# Career and Technical Education (CTE)

## Meeting Notes

Friday  
March 21, 2014  
Hawaii Community College  
Facilitator: Ron Umehira

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<tr>
<th>Hawai‘i CC:</th>
<th>Maui College:</th>
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<tr>
<td>J. Hamasaki</td>
<td>D. Grooms</td>
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<td>Honolulu CC:</td>
<td>Windward CC:</td>
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<td>R. Uyeno</td>
<td>M. Moser</td>
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<td>Kapi‘olani CC:</td>
<td>CC System:</td>
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<td>P. O’Hagan</td>
<td>S. Robinson, D. Estrella</td>
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<td>Kaua‘i CC:</td>
<td>UH State Director’s Office:</td>
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<td>E. Nishiguchi</td>
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<td>Leeward CC:</td>
<td>Guest(s):</td>
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<td>R. Umehira</td>
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## Housekeeping

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

The minutes were accepted with corrections.

## Perkins Reserve Fund

The CTE Deans discussed how to allocate the remaining reserve fund balance of $3,934.

The CTE Deans agreed to support a revised NATEF Training proposal, for one faculty travel, not to exceed the reserve fund balance of $3,934.

## How CCs will continue to contribute to O‘ahu One Stop Centers, via OWIB & UHCC MOU

S. Robinson reminded the CTE Deans that the OWIB & UHCC MOA includes Perkins support for the Oahu One Stop Centers’ activities such as the Oahu One Stop Conference that was held November 23, 2013.

Revise the MOA so that cost sharing refers to only O’ahu One Stop Centers.

Perkins monies should support the Oahu One Stops via MOA and activities such as the Oahu One Stop Conference.

S. Robinson recommend that the CTE Deans support faculty assigned to the Objectives 1-3 in the 11/23/13 One Stop conference notes, and to become familiar with the UHCCs’ roles and relationships described in the MOA.
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<th>Description</th>
<th>Notes</th>
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<td><strong>CTE English colloquium</strong></td>
<td>The CTE Deans discussed the CTE English Colloquium that will be presented by HonCC &amp; LeeCC on April 11, 2013 at HonCC. This will be the first system-wide open forum for those teaching English courses targeting CTE students. The forum will allow instructors to share ideas and strategies to help students gain language arts skills necessary for college and CTE achievement. Jeff Sterns of HonCC and Michelle Igarashi of LeeCC will coordinate the event.</td>
<td>The CTE Deans supported sending one representative from each campus. The neighbor islands travel will be supported with PCC funds. The CTE Deans also supported reallocating HonCC’s PCC funds for travel of the neighbor island representatives, if needed.</td>
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<td><strong>Review of DCAPS agreements</strong></td>
<td>For Louise Pagotto, P. O’Hagan asked the CTE Deans to review/update the UHCC Dual Credit Articulation of Programs of Study.</td>
<td>The CTE Deans agreed to review the documents for: • Whether the 2011-2012 DCAPS Agreements Guidelines and Procedures has outdated information (e.g. member names of CTE Coordinating Advisory Council need to be updated) • Whether the programs have relevancy • Whether new programs need to be added (e.g. KapCC’s plan to add a School Health Aid program) • Further discussion at the May 2014 or June 2014 CTE Deans Meeting</td>
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<td><strong>Special Needs Funds deadline: 2 weeks after beginning of each semester</strong></td>
<td>S. Robinson reminded the CTE Deans of the following Emergency Disability Funds criteria: • Historically, $25K was set aside for support of services for special populations. Within the past seven years, UHMauC and KauCC requested and received monies from this funding source • Based on Sec 324 (c) of the Perkins IV legislation, and on an OVAE Non-Regulatory Guidance document dated May 28, 2009, providing Perkins funding support special populations is supplementing, not supplanting • For record-keeping purposes, requests for support from the Emergency Disability Fund will need to be submitted using the Perkins form fillable application form (sections 1-6 &amp; 9-10), revised January 2014.</td>
<td>The CTE Deans agreed that two weeks after the start of each semester is the deadline to submit request(s) for funding support. D. Estrella will send deadline reminders to the CTE Deans.</td>
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<td><strong>PCC Meeting for IAEP Assessment Coordinator</strong></td>
<td>Due to common IAEP issues among participating campuses, S. Robinson recommended holding a PCC Meeting for IAEP. M. Cook will coordinate the PCC meetings.</td>
<td>The CTE Deans supported holding a PCC Meeting for IAEP. Funds from either the IAEP travel budget, CTE Deans Travel, or PCC Meetings can be</td>
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J. Hamasaki raised a concern on whether there is long-term sustainability for IAEP. S. Robinson clarified that the IAEP licenses would be self-sustainable through the costs (analogous to textbooks costs) paid for by the students.

| Confirm actions to reduce carryover to <10% | The CTE Deans reviewed the following strategies (supported by the CTE Deans on August 23, 2014) to reduce carryover to <10%:

1. The CTE Dean will coordinate pre-proposal meeting between proposers and business office representative(s) and Human Resources, to discuss procurement processes, challenges and solutions;
2. The CTE Dean will require bimonthly spending reports from proposers; participate in discussions of spending reports at every January CTE Deans meeting; and
3. The CTE Deans agreed at the March CTE Deans Meeting as the deadline for extension requests and for requests for budget reallocations >10%

As of March 21, 2014, the CTE Deans have taken additional steps to reduce carryover:
- Supported requests for budget reallocations
- Supported request for project deadline extensions |

| TE Inconsistencies | R. Umehira provided the CTE Deans with files for UHCCP #5.301 Common Course Numbering and UHCC TE Discrepancies - Alpha A List of Courses.

The purpose of UHCCP #5.301:

"It should be clear to University of Hawai'i Community College (UHCC) students and stakeholders that UHCC courses that have been designated within the UHCC system to be equivalent (have been judged to have highly similar content such that two campuses treat the course as essentially the same course) will be identified with the same course number, alpha, and title. Conversely, courses that are not essentially the same shall be designated with different numbers, alphas, and titles."

The Alpha A List of Courses showed, in gray shading, those courses that do not meet the purpose of the common course numbering policy. |

used to support travel to the PCC Meeting.

The CTE Deans may consider looking at other vendors for competitive rates, if the LiveText license cost increases to a level that may not be reasonable and affordable to students.
The CTE Deans agreed to lead email discussions and recommendations for revised common course numbering. The deans’ course assignments for the Alpha A List are:

- ABRP – E. Nishiguchi
- ACAD – R. Umehira
- ACC – D. Grooms
- AEC – J. Hamasaki
- AG – R. Umehira
- AJ – D. Grooms
- AMT – R. Umehira
- AS – R. Uyeno

Follow-up discussion will occur at the 2014 May/June CTE Deans Meeting.

### Budget review

The CTE Deans discussed expected return of funds for each of their projects that are supported with Perkins funds for 2012-2013 and/or 2013-2014:

- $13,619.23 2012-2013 UHCC Title I - Basic Grant
- $2,200.00 2012-2013 UHCC Title IB - Leadership
- $8,832.60 2012-2013 State Director - Title I Basic Grant
- $93,974.49 2013-2014 UHCC Title I - Basic Grant

Total projected return of funds: $118,626.32

### Proposal rebudgets

- HawCC: “Increased Retention Using Cohort Based Supplemental Instructions for Students with Disabilities” project
- HawCC: “Virtual Welder System” project
- KapCC: “Health Sciences Clinical Simulation Improvement Initiative” project
- WinCC: “Hawaii Ocean Education Academy” project
- HawCC: Verbally requested reallocation of $7,500 carryover funds for the “Cisco Academy Lab Stations” project

### Add culinary arts programs to the list of credit programs for the Isamu Shinshiro Scholarship for

R. Umehira asked for feedback in expanding eligible credit programs for the Isamu Shinshiro Scholarship for Sustainable Technology to include the CCs' culinary arts programs.

The scholarship will provide UHCC students financial assistance to complete two-
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<th><strong>Sustainable Technology</strong></th>
<th>year degrees or certificates in a broad range of sustainable technology programs throughout the community college campuses.</th>
<th>Report from the State of Hawai‘i DLIR. The report contains information on sustainable, green jobs.</th>
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<td><strong>Review of CTE DEANS &amp; UHCC Responsibilities</strong></td>
<td>The CTE Deans reviewed and recommended changes to the document.</td>
<td>The UHCC system’s office will revise the document and send the final version to the CTE Deans.</td>
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| **Campus updates and number of proposals that may be submitted for 2014-2015** | **HawCC**  
4 proposals are expected to be submitted for 2014-2015 Perkins funding. |  |
| | **HonCC**  
6 proposals are expected to be submitted for 2014-2015 Perkins funding. |  |
| | **KapCC**  
9 proposals are expected to be submitted for 2014-2015 Perkins funding.  
Additionally, P. O’Hagan recommended having the C3T4 grant support a system-based Student Health Aide proposal. |  |
| | **KauCC**  
9 proposals are expected to be submitted for 2014-2015 Perkins funding. |  |
| | **LeeCC**  
6-8 proposals are expected to be submitted for 2014-2015 Perkins funding. |  |
| | **UHMauC**  
OVPCC VP John Morton will meet with the screening committee on Tuesday, March 25, 2014, to discuss the search for Chancellor Clyde Sakamoto’s replacement.  
An accreditation site visit will be held April 2-4, 2014.  
6-8 proposals are expected to be submitted for 2014-2015 Perkins funding. |  |
| | **WinCC**  
For C3T4, there will be proposal submissions from KauCC, HonCC (cyber security), UHMauC/KapCC/WinCC (Ag), and UHCC (student services). In partnership with a California college, a biotech proposal is being developed.  
6-7 proposals are expected to be submitted for 2014-2015 Perkins funding. |  |
| | **UHCC** |  |
The UHCC system’s proposal for the 2014-2015 Title I Basic grant is due to the Office of the State Director for CTE (OSDCTE) on April 7, 2014.

OVPCC Associate VP Peter Quigley’s Perkins allocation will be used in part to support a casual hire, workforce development coordinator to work in the CTE area of sustainability industries.

To help reduce returns of funds, projects are to draw from lapsing funds first, before drawing from carryover funds and/or current funds.

A question was raised on whether additional funds (e.g. non-trad, reserve, etc.) would be provided by the OSDCTE. S. Robinson stated that the OSDCTE would provide all forms of Perkins funds at the very beginning of the funding period.

The deadline for requests for project extensions is every September 30th.

S. Robinson recommended distinguishing the differences between Perkins and CTE, in the CTE Deans roles and responsibilities, by increasing their industry connections & industry-related curriculum.

S. Robinson & D. Estrella will meet with Lisa Tshako, to develop strategy on how to draw down lapsing funds before other Perkins funds. The strategy will be presented at April 30, 2014 CTE Deans Meeting.

S. Robinson will confirm with the CTE State Director Bernadette Howard on whether all forms of Perkins funds will be available at the beginning of the 2014-2015 funding period.

**Starfish**

Starfish is the system-wide Early Alert tool that is supported by the Vice Chancellors of Student Affairs (VCSA). The full version of the tool was implemented last year at LeeCC, and the light version was launched February 2014 for the other six CCs.

C3T-1 and Perkins funding sources are being considered to sustain Starfish beyond the Year-2 contract end date of August 31, 2015. The cost for the tool is $4/student (light version) and $6.25/student (full version, ~$230,000 total).

S. Robinson is waiting for the vendor to respond to her query whether the CCs would be able to purchase the light version after August 31, 2015.

**Next Meeting Date:**
April 30, 2014 at WinCC