## Agenda Item: Housekeeping

A. Introductions, as needed.
B. Agenda changes and lunch plans.
C. Approval of November 13, 2014 minutes.
   1. The minutes were accepted with correction(s):
      i. 2012-2013 2013-2014 Perkins Actual Spending
      ii. S. Robinson reiterated that she asked the CTE Deans to discuss actual spending of 2012-2013 2013-2014 lapsing funds…
      iii. A.1. …Discussion of 2012-2013 2013-2014 Perkins actual...
      iv. C.1. …C…. S. Robinson asked the CTE Deans to report, at the November 13, 2014 CTE Deans Meeting, actual 2012-2013 2013-2014 Perkins funds that were returned...
      v. 3…. DOE/UHCC Joint Task Force for Dual Credits Alignment Programs of Study (POS)
      vi. 3…A… provide a way for students to transition seamlessly (via dual credits alignment) from high school to community college.
      vii. 8…A.1…Added: Note: Moving forward, requests for extensions and/or budget modifications need to be submitted by no later than the March CTE Deans Meeting.
One key element of his presentation emphasized adding scientific research components that tie in to technology (e.g. conducting scientific research to improve Ag farming), to strengthen STEM activities. STEM at the system level is being redefined, and some components in programs such as nursing and agriculture will not be included.

2. Budget Updates

A. The CTE Deans discussed expected return of funds for each of their projects that are supported with Perkins funds for 2013-2014 and/or 2014-2015. In summary, the balances as of January 20, 2015 are:

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<tr>
<td>2013-2014 Title I Basic Grant</td>
<td>$325,018.15 (14.87% of $2,299,343.00)</td>
<td>Projected 0.03% return of funds is expected on June 30, 2015</td>
<td>$1,727,835.43 (71.59% of $2,413,608.00)</td>
<td>Projected 11.69% return of funds is expected on June 30, 2015</td>
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<td>2013-2014 Title 1B Leadership</td>
<td>$57,968.82 (33.01% of $175,595.00)</td>
<td>Projected 0.0% return of funds is expected on June 30, 2015</td>
<td>$136,458.99 (70.97% of $192,264.00)</td>
<td>Projected 6.67% return of funds is expected on June 30, 2015</td>
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A.1. The CTE Deans will continue to monitor expenditures, and discuss budget updates at the CTE Deans Meetings, to meet the goal of returning no more than 10% of Perkins funds. Each CTE Dean will use a budget template to monitor expenses.

3. Prior Learning Assessment (PLA)

A. B. Belle provided a recap on PLA. There are four types of assessments in which a student can receive credits for prior learning:

1. Credit by Exam (CE): Students may take an approved CE with an assessment equal to a "C" or higher grade. Students pay tuition and fees for the challenged course, but no books or supplies are required.
2. Equivalency Exam: Credits are awarded if the student meets a qualifying score set by the campus. To distinguish standardized,

A.1. B. Belle asked the CTE Deans to send her contact information for people on their campuses who may be able to increase campus participation in PLA. R. Uyeno recommended that she reach out to campus counselors. M. Moser recommended that B. Belle present PLA information at the Office of Continuing Education and Training (OCET) meeting during March 2015. M. Moser will send B.
national equivalency credit by exams from equivalency exams that are created and assessed by UHCC faculty, a working draft memo was submitted to the UHCC chancellors for their review. The memo requests that the BOR approve “Credit by Institutional Exam” as the name for the UHCC equivalency exam. A student pays for test and administration fees, but there are no cost if the transferred to UHCC.

3. Portfolio-Based Assessments: A student can create a portfolio that documents learning acquired through previous work experience or training. The portfolios are evaluated by content expert faculty assessor(s) for evidence of meeting course-level SLOs with a “C” or higher grade. Students pay portfolio class fee/tuition and textbook costs (if applicable), and portfolio assessment fee (equal to a tuition of a 3-credit course). This fee determination is also included in the memo (mentioned above) to the BOR.

4. Non-Collegiate Sponsored Education. A student can receive credit for courses completed in non-collegiate settings (e.g. professional licenses, labor union courses, agency training programs, professional workshops, and military courses). There are no costs to a student, since the assessments were administered and paid for previously.

B. Work is underway in standardizing monetary compensation for faculty who carryout work that is related to prior learning evaluation and assessment. C. Representatives from UH Mānoa will be attending the PLA Steering Committee meetings, primarily to learn about PLA efforts at the UHCC level.

### 4. Revising 2P1 Definition

A. C. Chappell-Long provided the definition of Perkins Core Indicator 2P1 and what should be considered when deciding on whether to revise 2P1. For UHCC:

1. Participants are students in a declared CTE program who completed at least one credit (or equivalent) in a CTE program.
2. Concentrators are students in a declared CTE program who completed at least twelve credits (or equivalent) in a CTE program.
3. Completers are students in a declared CTE program who received a degree or certificate in a CTE program. All certificates conferred to concentrators are counted for Perkins.

Belle the date of the March OCET meeting.
B. If the definition of 2P1 were to change so that non-credit certificates would also be counted, all Perkins performance indicators would need non-credit students' demographic information (SSN, special populations, etc.), as is required for students in credit courses.

B.1. The CTE Deans agreed that further discussions will continue, as needed, including discussions on lowering the number of credits* for concentrators who are awarded certificates after completing 4, 6, or 9 credits, and whether to include non-credit certificates in the 2P1 definition.

B.2. "The CTE Deans will review the number of credits needed for certificates awarded by their campuses.

B.3. The CTE Deans will have further discussions on defining who are non-credit concentrators. I.e. "A post-secondary CTE concentrator is a post-secondary student on a declared CTE program who has completed at least 12 credits or who has completed a non-credit bearing certificate or industry-recognized training."

B.4. S. Robinson recommended that the CTE Deans contact their I.R.O. departments for feedback on redefining 2P1.

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<th>5. Campus Updates</th>
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<td><strong>A. HawCC</strong></td>
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<td>1. Construction for Palamanui continues. A webcam monitoring the construction activities is available on the Palamanui website. The kitchen equipment has not yet been ordered, and it raised the question of who is responsible for the purchase of the equipment?</td>
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<td>2. Recruitment for an Accounting instructor is in progress, to replace the faculty who recently retired.</td>
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<td>3. Plans are underway to offer Early College Construction Academy (Design Tech 1 &amp; Design Tech 2) to high school students. The courses will be taught by HawCC Construction Academy faculty. Joyce to send wording to Nic.</td>
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<td><strong>B. KapCC</strong></td>
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<td>1. John Richards has been hired as the new CTE Dean, effective</td>
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| **A.1.** D. Estrella will check on who is responsible for purchasing the kitchen equipment. |
| **B.1.** D. Estrella & S. Robinson will provide J. Richards with a CTE Dean’s orientation. Date and |
February 2, 2015. He will be attending the CTE Deans Meeting, starting with the February 20, 2015 meeting. Both he and P. O'Hagan will attend the CTE Deans meetings.

C. KauCC
1. A meeting with CTE faculty from KauCC and their HI DOE counterparts will be held January 30, 2015 at KauCC, to discuss the Early College initiative and ways to improve college readiness of high school students.
2. Although the submission deadline has passed for workshop proposals for the Hawai'i Strategy Institute (HSI) conference, March 6-7, 2015 at LeeCC, proposals are still being accepted by Kamu Chun. Jane Jarrow will be holding one of the workshops to talk about the mandated inclusion of students with disabilities in higher education.

D. HonCC
1. Steven Auerbach was hired as the new Director for the Pacific Center for Advanced Technology Training (PCATT).

E. LeeCC
1. R. Umehira will be attending the Strategies for Developing New Academic Programs Conference, January 26 - 28, 2015, Orlando, FL. The conference will be timely and relevant for UHCC campuses that are considering creating new academic programs. S. Robinson stated that the newly created Student Success and Strategy Academic Action Council will look at trends and data that determine which programs should be offered, as well as which programs are duplicated on O'ahu Campuses. The next meeting is scheduled for February 20, 2015 at LeeCC.
2. Last month, the Ford automotive masters-level program received a 5-year reaccreditation. Other campuses have similar masters-level automotive programs that have different number of credits.
3. February is CTE Month and LeeCC will hold CTE-related events, as was done in the past, to spotlight CTE programs.
4. R. Umehira noted that LeeCC was able to improve outcomes for 2P1 Perkins Core Indicator, but for the first time in 5 years 4P1 was not met. Due to the 2P1 success of the Retention Specialist, R. Umehira requested CTE Deans’ support to submit a 4th-year proposal to continue the success of meeting 2P1. Historically, Perkins funding supports multi-year proposals for only up to 3 years (for improvements, not sustainability).

E.2. Discussions on articulation of common credits for similar courses should continue at the PCC meetings.

E.4. The CTE Deans agreed to support R. Umehira’s request, if a 3-year limit waiver is granted by the UHCC executive level and from the State Director for CTE. S. Robinson sent an email today to John Morton, Peter Quigley, and Bernadette Howard for clarification. B. Howard responded by confirming the practice of limiting
F. UHMauC
   1. Donna Haytko-Paoa of the Molokai Education Center has retired. An interim replacement is in place.
   2. UHMauC is working to provide tuition assistance, through Palamanui, to displaced workers who were laid off due to renovations that began on hotels on Lāna‘i Island.
   3. Representatives from UHMauC appeared before the UH Board of Regents subcommittee to respond to the report on low enrolled programs. As a result, there is optimism that the ABIT baccalaureate program will move forward from provisional status to established status.
   4. A civil rights review visit by Ryan Tanaka has been scheduled for February 19-24, 2015. The visit will primarily focus on accessibility of buildings and facilities.

G. WinCC
   1. The Vet Tech program (45 students in Vet Assisting, 25 students in Vet Technology) continues to provide student success, leading to 25 students participating in on-site internships, and a 90% job placement rate.
   2. Agripharmatec program graduated 11 completers in May 2014.
   3. Hiilaniwai Food Service program began food service training for local hotel workers. The 15 students in this program are incumbent employees who want to transfer outside of the departments in which they work and into food service programs. Students who complete the program receive an American Culinary Federation (ACF)-recognized program certificate, an OCET professional development certificate, as well as an increase in pay through their employers.
   4. Ocean Education program continues to grow. The ocean safety & water safety program is now training students in Hawai‘i County.
   5. The filling of the CTE Dean’s position is pending acceptance of the job offer by the candidate who was selected for the position.

H. UHCC
   1. S. Robinson sits on a committee (with Wendy Peterson, Joni Onishi, and headed by Joanne Itano) that looks at guidelines for reviewing low enrolled certificates. The committee agreed that the number of majors predicts the number of graduates and that a system policy to address low enrollment would be beneficial. Most campuses have mechanisms that monitor their number of graduates, and how they follow-up on the low number of graduates. Thresholds (over a 3-year period) for

   Perkins funding for multi-year projects to 3 years. She would support the CTE Deans decision to support a 4th year proposal that includes additional outcomes and innovation.

F.3. R. Umehira recommended future discussions on how to improve programs that graduate 10 or less students.
terminating a low enrolled degree are: less than 10 graduates for a Bachelors; less than 5 for a Masters; and less than 3 for a PhD. A major concern is what follow-up is needed for faculty who are affected by programs that are terminated due low graduates? J. Itano will present the committee’s findings to the BOR academic subcommittee.

2. A CTECAC meeting was held on January 21, 2015. Representatives from the UHCC, the HI DOE, and the HI Department of Corrections presented their 2013-2014 outcomes. Included in the UHCC presentation was the fact that UHCC did not meet 4P1 Perkins Core Indicator, and a UHCC Program Improvement Plan will be implemented for 4P1.

6. PCC Meeting Updates

ABRP: Meeting scheduled for February 27, 2015 @ KauCC
ACC: The horizontal agreement was sent to the review subgroup, with changes due to S. Robinson by January 30, 2015.
AEC: Meeting pending curriculum changes at HawCC, HonCC, and UH Mānoa
BTEC: Meeting scheduled for January 30, 2015
MKT/MGT: Meeting planned for this semester

7. Why Enrollment Decrease in Human Services 2013-2014?

A. S. Robison reported that a question was raised on why enrollment decreased in Human Services programs for 2013-2014? One possibility is the separation of Human Services and Early Childhood Education that resulted in the 11.7% decrease (18 students) in Human Services at the postsecondary level.

A.1. The CTE Deans, whose campuses have Human Services programs that experienced a decrease in 2013-2014* enrollments, will look into this situation and provide follow-up information when it becomes available.

* Fall 2013 and spring 2014, as confirmed January 12, 2014 by C. Chappell-Long.

8. 2014 HI CAR Report

A. B. White provided published copies of the 2014 Hawai‘i CTE Annual Report (CAR). The report could be used as a resource during discussions involving revisions of the Perkins Performance Indicators.
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<th>9.</th>
<th><strong>Change of End Date for 2014-2015 Extended Proposals</strong></th>
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<td>A. J. Hamasaki asked that due to delays in purchasing kitchen equipment for Palamanui, would the CTE Deans support an extension to December 31, 2015?</td>
<td>A.1. The CTE Deans confirmed that in a previous CTE Deans Meeting, a request to extend a project deadline to December 31, 2015 would be allowed.</td>
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<th>10.</th>
<th><strong>4P1 Improvement Plan for 2015-2016</strong></th>
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<td>A. S. Robinson reported that an Improvement Plan for 4P1 is required, since the UHCC did not reach at least 90% of the 68.92 performance indicator goal. The actual outcome was 50.83 (73.75% of the goal). She asked the CTE Deans for input on why the goal was not met? The CTE Deans agreed that because the outcome is based on data only from the Department of Labor’s Unemployment Insurance, it does not accurately reflect what is happening with those graduates who go into military service, become self-employed, are in paid apprenticeships, and/or continue their education.</td>
<td>A.1. S. Robinson sent an email today to C. Chappell-Long to ask for the source data for the 4P1 Perkins Indicator. C. Chappell-Long responding by saying that the source data is in the MS Access files that she provided to each CTE Dean.</td>
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<th>11.</th>
<th><strong>2015-2016 Perkins RFP</strong></th>
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<td>A. The CTE Deans revised the proposal submission dates as follows: For strategies to be included in a participating college plan, it is recommended that individual proposals be submitted to the campus Career and Technical Education (CTE) Dean at the date they determine, and to the UHCC Systems Office no later than <strong>Friday, April 10, 2015</strong>. Proposals sent to CTE Deans for review <strong>Friday, April 24, 2015</strong>. Proposals to be reviewed at the Thursday, <strong>April 30, 2015</strong> CTE Deans Meeting.</td>
<td>A.1. The CTE Deans will review the revised RFP and provide feedback by February 13, 2015. Note: The CTE Deans supported the revisions and the RFP was finalized and adopted on February 17, 2015.</td>
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<th>12.</th>
<th><strong>Hawai‘i Association for Career &amp; Technical Education (HACTE)</strong></th>
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<td>A. R. Umehira reported that the HACTE last convened a meeting in May 2011, and asked whether the CTE Deans would be in favor of revitalizing this Hawai‘i chapter of ACTE?</td>
<td>A.1. The CTE Deans requested for more information about why HACTE was not continued. R. Umehira will find out and provide a follow-up report in a future CTE Deans meeting. Another</td>
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recommendation was to see whether the State Director for CTE would host a CTE Conference on O'ahu, to revitalize local interest in CTE.

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<th>Next Meeting Date:</th>
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<td>February 20, 2015 at Leeward CC</td>
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