### AGENDA ITEM

#### DISCUSSION

1. **Housekeeping**
   
   **A.** Introductions, as needed.
   
   **B.** Agenda changes and lunch plans.
   
   **C.** Approval of April 30, 2015 minutes.
      
      1. The minutes were accepted with correction(s):
         
         i. R. Umehira suggested including vertical horizontal articulation with the HI DOE and the baccalaureate degrees, including UH Manoa, UHWO, UH Hilo, and UHMauC. He also asked how campuses comply with the PCC guidelines that address pre-requisites, SLOs, and possibly credits?

2. **Continue Discussions to Award The Remaining Title I Funds**

   **A.** R. Umehira recommended supporting an additional proposal from KapCC. KapCC planned to reduce the MEDA proposal for the remaining Title I balance of ~$16k funds available. However, if there were more funds available, the STAR proposal would supersede the MEDA proposal.

### ACTION(S) / RECOMMENDATION(S)

1. **A.2.2.** S. Robinson will send to the CTE Deans T.E. Guideline #3 that is being developed by the VCAAs. The VCAAs are still reviewing the guidelines.

2. **A.1.** The CTE Deans supported KapCC’s proposal titled, “STAR for Persistence and Timely Completion for Job Placement,” up to $45k. This decision was based on the expectation that Title IB Leadership funds would free-up some of the allocated Title I Basic Grant funds, which will then be held for further review of allocation.
B. M. Moser requested re-directing funding from two supported proposals to support a third proposal (Hawai‘i Ocean Education Academy, year 3). The overall funding support for WinCC would not change.

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<th>3.</th>
<th>Special Discussion and Decision on the UHCC System Wide &quot;Hawaii National Great Teachers Seminar Subsidy Program with Job Preparation Emphasis&quot; Proposal</th>
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<td>A. R. Umehira requested early approval for Perkins funding, due to advance planning that needs to occur prior to the August 2015 seminar date.</td>
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| B.1. | The CTE Deans supported M. Moser’s request. |

A.1. As one of several consortium proposals it will be funded by carryover funds, therefore, decisions on awarding Perkins funds will be handled by the UHCC system’s office. However, because of timing elements in the proposal, the decision process will be expedited for the August 2015 HNGT Seminar. S. Robinson will notify P. Quigley that the CTE Deans supported allocation of 2015-16 Perkins carryover funds for this proposal. She expects an award decision from P. Quigley by 05/22/15. (Note: The approval was granted and the award letter was sent 05/21/15).

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<th>4.</th>
<th>Recommendation to Move Up Due Dates for the 2016 - 2017 Perkins Proposals</th>
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<td>A. R. Umehira distributed a suggested revised timeline table for 2016-2017. Reasons for revising the timeline are:</td>
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<td>• LeeCC’s H.R. and business offices needing sufficient time from receiving the award letter to creating an account code. S. Robinson stated that creation of account codes by the business office should not take longer than two weeks. Any longer than two weeks may be due to delays that are specific to a campus.</td>
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<td>• LeeCC’s HR needs to send a report to the legislature requesting for approval of new temporary job positions. Legislative approval can take up to two weeks.</td>
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| A.1. | R. Umehira will send D. Estrella a revised timeline table, supported by the CTE Deans, of the following dates for 2016-17 Perkins proposals: |
| • 03/04/16: Proposals due to UHCC Systems Office. |
| • 03/07/16 - 03/17/16: UHCC Systems Office to review all proposals. |
| • 03/18/16 - 03/31/16: Proposals disseminated to campuses and CTE Deans review/evaluate proposals. |
| • 04/08/16: Discussion of proposals at CTE Deans Meeting. |
| • 05/01/16 - 07/01/16: Award letters sent. |
B. Additional discussion on proposal submissions:
- Perkins campus visits for 2016-17.
- Completing the effectiveness measures section still pose challenges for proposers.
- Consider revising the Perkins RFP template and evaluation rubric.
- Revising the RFP template, including setting maximum character limits, appendix limits, and whether to convert the template to a PDF format. D. Estrella will create a PDF format.

5. CTE Deans Meeting Dates for Spring 2016

A.1. The CTE Deans agreed to the following dates/locations of the CTE Deans Meetings for Spring 2016:
- Jan 8, 2016 – UHMauC
- Feb 12, 2016 – KapCC
- Mar 11, 2016 (Easter 03/27) – HonCC
- Apr 8, 2016 – HawCC (Palamanui Campus)
- Apr 29, 2016 – WinCC
- May 20, 2016 (commencement 05/13) – LeeCC
- Jun 17, 2016 – KauCC

B.1. Beginning with the August 2015 CTE Deans
| 6. | **PCC Guidelines**  
A. S. Robinson lead the discussion of the document titled, “PCC guidelines_DRAFT 5.11.15 SR.”  
B. A question was raised about whether supplanting occurs when Perkins funds are used, instead of available non-Perkins funds, to support travel for PCC meeting attendees. S. Robinson will contact Bernadette Howard, State Director for CTE, for clarification. | Meeting, R. Uyeno will serve as meeting facilitator.  
A.1. S. Robinson will modify the document based on the discussion, and she will ask for clarification at the 06/18/15 AAA/VCAA meeting as to which UHCCP guideline should be used as a resource in PCC meeting discussions.  
A.2. R. Umehira recommended that the ICS horizontal articulation agreement be considered as a sample that other PCC groups can use when they are developing their own articulation agreements.  
A.3. S. Robinson clarified that PCC meetings should be around 7 hours long, so that in-depth conversations can be held, decisions can be made, and concrete outcomes can be established.  
B.1. During a 05/19/15 phone conference, B. Howard confirmed that supplanting *would not* occur if/when:  
• Perkins funds are used to support travel for meeting attendees whose previous trips were supported with Perkins funds;  
• Perkins funds are used to support travel for new meeting attendees; or  
• Perkins funds are used to support meeting attendees after one year has lapsed since their last non-Perkins funded trips.  
B.2. Supplanting *would* occur if Perkins funds were used to support travel for meeting attendees when non-Perkins funds are normally available to support this type of activity. |
| 7. | **Certificate of Professional Development (CPD)**  
(for UHCCP #5.203 Program Credentials: Degrees and Certificates)  
A. D. Grooms stated that the UHCCP #5.203 policy changed from issuance of a CPD for both credit and non-credit courses to issuance of a CPD for only non-credit courses. Due to the change, the CPD will not be listed on the student’s transcript. UHMauC decided to include in its course catalogue a statement that the CPD will not appear on a student’s transcript. |
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| 8. | **IAEP 2014-15 UHCC System Support End Date 06/30/15**  
A. The IAEP 06/30/15 end date was extended to 08/31/15 for campuses participating in the current IAEP (Perkins FY15 funding support). Expenses can be made during this period. Support from IAEP personnel from the system’s office concludes on the original end date of 06/30/15.  
B. Support by IAEP personnel from the system’s office will resume with Perkins carryover funds. After the amounts of carryover funds have been determined, the IAEP FY16 start and end dates will be determined. HawCC and KapCC requested to be included in the IAEP FY16 consortium.  
B.1. The CTE Deans supported the inclusion of HawCC and KapCC into the IAEP FY16 consortium. |
| 9. | **Campus Updates**  
A. HawCC  
   1. The chancellor will retire at the end of December 2015. The replacement process will begin with guidance from John Morton on how to move forward. The faculty senate submitted a resolution to J. Morton requesting that faculty have a strong participation in the replacement process. The campus is considering several replacement options: 1) hire a temporary replacement, who will then convert to a permanent hire; 2) hire a permanent replacement; 3) or acquire a replacement that is appointed by J. Morton.  
B. HonCC  
   1. No updates.  
C. KapCC  
   1. The campus is considering innovative ways to receive grant monies to build new programs.  
   2. The National Consortium on Health Sciences (in 30 states) asked P. O’hagan to sit on its board of directors. The goal of the consortium is to develop health sciences pathways from high schools to community colleges, and |
development of assessments that can be cross-walked between the high schools and community colleges. She plans to invite a guest speaker to talk to the teachers of local Hawai’i high schools about the assessments.

3. P. O’hagan will ask the Health Occupations Students of America (HOSA) to recognize the community health workers program (on every UHCC campus), so that those students in that program can participate in HOSA competitions.

D. KauCC
1. A reception will be held on 05/13/15 for those who made donations to KauCC.
2. Due to budget restrictions, the filling of eight positions is delayed.
3. Recruitment for a Starfish retention counselor is underway. The position was previously assigned to Isaiah Kaauwai. The campus is considering replacing the SARS calendaring with Starfish’s appointment-making application.

E. LeeCC
1. No updates

F. UHMauC
1. Interviews with candidates for the Vice Chancellor of Student Affairs is underway.
2. UHMauC was asked to withdraw its request for The Baccalaureate in Applied Business Technology to progress from provisional to established status. The reason for the request to withdraw is pending further discussions with J. Morton.

G. WinCC
1. Candidate interviews for the Vice Chancellor for Student Affairs position have been completed.
2. Candidate interviews for the Dean Division II position will be completed today.

H. UHCC
1. At the Student Success Council (SSC) 04/28/15 meeting, J. Morton spoke about accelerating students’ time to degree (see last meeting’s minutes). P. Quigley and S. Robinson will be compiling a list of potential members to serve on the SSC task force. The goal of the task force is to determine a system plan for acceleration of students’ time to degree. Prior to this task force meeting, a subcommittee will meet to determine a policy for the task force to accomplish its tasks.
2. Representatives from UHCC will attend a Competency Based Education Conference, June 4-6, 2015 in Denver, CO. The conference might provide
information on how CBE can align with shortening of time-to-degree.

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| 10. | STEM (HawCC)  
A. J. Hamasaki reported that HawCC science faculty wanted to move forward with a more rigorous science program (stimulated, in part, by the new ASNS degree). As a result, a STEM group (to include disciplines outside of science) was developed to create the concept/physical location for an on-campus STEM center. To move this effort forward, the group included John Rand, UH Academic Program Officer, in discussions about defining STEM programs. Cheryl Chappell-Long provided to J. Hamasaki a list of CIP codes that define STEM programs. More information can be found at:  
https://www.hawaii.edu/institutionalresearch/stemMajors2014.action?reportId=STEM_MAJORS |

**Next Meeting Date:**  
June 19, 2015 @ HonCC  
(Note: The meeting has been rescheduled to July 23, 2015 @ HonCC)