## AGENDA ITEM

### Housekeeping

1. Introductions, as needed
2. Agenda changes and lunch plans
3. Approval of previous meeting minutes

The minutes were accepted with corrections.

### Budget Updates by Campuses

- The CTE Deans reported that account numbers have been established and expenses and encumbrances are on track.
- D. Grooms requested additional $2,000 funding support for his faculty to attend PCC meetings.

The CTE Deans supported D. Groom’s request for additional $2,000 funding support.

Additional budget review in Apr/May 2014 will determine whether to increase future PCC Meeting budgets for the neighbor islands campuses.
| Proposals for OSDCTE Reserve Funds | The CTE Deans agreed to the following criteria for proposal submissions for OSDCTE reserve funds:  
- $45,000 (expenditure deadline 08/30/14)  
- Per B. Howard, may use funds for PCATT conference (no registration fee) @ HonCC, May 22-23, 2014.  
- Appropriate for faculty (including those actively seeking accreditation, e.g. Early Childhood Education Program) to visit accredited campuses to observe best practices and to confer with their faculty.  
- Accredited program (e.g. Automotive, Nursing, Culinary, Host, etc.) faculty can attend training for professional development (including conferences) that attribute hours/education units towards maintaining accreditation  
- Proposals due to UHCC systems office 02/14/14, using same form and review process, to be discussed at February 21, 2014 CTE Deans Meeting. Programs for consideration:  
  - HOST – Lead campus: UHMauC (D. Grooms)  
  - ECE – Lead campuses: HonCC (R. Uyeno), UHMauC (D. Grooms), & HawCC (J. Hamasaki)  
  - Culn – Lead campus: LeeCC (R. Umehira)  
  - AMT – Lead campus: KauCC (E. Nishiguchi)  
  - PCATT – Lead campus: HawCC (J. Hamasaki)  

| Campus Visit Perkins PPT Presentation Sample | The PPT presentation for WinCC’s campus visit was shown, as an example, to the CTE Deans. The CTE Deans recommended minor revisions.  

| LeeCC Requests for Extension or Rebudget of Four Perkins Projects | R. Umehira distributed a handout explaining the following budget requests:  
- Fin Aid Outreach, Intervention, and Literacy  
  - Extend to August 31, 2014  
- Job Center CTE Assistant  
  - Extend late-hired position to September 22, 2014  

R. Uyeno will send PCATT agenda from Jerry Cerny.

Include explanation of the numerator and denominator in the Perkins Performance Measures.

Include discussion of the Perkins Performance Measures as shown in the 2012-2013 ARPD.

Include the Title I Proposal packet discussion.

The CTE Deans supported this request therefore no carryover funds will be expected from this project.

The CTE Deans supported this request
- National CTE Month
  - Reallocation of travel/honorariums to materials & supplies

- UHCC Virtual Assistant
  - Move coordinator from LeeCC to HawCC from C1 to C3 position
  - Move recruitment budget for all colleges to HawCC
  - Move part of supplies budget towards conference (to include two representatives from each college + coordinator)
  - Increase airfare for neighbor island campuses
  - Eliminate training budget and add to conference budget

Therefore no carryover funds will be expected from this project. R. Uyeno reiterated that this is an exception, and to continue to prepare proposals using 9-month positions.

The CTE Deans supported this request, therefore no carryover funds will be expected from this project. R. Umehira will check with J. Clapp on appropriate language to use (i.e. advocacy).

The CTE Deans supported this request therefore no carryover funds will be expected from this project. S. Robinson recommended one representative per campus. Bobby Yamane will be revise budget and resubmit for CTE Deans review.

The CTE Deans agreed to extension requests (not to exceed September 30, 2014) to be submitted before the February 21, 2014 CTE Deans Meeting, and requests to rebudget >10% to be submitted before the March 21, 2014 CTE Deans Meeting.

**CIP Codes Email from Pearl Iboshi**

S. Robinson explained that, per Pearl Iboshi’s email, a CIP Code Request Form needs to be submitted by each campus for those programs that need CIP code changes.

Campuses will submit the form to S. Robinson, who will then submit the request to P. Iboshi.

J. Hamasaki will submit to S. Robison the CIP Code Request Form AGR for all campuses.
<table>
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<tr>
<th>Campus Reports on Addressing Not Meeting 2P1</th>
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<td>The CTE Deans discussed reasons for not meeting 2P1 goal. Campuses that met 2P1 attributed meeting the goal to teaching styles, retention specialists, peer mentors, and automatic notation of credentials. The CTE Deans for campuses not meeting 2P1 agreed to include in the 2014-2015 funding period proposals that address 2P1 shortfalls. Recommendation: Campuses look at data of former students who completed a certificate, but did not apply for it.</td>
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<th>Campus Updates</th>
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<td><strong>HawCC</strong> A civil rights audit will be conducted in February 2014. To prepare for the audit, representatives form HawCC will be meeting with Ryan Tanaka, from OSDCTE. The ACF accreditation report is due February 2014 and site visit is scheduled for the first week in March 2014. Two Dean’s positions (CTE &amp; Lib Arts) are still vacant. Two Authorization to Plan (ATP) are in progress, one for Helicopter Operations program (HawCC) and another for Professional Commercial Pilot program (UH Hilo). A Hawai‘i Community College Day will be held on campus in February 2014. <strong>KauCC</strong> A Job Placement Counselor was recently hired. Recruitment for a Special Needs Counselor is in-progress. Renovations for the Campus Center will be completed by the end of January 2014. A policy addressing the campus’ animal vector problem is under final policy review. <strong>LeeCC</strong> Proposals for HSI Goes WILD day were submitted. These include LiveText, Jump Start, College Math (ATM), and PLA. PCC meetings with individual disciplines will be held on the Friday of this event. LeeCC’s elements of the “UHCC 50th Anniversary Showcase” are being By the end of January 2014, Kamuela Chun will send information (agenda, registration, etc.) about the event. (Note: Information was sent by K. Chun via email on Thursday, January 30,</td>
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finalized. The event will be held on the grounds of the Hawai‘i State Capitol, March 18-22, 2014, during Education Week.

Per Chris Lee, ten (10) Academy of Creative Media positions will be allocated to campuses.

C3T round 4 may include New Media Arts, Digital Media, TV Production, and Mele.

UHMauC
A campus response to the off-site review is due end of February 2014. The on-site visit will be conducted April 2-3, 2014.

WinCC
A new VCAA will be named.

The Vet Tech annex building addition was just completed (in 3 months). A blessing will be held on January 31, 2014.

OSDCTE
A five-person team from OVAE will conduct a site visit in August 2014. The purpose of the visit is to review monitoring of CTE programs in secondary and post-secondary institutions.

**Future IAEP Consortium**
The CTE Deans agreed to support the IAEP consortium beyond its current funding cycle.

**Miscellaneous**
The CTE Deans agreed to have D. Grooms serve as facilitator for the CTE Deans meetings, beginning August 2014.

**Next Meeting Date:**
February 21, 2014 at LeeCC, BE229A