## Career and Technical Education (CTE)
### Meeting Notes
Friday  
March 19, 2015  
Leeward Community College  
Facilitator: David Grooms

<table>
<thead>
<tr>
<th>Hawai'i CC: Joyce Hamasaki</th>
<th>Maui College: David Grooms</th>
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<tr>
<td>Honolulu CC: Russell Uyeno</td>
<td>Windward CC: Michael Moser</td>
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<td>Kapi'olani CC: Patricia O'Hagan, John Richards</td>
<td>CC System: Suzette Robinson, Dominic &quot;Nic&quot; Estrella</td>
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<td>Kaua'i CC: Earl Nishiguchi</td>
<td>Office of the State Director for CTE: Barbara White, Joyce Clapp</td>
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<td>Leeward CC: Ron Umehira</td>
<td>Guest(s): Lui Hokoana, Brian Moto</td>
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### AGENDA ITEM

<table>
<thead>
<tr>
<th>DISCUSSION</th>
<th>ACTION(S) / RECOMMENDATION(S)</th>
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<tr>
<td><strong>1.</strong> Housekeeping</td>
<td><strong>C.1.1</strong> See 3.A.1. below.</td>
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<td>A. Introductions, as needed.</td>
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<td>1. Chancellor Lui Hokoana and Brian Moto, Special Assistant to the Chancellor, were introduced. Chancellor Lui welcomed everyone and expressed his support for CTE programs.</td>
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<td>B. Agenda changes and lunch plans.</td>
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<td>C. Approval of February 20, 2015 minutes.</td>
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<td>1. The minutes were accepted with correction(s):</td>
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<td>i. 8...A.2... The CTE Deans agreed that the intent of a PCC is to <strong>set course minimums for similar courses, of which all campuses will agree upon, leading to a horizontal agreement.</strong> By keeping within the intent of the horizontal agreement, faculty will be able to modify or add prerequisites for similar courses discuss and agree upon issues that lead to articulation and alignment of program courses across the system. <strong>PCC guidelines will be drafted by S. Robinson and reviewed by the CTE Deans.</strong></td>
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<td>ii. 9...C.2... CTE State Director B. Howard is planning considering an HACTE conference <strong>this fall</strong> spring of 2016, as well as a 2-day Non-Trad workshop for this summer <strong>06/15-16/2015</strong> 06/18-19/2015 (open to 20 UHCC faculty and 20 HI DOE teachers).</td>
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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 March 19, 2015 are:

- **2013-2014 Title I Basic Grant**
  - Balance: $210,735.44 (9.2% of $2,299,343.00)
  - A projected $16,095.40 (0.7% of $2,299,343.00) return of funds is expected on June 30, 2015

- **2013-2014 Title 1B Leadership**
  - Balance: $57,968.82 (33.0% of $175,595.00)
  - A projected 0.0% return of funds is expected on June 30, 2015

- **2014-2015 Title I Basic Grant**
  - Balance: $1,387,122.52 (60.5% of $2,292,927.60)
  - A projected $50,444.41 (2.2% of $2,292,927.60) return of funds is expected on June 30, 2015

- **2014-2015 Title IB Leadership**
  - Balance: $124,669.39 (64.8% of $192,264.00)
  - A projected 0.0% return of funds is expected on June 30, 2015

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.

A.1.2. 2015-16 Consortium projects will be supported with 2014-15 carryover funds.

3. **PCC Recommendations**

A. The CTE Deans agreed that oversight is the responsibility of the Assigned Dean/Administrator for the CTE Program, with the following criteria:

1. The PCCs are a recommending body to align program/course SLOs and competencies/outcomes among programs.
2. These recommendations allow program faculty to discuss issues that cut across the colleges such as articulation, common course numbering, SLOs, assessment instruments.
3. The intent of a PCC is to set course minimums for similar courses, of which all campuses will agree upon, leading to a horizontal agreement. Each PCC has an assigned CTE Dean to oversee the progress/process.
4. Keeping within the intent of the horizontal agreement, all campuses will accept similar courses as transfer credits. For those campuses that do not offer the course, they do not have to create a prerequisite.

A.1. S. Robinson will draft a PCC Guidelines document for discussion at the 04/30/15 CTE Deans Meeting.
### 4. Revising 2P1 Definition

**A.** Because some campuses still need to compile a list of their certificates that are awarded after a student completes 4, 6, or 9 credits, discussion of this agenda item will continue at the next CTE Deans meeting on 04/30/15.

**B.** B. White provided an overview of her handout that detailed the Office of Career, Technical & Adult Education (OCTAE) responses to her questions about changing the definition of a postsecondary concentrator. Highlights of OCTAE’s responses were:

- A postsecondary concentrator is a student in a declared CTE program and has completed at least twelve credits (non-regulatory guideline) or the equivalent in a CTE program. An equivalent would be a non-credit bearing program comparable to twelve credits or 180 contact hours.
- Changing the concentrator definition will impact all indicators, not just 2P1.
- Considerations should be given on how the change will impact postsecondary participant counts and definitions.
- The change would require approval from OCTAE’s Legal Division.

**C.** J. Hamasaki reported that after she notified Cheryl Chappell-Long of an error in the reporting of the Perkins 1P1 Goal for review year 2014 (2012-13 data), the error was corrected within a few hours.

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**A.1.** The CTE Deans will send D. Estrella their lists of certificates that students receive after completing 4, 6 or 9 credits.

**B.1.** Further discussions will include deciding on whether to revise 2P1, and if so, whether to reduce the twelve credits threshold; include non-credit credentials (industry-recognized or state certified); and discuss the value of certificates. National evidence shows that certificates that are at least one year in length have direct correlation to student entry into employment.

**C.1.** J. Hamasaki will check whether the 2012-13 data in the ARPD and the data in the 2012-13 Perkins Access .mdb file are consistent and correct.

**C.2.** Because of the reporting error, the CTE Deans recommended submitting a request to C. Chappell-Long asking her to rerun each Perkins Indicator for the 2012-13 reporting year, to confirm the validity of both the source data and the data that was reported in the ARPD. Also, the CTE Deans suggested asking her when next year's ARPD data will be published online.

**C.3.** The CTE Deans will provide a list of their concerns, observations, and questions to D. Estrella, due 04/10/15. The information will be compiled and routed to the CTE Deans for their review. After review, if warranted, C. Chappell-Long will be invited to a future CTE Deans Meeting.

**C.4.** The CTE Deans recommended being included in the review/finalization process of ARPD data.
### 5. CTE English Colloquium 2015

A. The CTE Deans discussed whether to use Perkins PCC funds for neighbor island travel to this all-day event that will be held at HonCC on Friday, 04/10/15. There was consensus that the colloquium is a good venue for English & CTE English faculty to learn best practices and implement change at their respective campuses.

A.1. The CTE Deans supported the use of PCC funds for the colloquium as follows:
- **PCC funds will be used for neighbor island travel for no more than two travelers per campus.** Each campus will decide whom to send.
- Each campus will submit a report (complied by faculty; mandatory for faculty who use Perkins funds to attend this colloquium) to the system office describing what was learned and what resulting changes/outcomes will be expected at their campuses.
- Future Perkins funding support for other CTE-focused meetings will be determined on a case-by-case basis.

### 6. UHCCP #5.301 Common Course Numbering

A. R. Umehira recommended including alignment of SLOs and course descriptions in the guidelines for UHCCP #5.301. He also recommended that courses with credits that are outside of the majority of similar courses should have the course number changed.

A.1. The CTE Deans supported R. Umehira’s recommendation of including SLOs and course descriptions as a guideline attachment to UHCCP #9.237 Teaching Equivalencies.

A2. S. Robinson will include the recommendation in the draft guidelines attachment for UHCCP #9.237 Teaching Equivalencies.

A.3. D. Grooms will present the recommendation at the AAA/VCAA meeting on 05/14/15.

### 7. IAEP Consortium 2015-2016

A. S. Robinson reported that M. Cook plans on submitting a 2015-16 IAEP proposal in which the six campuses in the current IAEP project will complete their section of the system proposal. She raised the question whether the CTE Deans want to continue IAEP as a consortium or as individual campus proposals?

A.1. The CTE Deans agreed to move forward in 2015-16 in one of the following options:
- **Consortium (at least 3 campuses)**
- **No consortium (individual campus proposal to be submitted)**
- **Extend only to 12/31/15 (if consortium option is not supported, only UHCC IAEP system)**

By 03/23/15, the CTE Deans will notify D. Estrella...
what option they choose.

Note: As of 04/24/15, the CTE Deans will participate in the 2015-16 IAEP as follows:
- Consortium – HonCC, KapCC, KauCC, LeeCC & UHMauC
- HawCC will not submit an IAEP proposal for 2015-16 Perkins funding support.

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<th>8. Update on UHCC System Student Success &amp; Academic Strategic Action Council (SSASAC)</th>
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| A. A new name will be developed for the SSASAC, whose purpose is to provide guidance on academic actions; look at workforce needs and align the needs with what is offered at the campuses; and make necessary changes. The next meeting will be held on 04/28/15 at WinCC, focusing on drafting the operational function of the SSASAC in the following areas:
- Purpose
- Objectives
- Decision-making process of allocating funds that are set aside for innovation initiatives
- When a program gets offered, at which campus, and what mode of instruction will be used (traditional vs. distance)
| B. Either the SSASAC or the Strategic Planning Council may have oversight in deciding on the allocation, scope, and direction of innovation funds and possibly Perkins funds. |

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<th>9. Project Deadline Extension for Projects that Contributed Current Funds to Palamanui</th>
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<td>A. At the 03/20/15 CTE Deans Meeting, D. Grooms asked what is the deadline for re-budget requests from projects that contributed current funds to the Palamanui project?</td>
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<tr>
<td>A.1. The CTE Deans agreed to 09/30/15 as the deadline for re-budget requests from projects that contributed current funds to the Palamanui project.</td>
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<th>10. PCC Meetings/PCC Contact List Updates</th>
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<td>A. Contact information for Assigned Dean/Administrator, Program Coordinators, and planned PCC meetings were updated.</td>
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<tr>
<td>A.1. The CTE Deans will send additional updates to D. Estrella by 04/10/15. Soon after, D. Estrella will send the updated contact list to the CTE Deans.</td>
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11. **Campus Updates**

A. HawCC
   1. No updates.

B. HonCC
   1. No updates available.

C. KapCC
   1. The annual Hoʻokipa Night was held at the Hawaiʻi Convention Center on 03/12/15. The signature event raised funds to support students and educational efforts in the culinary arts and hospitality and tourism programs at KapCC.
   2. The Accreditation Council for Business School Programs (ACBSP), for two-year business programs, conducted their site visit at KapCC during the week of 03/09/15. This initial accreditation visit was a result/outcome of the accreditation self-study efforts by former CTE Dean Frank Haas et al.
   3. On 03/06/15, twenty school health aides serving Oʻahu public schools graduated from a new training program at KapCC and students received a certificate of competency. They are part of the second cohort of the University of Hawaiʻi’s School Health Aide (SHA) Level I Program.

   Note: Funding for SHA training and curriculum was obtained through Trade Adjustment Assistance Community College and Career Training Grants (TAACCCT) from the U.S. Department of Labor Employment and Training Administration. P. O’Hagan wrote the grant for the SHA program, and is working with UH Maui College, Kaua'i Community College and Windward Community College to deliver the 75-hour training curriculum.

D. KauCC
   1. The annual “Taste of College” night will be held on 04/23/15. This event will help parents and high school students in the Kauai community gain greater awareness of higher education possibilities, including CTE programs, available at KauCC.

E. LeeCC
   1. The culinary program will be having a site visit by the American Culinary Federation (ACF) in April 2015.

F. UHCC
   1. The VCSAs will submit a 2015-16 Starfish proposal for Perkins funding of 35% (~$116k) of the costs of license and personnel. Jason Cifra will create and submit the proposal for the VCSAs. UHWO and UH Hilo have expressed...
interest in Starfish, and S. Robinson will contact the UHM Athletic Department (exploring other early alert options).

2. PLA has been progressing on the seven campuses. The executive memo is being finalized for approval to change the phrase “Credit by Exam” to “Credit by Institutional Exam” (CBIE); reduce student fees by 50% of their tuition costs when they take the CBIE; and compensation for faculty who participate in portfolio assessments and/or participate in system-wide coordination in developing CBIEs.

3. At the 03/18/15 Registrars Meeting, the registrars officially agreed that Portfolio-Based Assessments would be identified with the label “PBA” and will be recorded in a student’s transcript as “institutional credits”. The credits will be accepted by all CCs.

4. There is only one PLA policy (UHCCP # 5.302 Prior Learning Assessment Program), however individual campus procedures for PLA should be consistent with UHCCP # 5.302.

G. UHMauC
   1. The Nursing Program received reaccreditation from the Accreditation Commission for Education in Nursing (ACEN).
   2. A news report stated that the Hawaii State House of Representatives approved $25M bill for construction of a new food innovation center on UHMauC campus. The bill is with the Senate, pending review and approval.

H.1. WinCC
   1. A new childcare center will be completed within one to two years. Title III funds will be used to retrofit a building to house the center.
   2. Due to the success of the Vet Tech program, an enrollment wait-list of students (including military spouses with short-term residency) has prompted acceleration of UHMauC’s agreement to migrate its Vet Tech program to online education.

I. OSDCTE
   1. The office is awaiting OCTAE’s response to OSDCTE’s proposal that addressed findings from the fall 2014 monitoring team’s visit.

F.4.1. E. Nishiguchi will send KauCC’s PLA procedures to D. Estrella to disseminate to the CTE Deans. Note: D. Estrella received the document on 03/23/15 and forwarded it to the CTE Deans on 04/10/15.

Next Meeting Date:
April 30, 2015 @ KapCC