Career and Technical Education (CTE)
Meeting Notes
Tuesday
September 22, 2015
Windward Community College
Facilitator: Russell Uyeno

Hawaii CC: Joyce Hamasaki
Honolulu CC: Russell Uyeno
Kapi'olani CC: John Richards
Kaua'i CC: Earl Nishiguchi
Leeward CC: Ron Umehira

Maui College: David Grooms
Windward CC: Charles Sasaki
CC System: Suzette Robinson, Dominic "Nic" Estrella
Office of the State Director for CTE: Joyce Clapp
Guest(s): Jenny Kelly, Cheryl Chappell-Long (via conference call)

AGENDA ITEM | DISCUSSION | ACTION(S) / RECOMMENDATION(S)
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1. | Housekeeping | 
   A. Introductions, as needed.
   B. Agenda changes and lunch plans.
   C. Approval of August 28, 2015 minutes.
   1. The minutes were accepted with correction(s):
   i. Guest(s): Mari Giel (HawCC), Garrett Fujioka (HawCC), Colby Koreyasu (HawCC), Joel Paula (UHCC HawCC)
   ii. 7.A. One Two faculty from UH MauC and one faculty from LeeCC stated their interest in having OSDCTE fund the $149 cost to access the Nepris platform.
   iii. 7.A.1. D. Estrella will check with B. Howard on funding for the one (instructional) faculty three faculty (2 non-instructional, 1 instructional).
   iv. 7.A.2. D. Estrella will confirm whether it is appropriate to fund the non-instructional faculty for this pilot.

2. | PCC Meetings Updates | 
   A. AEC PCC meeting scheduled for 10/09/15 at HonCC.
   B. Carpentry PCC meeting scheduled for 10/30/15 at HonCC.
C. D. Grooms attended the HOST PCC that was held on 09/18/15 at KapCC. He said that one of the topics discussed was the Advanced Professional Certificate (APC). The APC adds six (6) upper division HOST classes for a third year certificate, available by distance education through a developing articulation agreement with UHWO. Another discussion item was gamification, a concept that involves the use of games to teach curriculum.

D. The CTE Deans agreed to revise the PCC Contact List to reflect C. Sasaki as the assigned CTE Dean for AG. D. Grooms, along with J. Richards, will be the assigned Deans for HOST. On S. Robinson’s recommendation, the CTE Deans agreed to assign Joni Onishi and Louise Pagotto as ex officio members under HOST.

D.1. D. Estrella will send the revised contact list to the CTE Deans. Note: On 10/08/15, D. Estrella emailed the most current PCC Contact List to the CTE Deans.

3. **Tour of Vet Tech Facility (10:00 a.m. – 11:00 a.m.)**

   A. Jenny Kelly, Animal Science Assistant Professor and Veterinary Technician Program Director, was introduced and conducted a tour of WinCC’s Veterinary Technology Annex facility. Industry-standard equipment at the facility was supported with Perkins funding.

   B. The veterinary technology program is an intensive, two-year, 70-credit program that requires many hours of animal handling. Students enrolled in the program receive training in pharmacology, radiology, anesthesiology, surgical assisting, dentistry, nutrition, and veterinary office procedures and will learn how to perform over 130 skill sets deemed essential by the AVMA. Procedures such as dental cleaning, surgical sterilization and x-rays are an essential part of the education. During the final year of the program, students intern at two clinics and/or shelters where their skills are evaluated and critiqued by industry professionals. This experience allows students to hone and apply their skills in a real-world setting and serves as a bridge to future employment.

   C. WinCC is preparing more graduates to enter Hawaii’s veterinary workforce by expanding its vet assisting certificate program to Maui. The Windward CC veterinary assisting program will begin at the UHMauC in January 2016.
### 4. Budget Review

**A.** Because the last year’s unspent monies have been less than previous years (and is expected to be even less by the end of this fiscal year), carryover funds may only be able to support system-originated consortium proposals in 2016-17. As a result, opportunities will not be available next year for campuses to submit consortium proposals for 2016-17.

**B.** Historically, Title IB Leadership funds were used in part to support individual campus proposals. Moving forward (beginning FY17), leadership funds will only support system-wide projects that meet as many of the leadership requirements as possible.

**C.** S. Robinson asked J. Clapp for clarification on whether each Perkins subrecipient (DOE & UHCC) must meet all of the requirements in Sec. 124. State Leadership Activities, or just the State (as a whole)?

| C.1. | J. Clapp will look into whether each subrecipient or the just the State (as a whole) is required to meet all of the activities in Sec. 124. After she finds the answer, she will inform the CTE Deans. |

### 5. Post Secondary Recipient (UHCC System) & Sub-Recipient (CC Campus) Monitoring by OSDCTE

**A.** J. Clapp provided an overview of the OSDCTE’s postsecondary recipient & sub-recipient monitoring forms. The forms will help to determine whether recipient and sub-recipients conform or not conform to the monitoring elements. The monitoring will occur on a 7-year cycle for the sub-recipients. The forms are to be completed and submitted electronically to the OSDCTE (recipient forms) and to the UHCC (sub-recipient forms). A questioned was raised whether each sub-recipient (by self-reporting) completes the monitoring forms?

| A.1. | D. Estrella will ask CTE State Director Bernadette Howard for clarification, and will invite her to the next CTE Deans Meeting (10/16/15) to provide additional clarification, and to answer specific questions from the CTE Deans. Note: On 09/23/15, B. Howard accepted the invitation. |

| A.2. | Because the monitoring forms include fiscal components, D. Estrella will invite UHCC’s Fiscal Authority Lisa Tsuhako to attend the 10/16/15 CTE Deans meeting. Note: On 09/24/15, L. Tsuhako accepted the invitation and will participate by phone conference. |

| B.2. | For discussion at the next CTE Deans Meeting, J. Clapp and the CTE Deans will bring samples of time and effort sheets. |

**B.** Fiscal and time and effort elements will also be part of the monitoring activities.
### 6. Establishment of PLA Campus Committee

A. The PLA Steering Committee determined that as PLA evolves, related activities should include participation by representatives from student services and representatives from faculty.

A.1. S. Robinson asked the CTE Deans to meet with their PLA representatives to discuss how actively promote PLA, through either establishment of a campus PLA committee or other means.

### 7. Campus Updates

A. HawCC
   1. A QM78 course (1 credit companion to QM courses) will be developed as part of the DevEd reform process. The companion course will not require prerequisites and will not require placement requisites.

B. HonCC
   1. No updates.

C. KapCC
   1. J. Richards attended the HTA annual conference, 08/27/15 – 08/28/15 at the Hawaii Convention Center. The conference reaffirmed his belief that the state should serve as the Culinary and HOST capital of the world.

D. KauCC
   1. The procurement of “Nolij” was unexpectedly terminated.
   2. As required by Title IX, UHCC provides ongoing surveys and online lessons on sex discrimination and gender-based violence.

E. LeeCC
   1. R. Umehira will be attending the National Council for Continuing Education and Training, 09/28/15 – 09/30/15, in Portland, OR.
   2. The ACTE National Leadership Fellowship Program is accepting applications through 11/01/15. The Fellowship Program is a one-year commitment from Jan. 1 through Dec. 31. Each of the five Regions of ACTE is represented in the program, with Fellows selected by the Region vice president. Benefits of being an ACTE Fellow are: a $1,000 stipend to use towards travel to ACTE events; complimentary registration to the ACTE Annual Convention and National Policy Seminar; national recognition; assistance in crafting personal professional development goals; improved advocacy skills; leadership.

E.2. Applicant referrals (DOE and/or UHCC) should be sent to R. Umehira.
development; networking with other colleagues through meetings and monthly conference calls; opportunity to be mentored by a previous Fellow and an ACTE Board member; and increased engagement with ACTE.

F. UHMauC
   1. No updates.

G. WinCC
   1. A Substantive Change Request for submission to the ACCJC is being finalized, to offer WinCC’s veterinary assisting program at UHMauC.

H. OSDCTE
   1. No updates.

I. UHCC
   1. S. Robinson reported on the status of Guideline 1: Associated with UHCCP 5.301 Common Course Numbering. The guideline contains eight elements (course alpha, number, title, description, pre-requisites, credits, SLOs, and schedule types). Of the eight, three elements (course alpha, number, title) are already in UHCCP 5.301. Katy Ho, Jon McKee, Jim Dire, and Suzette drafted a memo requesting to include the other five elements in Guideline 1. The memo was routed to Peter Quigley and then to John Morton for his review/approval. If John approves the request, Suzette will notify the CTE Deans that Guideline 1 will be attached to UHCCP 5.301.
   2. The UHCC system received an Integrated Planning and Advising for Student Success in Higher Education (iPASS) grant from Achieving the Dream in partnership with EDUCAUSE. Funding was provided by The Leona M. and Harry B. Helmsley Charitable Trust and the Bill & Melinda Gates Foundation. iPASS will integrate STAR, Starfish, and PAR (predictive analytics). The project will be piloted this year at HonCC, and will be lead by K. Ho.
   3. The Starfish (known by campuses as My Success) contract ended 08/31/15. Hobsons Education Solutions Company extended the contract until a new 5-year contract has been negotiated with the UHCC system. UHWO is also in negotiations with Hobsons for their own Starfish contract.
   4. Hawaii was selected as one of eight states to participate in the National Academy of Scaling Corequisite Support Institute. The event will be

I.1. S. Robinson recommended that each CTE Dean talk to his/her academic senate chair as a heads-up and to ask them for their support of all eight elements in Guideline 1.

I.2. D. Estrella will resend the guideline to the CTE Deans. Note: On 09/23/15, D. Estrella sent the guidelines to the CTE Deans.
held 11/17/15 – 11/18/15, location to be determined, and will be attended by UHCC’s representatives (the chair of faculty senate, K. Ho, Louise Pagotto, English faculty (1), math faculty (1), and the Director of P20 Karen Lee).

5. The Hawaii Business Education Association (HBEA) fall conference will be held on 10/16/15 at LeeCC, and on 09/25/15 at HawCC.

6. An official memo from Peter Quigley will be sent out to the vice chancellors and the deans of each campus about the acceleration initiative. It will include information on the English and math models (approved by John Morton), timelines, deadlines, and John Morton’s 09/10/15 memo thanking the chancellors and faculty senate chairs for their leadership in helping with the developmental education component, and asking for their help in making sure that the changes occur on their campuses.

8. **Change 2016 CTE Deans Meetings to Oahu Locations**

   A. The UHCC systems office requested to limit spring semester CTE Deans travel by scheduling future CTE Deans meetings only on Oahu.

   A.1. The CTE Deans agreed to following revised schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>Friday, January 8, 2016</td>
<td>LeeCC (Rescheduled from UHMauC)</td>
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<tr>
<td>(2nd week)</td>
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<tr>
<td>Friday, February 12, 2016</td>
<td>KapCC</td>
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<td>(2nd week)</td>
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<tr>
<td>Friday, March 11, 2016</td>
<td>HonCC</td>
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<td>(2nd week)</td>
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<tr>
<td>Friday, April 8, 2016</td>
<td>KapCC (Rescheduled from HawCC)</td>
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<td>(2nd week)</td>
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<tr>
<td>Friday, April 29, 2016</td>
<td>WinCC</td>
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<td>(5th week)</td>
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<tr>
<td>Friday, May 20, 2016</td>
<td>LeeCC</td>
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<tr>
<td>(3rd week)</td>
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</tr>
<tr>
<td>Friday, June 17, 2016</td>
<td>WinCC (Rescheduled from KauCC)</td>
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<td>(3rd week)</td>
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9. ARPD Health Call Scoring Rubric Revisions

A. R. Umehira expressed concerns on changes to the health call scoring rubric. With the changes, overall health for LeeCC resulted in more “cautionary” programs than “healthy” programs. Additionally, the benchmarks have not been changed.

Note: For detailed information on changes (from 2014 to 2015) to the health scoring rubric, see attached documents.

B. C. Chappell-Long (via conference call) clarified that the changes were discussed and determined by the Instructional Program Review Council (I-PRC) Subgroup on 01/10/14, see http://uhcc.hawaii.edu/OVPCC/APAPA/docs/Instructional_Program/I-PRC_Subgroup_Scoring_Rubrics-Record_of_Proceedings_Jan_10_2014.pdf.

At the conclusion of each year, the I-PRC reviews the measures and content of the comprehensive program review and Annual Report of Program Data (ARPD) to ensure that the review provides the information necessary for program assessment and improvement. The I-PRC is also responsible for assessing the overall program review policy and procedures to determine if improvements are necessary. The next I-PRC meeting will occur on 09/23/15 in the Dole Street Conference Room.

B.1. For the I-RPC meeting on 09/23/15, the CTE Deans agreed that D. Grooms will present the following:

1. Should the campuses’ county determination, for new and replacement positions, be more reflective of a broader county?
2. Is it a federal requirement that only one CIP code can be selected for a program? If it is a system determination, can programs have the option of selecting more than one CIP code to widen the pool of SOC job opportunities?
3. In the Demand ratio, what is included in the denominator? If transfer students are included in the denominator, they don’t go immediately into the workforce and should not be counted.
4. Recommendation to consider changing the scale of the benchmarks to adjust for the changes in the health call scoring rubric.

Next Meeting Date:
October 16, 2015 @ LeeCC