### AGENDA ITEM  
**Housekeeping**  
1. Introductions, as needed  
2. Agenda changes and lunch plans  
3. Approval of previous meeting minutes  

| Hawai'i CC: | Maui College: D. Grooms  |
| Kapi'olani CC: F. Haas | Windward CC: M. Moser |
| Honolulu CC: R. Uyeno | CC System: S. Robinson, D. Estrella |
| Kaua'i CC: E. Nishiguchi | UH State Director’s Office: B. White |
| Leeward CC: R. Umehira | Guest(s): Mark Cook |

### DISCUSSION  
F. Haas announced his retirement. Patricia O’Hagan will serve as interim CTE Dean, beginning January 2014.  
The minutes were accepted with corrections.

### ACTION/RECOMMENDATION  
M. Cook distributed an Instructional Assessment and ePortfolio Program (IAEP) Project Update handout and discussed the following key items:

- Work with faculty continues with all participating campuses (UHMauC, LeeCC, KauCC, KapCC) in developing and implementing IAEP.

- ePortfolios for students will be released spring 2014.

- Work with faculty continues in standardizing SLOs & PLOs across the campuses, to align with American Culinary Federation (ACF) competencies.

- UHCC campuses’ assessment/grading trends were presented and well-received at December 2013 LiveText training in Chicago.

R. Umehira requested additional support (if additional funding is available).

Note: M. Cook’s IAEP Project APT position effective as of 01/16/14.
LeeCC currently uses TK20 as an assessment tool.

Both LeeCC and KapCC use ePortfolios similar to the LiveText ePortfolio. Should campuses in the IAEP consortium use only one brand (LiveText) ePortfolio?

- Per S. Robinson, M. Cook is an instructional designer who can assist campuses who use other brands of assessment and ePortfolio tools.
- The HI DOE currently uses Questionmark’s Perception assessment program.

F. Haas will send ePortfolio contact information to M. Cook.

Continue discussions on what vendor/software for assessment and ePortfolio tools could be considered in the future.

**Results of Mock Audit Initiated by the OSDCTE**

S. Robinson reported on key findings of the mock audit:

- Carryover funds were above the goal of <10% return of funds. (In previous meetings, the CTE Deans agreed to specific measures to reduce the amount of carryover funds.)
- Salary reduction in the past years created problems with matching funds for Maintenance of Effort (MOE). State Director for CTE Bernadette Howard has been working with the Office of Vocational and Adult Education (OVAE) on how to formulate the MOE for the UHCC & HI DOE.
- The actual site visit audit will occur in July/August 2014.

The CTE Deans will send their Job Descriptions to D. Estrella.

**CIP Codes (finalize changes)**

On October 7, 2013, S. Robinson submitted to Pearl Iboshi a memo requesting CIP code changes for ACC, DMED, and MGT.

Final CIP code changes:

- D. Grooms: Change ACC CIP code to 52.0302 and change program code to ACCT.
- R. Umehira: Change AG CIP code 01.0606. UH Hilo will remain as-is.
- F. Haas: Change ICS program code to IT and change CIP

S. Robinson will check with P. Iboshi on whether changing the program code is needed, since UH Hilo will keep their program code as-is.
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| **HSI Goes WILD** Day Workshops on 3/7/14 (CTE Focus), i.e. Jump Start, LiveText, Integration of math and English competences into non-credit courses, new applied math and English courses for CTE majors, etc. | R. Umehira reported on the planned "HSI Goes WILD" Day:  
- For the 2-day event, there was a request for a CTE focus to include CTE workshops (i.e. Jump Start, LiveText, Integration of math and English competences into non-credit courses, new applied math and English courses for CTE majors, etc.). The deadline for workshop proposals was extending to January 10, 2014.  
- Other workshops recommended were C3T initiatives, PLA, Dev Ed, and a Perkins CTE Deans panel.  
(Note: On January 6, 2014, S. Robinson submitted to P. Iboshi a memo requesting CIP code changes for AG, ICS, and EIMT.) | R. Umehira will contact M. Cook (LiveText) and Carol Pang (Jump Start).  
R. Uyeno will contact Scott Murakami (C3T).                                                                 |
| **UHCC 50th Anniversary Showcase** during Education Week at the State Capitol on 3/18/14 | R. Umehira reported that the "UHCC 50th Anniversary Showcase" will be held on the grounds of the Hawai‘i State Capitol, March 18-22, 2014, during Education Week.  
- CC Chancellors will be stationed at attractive doorways staged on the central rotunda. The doorways will open to CTE exhibits.  
- One suggestion was to contact department secretaries for pictures or stories that would document the growth of the UHCCs over the last 50 years. | F. Haas will email to S. Robinson the name of the book that celebrates the last 50 years of Hawai‘i’s history. |
| **CareerTech Vision 2013 Recap**                                                | R. Umehira reported a recap on ACTE’s CareerTech Vision 2013:  
- Approximately 3,000 participants, including faculty from the UHCC system and the HI DOE, attended the conference in Las Vegas, NV, December 4-7, 2014.  
- The preconference included marketing of CTE programs, student retention, etc.  
- The next conference will be held in next year at Nashville, TN, November 19-22, 2014. |                                                                                                           |
| **One Stop Conference Recap** | R. Umehira reported a recap on the One Stop Conference that was held on November 22, 2013 at WinCC:  
- The conference brought together people from the HI Department of Labor and Industrial Relations, O‘ahu One Stop Centers, and the CCs, to improve communications relating to client referrals from O‘ahu One Stop Centers.  
- R. Umehira’s slide presentation showcased success stories of students who were referred to the CCs by O‘ahu One Stop Centers.  
- The breakout sessions were productive, and resulted in a sense of camaraderie among the participants. | F. Dagdag will provide a follow-up report in January 2014.  
(Note: A meeting to talk about next steps will occur the week of 01/21/14.) |
|---|---|---|
| **Campus Updates** | **HonCC**  
Accreditors from the Accrediting Commission for Community and Junior Colleges (ACCJC) made a follow-up campus visit in November 2013. The campus will hold a meeting in Jan 2014 to address the ACCJC recommendations.  
**KapCC**  
The deadline for construction bids on the Culinary Institute of the Pacific (CIP) was extended to December 27, 2013, to accommodate bids from mainland companies. Although a moratorium on new construction is currently in effect, construction for the CIP received an exemption.  
Accreditors from the ACCJC made a follow-up campus visit in November 2013. In the follow-up report, KapCC received 3-4 partial accreditations. The campus will provide a detailed, comprehensive response addressing the partial status.  
**LeeCC**  
The campus is planning various events for the spring 2014 semester. Events will include: CTE Month (Feb); HSI Goes WILD Day (Mar); Annual Small Business Fair; Annual Discover Leeward Day; and Geek Day. LeeCC will recommend a system-wide CTE |
Month for 2015.

**UHMauC**
A grand opening ceremony and blessing for the Veterans Resource Center (dedicated to veterans in the UH school system) was held on November 9, 2013.

Groundbreaking ceremony for the Daniel K. Inouye Allied Health Center was held on December 15, 2013. The first floor of the college’s No‘i‘i building will be renovated to house the center, which will increase clinical training space for the Dental Hygiene and Dental Assisting programs and integrate the Maui Oral Health Center (MOHC) currently located off campus.

The fourth annual Maui Regional Science Olympiad will be held on UHMauC’s campus on January 11, 2014. Maui high school students participating in this event have involved CTE faculty in their projects.

The campus completed construction on covering part of the college’s large parking lot with solar carports (some have been equipped with electric vehicle charging stations).

Malia Davisdson will serve as liaison for the Lāna‘i Project (HOST & Culinary programs).

The Learning Center will be relocated to the Laulima Building.

The advisory committee for the automotive program was reorganized. As a result, the program’s accreditation process will have to start over.

The Vice Chancellor for Information Services & Technology Department position is now vacant and will remain unfilled until further notice.

**WinCC**
Accreditors from the ACCJC made a follow-up campus visit in November 2013. The follow-up report included a request for a detailed staffing plan.

The Vet Tech Lab construction is nearly complete.
Ag program instructors started working on the Ulupono Initiative by planting on 200 acres of donated land. The plants will provide the means for additional source of food production.

KauCC’s Wai‘aleʻale Project is now integrated at KapCC & WinCC.

**CTE Deans & UHCC Responsibilities**
The CTE Deans discussed the draft document of the CTE Deans & UHCC Responsibilities.

Delete: College Level, 2. Ensure that special populations data are accurately and timely entered into Student Information System to support the Consolidated Annual Report (CAR) for Perkins.

**$45,000 from OSDCTE for UHCC**
S. Robinson reported that the OSDCTE made available to UHCC $45,000 in Perkins funds for the purpose of enhancing the Hawai‘i Career Pathway System, by addressing one or both of the following: 1) ongoing professional development of faculty to maintain accreditation in accredited CTE programs; 2) faculty to visit institutions to observe/learn best practices; or 3) stem-related professional development.

Campuses that are interested in submitting proposals for support from this funding should use the current proposal template for Perkins funding. D. Estrella will revise the proposal template to include updated data in the Performance on Core Indicators table. Possible proposals for submission will be discussed at the January 17, 2013 CTE Deans Meeting. Proposals will be due to the UHCC systems office in February, and award letters will be sent in March. Goods received and services rendered must meet the September 30, 2014 deadline.

**Miscellaneous**
Some campuses continued to not meet Perkins Indicator 2P1: Credential, Certificate, or Degree, “Student attainment of an industry-recognized credential, a certificate, or a degree.”

The CTE Deans agreed that a strategy to address not meeting 2P1 should be included in next year’s Perkins Campus Plans. At the January 17, 2013 the CTE Deans will report on how their campus will address not meeting 2P1.
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