## AGENDA

**ITEM**

1. **Housekeeping**

   A. Introductions, as needed.
   B. Agenda changes and lunch plans.
   C. Approval of January 23, 2015 minutes.

   1. The minutes were accepted with correction(s):

      i. 5…A.3… Plans are underway to offer Early College Construction Academy (Design Tech 1 & Design Tech 2) to high school students. Architectural, Engineering and CAD Technologies (AEC) credit courses at the local area high schools. These courses will be offered in place of Construction Academy courses Design Tech I & II.

      ii. 5…E.1… The next meeting is scheduled for February 20, 2015 at LeeCC.

      iii. 5…F.1… Donna Haytko-Paoa of the Molokai Education Center has retired. Her An interim replacement is in place.

      iv. 5…F.3… As a result, there is optimism that the AVID ABIT baccalaureate program will move forward from provisional status to established status.

      v. 5…F.3… R. Umehira recommended future discussions on how to improve programs that enroll graduate 10 or less students.

   2. R. Umehira asked how are non-enrolled students assessed for PLA
J. Hamasaki responded by saying that potential students apply to a college for a 1-credit course and then develop a PLA portfolio. The portfolios are evaluated by content expert faculty assessor(s).

3. As a follow-up to the discussion on changing the 2P1 definition, R. Umehira reported that LeeCC’s CTE programs range from 6 to 18 credits; D. Grooms stated that UHMauC’s CTE programs also range from 6 to 18 credits; and M. Moser said that WinCC’s CTE programs start at 6 credits.

A.3. D. Grooms asked the CTE Deans take an inventory of their campuses’ Certificate of Competence (CoC) credits, for continued discussion at the 03/20/2015 CTE Deans Meeting.

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<tr>
<th>2.</th>
<th>Student Success and Academic Strategic Action Council (SSASAC) Oversight</th>
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<td>A.</td>
<td>D. Estrella reported for S. Robinson that although there are plans for the newly created SSASAC to have oversight of allocations of Perkins funds, details of how that will impact the current allocation process is yet to be determined.</td>
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<td>A.</td>
<td>No action is needed.</td>
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<th>3.</th>
<th>Perkins Reallocation of Funds</th>
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<td>A.</td>
<td>D. Estrella reported for S. Robinson that in response to the 01/27/2015 Office of Career, Technical and Adult Education (OCTAE) final report’s suggestion of revising the Perkins allocation process from an RFP method to a formula-based method, she sent the following proposal to John Morton:</td>
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<td>A.</td>
<td>No action is needed.</td>
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- 10% based on the number of CTE students (not programs)
- 50% based on achievement of Perkins indicators (1P1, 2P1, etc.)
- 30% based on special populations (an area we do not focus on now but will have to focus on in the future)
- 10% available to campuses that did not meet one or more of the Perkins indicators. Projects must be Perkins indicator specific. This will give campuses an opportunity to focus on those specific indicators that need attention for their campus.

Implications:
- Campuses will have to develop internal methods to allocate funds for campus projects.
- Campus plans will have to be more specific than they are now. They must
describe the projects and outcomes rather than submit proposals for review.
• Our office will have to develop monitoring methods to ensure funds are spent appropriately on each campus.

J. Morton responded by stating that the current RFP process aligns with the current UHCC’s strategic goals. The formula-based allocation may be considered in the future, if/when the Perkins performance indicators and the State’s Perkins Plan are revised to align with the UHCC’s 2015-2020 Strategic Plan.

4. Name of Advisory Committee Members

A. D. Estrella reported that Bernadette Howard, State Director for CTE, requested the names and email contact information for all employers, business, and industry members who contributed to CTE programs from 2012 to 2014. The members will be contacted as part of her office’s assessment of CTE, and to send thank you letters to those who are currently serving on a CTE advisory committee. A. The deans recommended a formal request to come from B. Howard, so that they can send the request (via direct email, or a memo from a Chancellor) to the advisory committee members. The request should include the request for contact information; why the contact information is needed; who will contact them; and what will happen to the information that the advisory committee members will provide.

Note: On 02/23/2015, D. Estrella sent an email to B. Howard. She responded by saying that she will create the formal request, and that she will consult with S. Robinson on what would be the appropriate means to communicate the request.

5. Procedure to Request Extension of Project Deadline

A. To meet the deadline of June 30th for all goods and services to be received, a questioned was raised on whether it was necessary for projects with personnel costs (salaries and/or summer overload) to submit a request for extension of the deadline? A.1. The CTE Deans agreed that it would be an individual campus decision whether to submit a request for a deadline extension. Reason: Salary for personnel who work the last pay period of June, and faculty who receive summer overload pay, are paid with “obligated” funds that are allowed to be drawn from the Perkins account after the June 30th deadline, but zeroed out well before September 30th.
B. D. Grooms recommended that a project deadline extension to 12/31/2015 be granted to projects that contributed current funds to the Palamanui project. This will allow enough time for projects with 9-month faculty (whose duty period starts in August) to spend down the remaining project balance.

B.1. The CTE Deans agreed to provide an extension to 12/31/2015. An email notification, granting a project extension deadline to 12/31/2015, will be sent from the systems office to those projects that contributed current funds to the Palamanui project.

6. CCSSE Meeting/Workshop on the Same Day as the 03/20/15 CTE Deans Meeting
   A. E. Nishiguchi will be attending the CCSSE meeting/workshop and asked whether other CTE Deans will also be in attendance.

A.1. Because no other CTE Dean will be attending the meeting/workshop, there was consensus to keep the 03/20/2015 CTE Deans Meeting as scheduled. E. Nishiguchi will send a proxy to attend the CTE Deans meeting.

7. Requests for Re-Budgeting
   A. The CTE Deans confirmed that requests for re-budgeting of Perkins funded projects should be submitted by no later than the 03/20/2015 CTE Deans Meeting.

B. R. Umehira verbally requested to extend the deadline from 06/30/2015 to 12/30/2015 for the project titled, "UHCC Job Center Specialist." The request is due to recruitment delays in filling the Job Center Specialist position.

C. A question was raised on what is the deadline for re-budget requests from projects that contributed current funds to the Palamanui project?

B.1. The CTE Deans unanimously supported R. Umehira’s request. Note: An email notification from the systems office was sent to R. Umehira on 02/24/2015, approving the request to extend the project’s deadline to 12/31/2015.

C.1. Further discussion will occur at the 03/20/2015 CTE Deans Meeting on the re-budgeting deadline for projects that contributed current funds to the Palamanui project.

8. PCC Meeting Updates
   A. During a recent LeeCC curriculum meeting, questions were raised whether: 1) there is oversight on PCC activities/agreements; and 2) do prerequisites need to be stated exactly as what is stated in a horizontal agreement?

B. Meeting Updates
   1. ABRP: Scheduled for 02/27/2015 @ HawCC
   2. BTEC: Scheduled for 04/24/2015 @ LeeCC

A.1. The CTE Deans agreed that oversight is the responsibility of the Assigned Dean/Administrator for the CTE Program.

A.2. The CTE Deans agreed that the intent of a PCC is to set course minimums for similar courses, of which all campuses will agree upon, leading to a
3. Carpentry: Planned for this semester, date/location TBD
4. Commercial Arts (CA)/Digital Media (DMED), Music & Entertainment Learning Experience (MELE): R. Umehira will send a doodle poll to faculty asking them to cast their vote for a Friday in April or in early May; Chris Lee, movie Producer and Director of the Academy for Creative Media, University of Hawai'i, will be invited to attend this PCC meeting.

By keeping within the intent of the horizontal agreement, faculty will be able to modify, or add, prerequisites (accepted by all campuses as transfer credits) for similar courses. For those campuses that do not offer the course, they do not have to put in as a prerequisite.

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<th>9. Campus Updates</th>
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<tr>
<td>A. HawCC</td>
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<td>1. HawCC is hosting nearly 700 middle and high school students at its Hilo campus on Thursday, Feb. 26 and Friday, Feb. 27 for the 2nd Annual Hawai'i CC Day events. The event brings students onto campus, gives them an inside look at HawCC programs, and gets them excited about college.</td>
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<td>2. On 02/19/2015, 18 Advisory Council meetings were held from 4:00p to 6:00p on the Manono campus.</td>
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<td>B. HonCC</td>
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<td>1. In celebration of National Career and Technical Education (CTE) month, “I Love CTE Day” was held today. The College’s annual high school recruitment event brought in 400 high school students. Based on their career interest, students were broken into 15 breakout sessions that were filled with lots of hands-on activities.</td>
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<td>C. KauCC</td>
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<td>1. CTE faculty from KauCC and their counterparts from HI DOE, totaling 60 people, attended the Early College initiative meeting on 01/30/2015. The meeting was held to discuss ways to improve college readiness of high school students.</td>
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<td>2. CTE State Director B. Howard is considering an HACTE conference for spring of 2016, as well as a 2-day Non-Trad workshop for this summer 06/18-19/2015 (open to 20 UHCC faculty and 20 HI DOE teachers).</td>
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<td>D. KapCC</td>
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<td>1. KapCC students performed in the state’s Health Occupations Students of America (HOSA) competition, 02/11/2015, at the Hawai'i Convention Center. The nine student winners pulled together to put KapCC in third place overall. As part of their win, they will now travel to Orlando, Florida in June 2015.</td>
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<td>E. LeeCC</td>
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<td>1. Governor David Ige honored LeeCC’s CTE Programs with a proclamation in recognition of “their outstanding contribution to our state.” The Governor’s proclamation was kick-off to a month-long celebration of</td>
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A.1. R. Umehira suggested coordinating the dissemination of information for CTE month activities that will occur on campuses.
National CTE Month at LeeCC. Representing LeeCC at the ceremony were Patrick Leddy, Workforce Development Coordinator; Bill Labby, Non-Credit Program Coordinator; Christian Ganne, Digital Media Coordinator; Ron Umehira, CTE Dean and Manny Cabral, Chancellor. This is the third year LeeCC has mounted a variety of activities to increase awareness of the many program and career options available. Details on all the offered activities are online, http://www.leeward.hawaii.edu/cte-month/

2. R. Umehira’s article, “Career and technical education means high-paying careers,” was published in the Island Voices section of the 1/29/15 edition of the Honolulu Star-Advertiser.

F. OSDCTE
1. As previously described above, a Non-Trad workshop was planned for 06/15-16/2015, no registration fee.
2. J. Clapp will conduct spot-checks on UHCC projects that were awarded 2014-2015 Perkins funds.

G. WinCC
1. The candidate for Dean for Division II (also to serve as CTE Dean) declined the job offer; recruitment will resume for this position.
2. Recruitment for a Vice Chancellor for Student Affairs is underway.

H. UHCC
1. Perkins campus visits for 5 of the 7 campuses were completed early this month. Perkins visits for the remaining 2 campuses will be completed by the end of February.

I. UHMauC
1. The campus’ first baccalaureate program, Bachelor of Applied Science (BAS) in Applied Business and Information Technology (ABIT), received approval to move from provisional to established status, effective March 2015.
2. During a meeting between D. Grooms and Ryan Tanaka, Civil Rights Specialist from the OSDCTE, R. Tanaka raised a question whether baccalaureate programs that have CTE courses are eligible for Perkins funding?
3. Wind-powered turbines were removed Tuesday, 02/17/2015, from the top of the UHMauC’s science building, ‘Ike Le‘a, after they suffered wind damage from several recent storms. Along with a photovoltaic array, the wind turbines generated up to 25 percent of the building’s energy.
4. New UHMauC Chancellor Lui Hokoana began his appointment on December 1, 2014. He kick started his leadership by making decisions on who will lead the college on some various multimillion-dollar grant funds. Some of his longer-term goals are to boost enrollment, evaluate capacity

I.2. D. Estrella will research whether baccalaureate programs that have CTE courses are eligible for Perkins funding.
(filled vs. unfilled), provide dual credits for area high school students, and facilities planning.

**Next Meeting Date:**
March 20, 2015 at UH Maui College