Heather Oshiro, Safiyyah Forbes, Mumtaj Ismail, Morgan Butler, Deonne Kunkel Wu, Stacy Thompson, Billy Delos Santos Jr., Patrick Mwamba, Jamal Cooks, Aaron Deetz, Connie Telles, Kevin Kramer, Elsa Saenz</p>

Upcoming Meetings: March 15, 2021

Mission Statement

Chabot College is a dynamic, student-centered community college that serves the educational, career, job skill, and personal development needs of our community. We provide culturally responsive, revitalizing, and sustaining learning and support services driven by a goal of equity. Building upon students' strengths and voices, we empower students to achieve their goals and lead us towards an equitable and sustainable world.

*Pending BOT approval with EMP

