### Career and Technical Education (CTE)

#### Meeting Notes

**Tuesday**

**October 16, 2015**

**Leeward Community College**

**Facilitator:** Russell Uyeno

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<tr>
<th>Hawaii CC: Joyce Hamasaki</th>
<th>Maui College: David Grooms</th>
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<td>Honolulu CC: Russell Uyeno</td>
<td>Windward CC: Charles Sasaki</td>
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<td>Kapiʻolani CC: Patricia O'Hagan, John Richards</td>
<td>CC System: Suzette Robinson, Dominic &quot;Nic&quot; Estrella</td>
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<td>Kauaʻi CC: Earl Nishiguchi</td>
<td>Office of the State Director for CTE: Bernadette Howard, Lois Hamaguchi</td>
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<td>Leeward CC: Ron Umehira</td>
<td>Guest(s): Lisa Tsuhako (via conference call)</td>
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#### AGENDA ITEM

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#### 1. Housekeeping

A. Introductions, as needed.
B. Agenda changes and lunch plans.
C. Approval of September 22, 2015 minutes.
   1. The minutes were accepted with correction(s):
      i. D.2. As required by Title IX, UHCC KauCC provides ongoing surveys and online lessons on sex discrimination and gender-based sexual violence.

#### 2. Culinary Institute of the Pacific (CIP) Updates

A. J. Richards reported on the status of CIP. Construction has started, fundraising is underway, and the request to talk to campus faculty about combining HOST with CIP will be presented at the Chancellors Meeting on 10/30/15.

A.1. R. Umehira recommended having the opportunity for LeeCC to offer courses taught by masters-level faculty, required for the third-year culinary advanced professional certificate. Logistically, this would reduce the commute for students residing on the leeward side of the island who would otherwise have to take the courses at the CIP Diamond Head campus.
### Finalizing 2015-2016 Perkins Title I UHCC College Plan Guidelines and Perkins Proposal Form

A. The CTE Deans reviewed and updated the previously discussed changes to the guidelines and proposal form.

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| A.1 | The CTE Deans agreed to: change the word limit to 500 words in both sections 5 & 6 of the proposal form; and in the completion report, change the wording of “proposal number” to “award number”.
| A.2 | R. Umehira recommended separating the guideline and proposal document into three separate documents: guidelines, proposal, and completion report.

### 09/23/15 I-PRC Meeting Update

A. D. Grooms reported on the following questions posed to the I-PRC at the 09/23/15 meeting:

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| 1.1 | Should the campuses’ county determination, for new and replacement positions, be more reflective of a broader county?
| 1.1.1 | There was no consensus in changing the way the jobs are chosen. However, if a program’s PCC agrees to select multiple CIP codes there may be a possibility for the I-PRC to revisit the discussion on changing the way jobs are chosen.
| 1.2 | 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?
| 1.2.1 | It is not a federal requirement.
| 1.3 | 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.
| 1.3.1 | Demand will continue to be scored on new and replacement positions with a revision to the scoring ranges. The result is that a

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| A.1.1.1 / A.1.2.1 | The CTE Deans agreed to have a memo drafted indicating their support for a CIP Code policy change to allow selection of multiple CIP codes (up to two) for a program, and to restate that CIP codes should be selected appropriately for associate degree level graduates. D. Grooms will create the draft and present it at the 11/06/15 CTE Deans Meeting.
| A.1.3 | R. Umehira recommended changing the Demand ratio denominator from “Number of Majors” to “Completers”. This change would capture data on those students who received a certificate of achievement and/or an associate degree, and eliminate transfer students who don’t go immediately
program will be determined as cautionary/unhealthy based on whether there are too few jobs for graduates (no longer also based on whether there are too many jobs for graduates).

1.4. Recommendation to consider changing the scale of the benchmarks to adjust for the changes in the health call scoring rubric.

1.4.1. The benchmarks will be revised as follows:

- Healthy: 0.75 or greater
- Cautionary: 0.5 – 0.74
- Unhealthy: < 0.5

into the workforce. R. Umehira will draft a request memo on his recommendation. P. O'Hagan also recommended including a statement requesting to adjust the numerator so that programs such as MICT at KapCC can be calculated using state jobs (resulting in healthy status), instead of county jobs (currently unhealthy status).

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<th>PCC Updates</th>
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<td>A.</td>
<td>J. Hamasaki reported that the AEC PCC met on 10/09/15. To keep discussions moving on horizontal articulation, an AEC worksite was created on Laulima. The next meeting is planned for sometime early spring 2016.</td>
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<td>B.</td>
<td>A Carpentry PCC meeting is scheduled for 10/30/15 at HonCC.</td>
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<td>C.</td>
<td>R. Umehira provided D. Estrella with hard-copy changes of the names and contact information for LeeCC PCC Coordinators in ACC, CULN and HOST programs.</td>
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<td>D.</td>
<td>D. Grooms reported that after the 09/18/15 HOST PCC, the HOST 3rd-year certificate was approved by the UH Board of Regents on 10/15/15.</td>
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<td>E.</td>
<td>R. Uyeno stated that the ECED PCC is scheduled for 11/20/15.</td>
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<td>F.</td>
<td>E. Nishiguchi reported that the ABRP PCC is planning to meet sometime spring 2015.</td>
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<th>6.</th>
<th>Post-Secondary Recipient &amp; Sub-Recipient Monitoring by OSDCTE</th>
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<td>A.</td>
<td>B. Howard introduced L. Hamaguchi as the new Career Pathway Coordinator. She will assist the Office of the State Director for CTE in reassessing the career pathway model (six career pathways ↔ sixteen career clusters), and possibly revising it to serve as a framework for the state to link the agencies (adult schools systems, DOE &amp; UHCC) and to</td>
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C.1. D. Estrella will provide an updated PCC Contact List at the 11/06/15 CTE Deans Meeting.

E.1. R. Uyeno will send D. Estrella the ECED’s PCC Meeting Request form.
align with workforce investment initiatives such as the Workforce Investment Opportunity Act (WIOA). WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

B. B. Howard stated that the UHCC’s need to clearly define CTE programs that are Perkins-fundable. The definition of a participant and concentrator was set by the federal agency and is non-negotiable. However, the UHCC can determine equivalents for non-credit students.

C. B. Howard stated that Perkins funds could support associate-level programs (for the first two years) that transition to baccalaureate programs.

D. B. Howard provided an overview of the post-secondary recipient (UHCC systems office) & sub-recipient (individual campuses) monitoring form. The forms are a direct result of the recommendations -- in the 01/26/15 Office of Career, Technical and Adult Education (OCTAE) on-site monitoring final report -- to develop additional means for her office to determine whether recipients are in compliance with federal regulations. Recipients will provide existing documents to serve as evidence of compliance.

B.1. The CTE Deans will compile a list programs that meet the definition of CTE programs that are of sufficient size, scope and quality. The deans will need to consider whether to include non-credit programs on the list. Inclusion of non-credit programs may have an adverse impact on the Perkins core indicators. Outcomes for non-credit programs that meet UHCC’s definition of CTE (Perkins funded or not) must be reported annually.

7. Time and Effort Reporting Sheets

A. The CTE Deans discussed different samples of time and effort reporting sheets. Time and effort reporting is one of the documents that are required for sub-recipient monitoring.

B. R. Umehira provided a copy of the FTE Certification report that is used by his campus. He recommended having L. Tsuhako verify whether it is standardized report that is used by the UHCC system.

C. R. Uyeno asked whether every monthly time and effort certification sheet is needed as evidence for student hires et al whose salaries were split funded with Perkins and other funding source(s) during the year designated for monitoring? He suggested using a master list of all those students et al indicating the pay period ending dates for which their salaries were split funded with Perkins funds.

B.1. D. Estrella emailed L. Tsuhako on 10/19/15 asking to verify whether LeeCC’s FTE Certification report is a standardized report used by the UHCC system. D. Estrella will follow-up on this with L. Tsuhako.

C.1. D. Estrella will check with B. Howard the question raised by R. Uyeno. On 10/19/15 D. Estrella asked and received an email response from her with an attached sample of what her office uses for split-funded employees. D. Estrella will provide a copy of the sample for discussion at the 11/06/15
## Budget Updates

A. The CTE Deans discussed and reviewed the balances of their Perkins-funded projects. The standing order is for projects to have an award balance of less than 10% by the end of the project period.

A.1. The CTE Deans will continue monthly budget discussions/review at the next CTE Deans meeting scheduled for 11/06/15 at KapCC.

## 4P1

A. R. Umehira suggested changing the 4P1 numerator “who have stopped program participation…” to “who have achieved a certificate…”

A.1. See 6.B. above, “The definition of a participant and concentrator was set by the federal agency and is non-negotiable.”

## Campus Updates

### A. HawCC

1. An official announcement will be forthcoming for the person who will fill the role (for six months) as interim chancellor. The search committee has been assembled and will convene to look for a permanent chancellor.

2. Construction on the Palamanui kitchen is nearing completion. After completion, inspection will need to occur before the kitchen can be operational.

### B. HonCC

1. As is done with the other campuses, HonCC will have an onsite civil rights review in the upcoming weeks.

### C. KapCC

1. The “Stayin’ Alive – 30:2 Learn CPR!” event will be held on 10/29/15 from 1:00pm to 4:00 pm. It is free for all students, faculty and staff and will teach the basics of CPR and use of the automated external defibrillator (AED). Brief hands-on demonstrations will be held continuously.

2. The “Health E Fair” will be held on 10/30/15. KCC’s Health Sciences, Nursing and Emergency Medical Services programs are hosting the third annual Health E Fair this Friday. Over 500 high school students will be on campus to work with KCC health education students at sixteen interactive stations. This community outreach project is designed to showcase KCC’s award winning health education programs to potential
future health care professionals as well as provide current health education students the opportunity to meet their student learning outcomes related to technical skills, communication skills and professionalism.

3. The first annual “Your Kapi‘olani Experience will be held on 11/06/15 from 4:00pm to 7:00pm. The open house event is meant to strengthen the surrounding community’s connection and sense of belonging to KapCC.

4. The IT program recently received BOR approval to move from provisional to established status.

D. KauCC
1. Jim Dire and E. Nishiguchi will lead a committee comprised of faculty from counseling, math and English. This committee was created in response to the initiative in accelerating student success in math and English.

E. LeeCC
1. Two long-time AMT instructors, Keith Tyau and Ray Tanimoto, will be retiring after this semester. Recruitment for their positions is underway.
2. Rail work will begin on the area where the portables for non-credit programs are located. That area has been designated as one of the rail stations.
3. The Leeward Discovery Fair is scheduled for 11/07/15 from 9:00am to 3:00pm. The fair places expanded emphasis on the educational, interactive exhibits and games. The family-oriented day includes food booths, book sales and entertainment.

F. UHMauC
1. A 25-years-old time capsule was opened. The time capsule was sealed in 1990. It contained materials that were faculty- and staff-focused. The next time capsule will include materials about students.
2. UHMauC hosted a BOR meeting on 10/15/15, and was followed by a planned tour of the science facility.
3. There was a question whether faculty can waive a class for a student, instead of using the PLA mechanism, if the student demonstrates sufficient knowledge and experience. The CTE Deans agreed that there is a UHCC procedure that allows faculty to waive a class provided that the student does not receive credits or a grade. Otherwise, the student would need to go through the PLA process.

F.3. R. Umehira will send D. Grooms a copy of LeeCC’s course waiver form. Note: R. Umehira emailed a copy of the “Substitution or Waiver of Course or Degree Requirements” form to the CTE Deans on 10/19/15.
G. WinCC
   1. Governor Ige will be holding the next monthly town hall meeting at WinCC on 10/26/15.
   2. Ellen Ishida-Babineau, Dean of Academic Affairs, Division I and Academic Support, will return to her tenured faculty position in Developmental English as of January 1, 2016. Recruitment for an interim Dean and permanent Dean will begin shortly.
   3. WinCC’s annual Ho’olaule’a was held on 10/03/15, with a record turnout.

H. UHCC
   1. No updates.

Next Meeting Date:
November 6, 2015 @ KapCC (relocated from KauCC)