

# Career and Technical Education Leadership Committee

December 8, 2021

2:00 pm-4:30 pm

**Minutes**

**Members Present**: Juan Arzola (chair), Ginni May (2nd), Amar Abbott, Stephanie Clark, Christie Dam, Rich Harlan, Brian Palmiter, Sharon Sampson, Lynn Shaw,

**Members Absent**: Leticia Barajas, Carina Love

## Guests:

*Minutes respectfully submitted by Sharon Sampson*

1. Call to Order and Approval of Agenda:

* Meeting was called to order at 2:05 pm and the committee members present approved of the agenda.

1. Previous meeting minutes approval:

* The committee members approved of the Nov. 8th 2021 via email.

1. Announcements:

* Ginni May announced a change in CTELC chair. The committee members were informed that the new chair is Juan Arzola. Members introduced themselves.

1. Status of Previous Action Items (see below)
2. CTE Liaison Memos – Preparation for January Memo:

* Committee members directed the chairs to begin the drafting of a CTE Liaison Memo and to ensure that system districts and colleges understand the importance and requirement of having a CTE Liaison.

1. Updates
   1. CTE Coffee Hours:

* A brief conversation was had regarding the success of the past CTE Coffee Hours. Also, members conveyed the need to offer support and assistance to those members who will be hosting a CTE Coffee Hour in the spring.

**January 13, 2022 | 10:00am to 11:00am**  
CTE Coffee Hour - DEI - host Sharon Sampson  
[Register for DEI](https://us02web.zoom.us/meeting/register/tZcrduqvqT0qGtH_nrWrtsacuk1b3PRy6GuA)

February 9, 2022 | 9:00am to 10:00amCTE Coffee Hour - CBE - hosts Leticia Barajas and Brian Palmiter  
[Register for CBE](https://us02web.zoom.us/meeting/register/tZwpdOGupjMtH9ElpZVdc4Q0aTiqh8oZYVLF)   
   
March 11, 2022 | 11:00am to noon  
CTE Coffee Hour - Teaching with Technology - host Amar Abbott  
[Register for Teaching with Technology](https://us02web.zoom.us/meeting/register/tZwsd-GvqjosEtym_3f3Q9X4U1TVeBLlx1ZN)  
   
April 27, 2022 | 9:00am to 10:00am  
CTE Coffee Hour - Double Duty Gateway Courses - host Stephanie Clark  
[Register for Double Duty Gateway Courses](https://us02web.zoom.us/meeting/register/tZYscO6gqTkjE9z_onYpvknEupUSZdrD-qK1)

* 1. CTE Liaison Chats:
* The committee discussed the need to set up the framework for the liaison chats. The committee discussed whether there is a need to update the liaison duties and responsibilities/description to ensure interested CTE faculty would have a better understanding of the position. The committee agreed to encourage CTE Liaisons to attend the Coffee Hour Chats.
* The committee reviewed the themes for the two upcoming Liaison Chats. The 02/15 Liaison Chat theme remained unchanged (How to be an effective CTE Liaison). However, the 03/24 Liaison Chat theme was changed. The committee believed that the previous theme may include redundancy given that the Career and Noncredit Education Institute will be occur in relative proximately in time to the purposed chat. The committee agreed to a new theme for the 03/24 Liaison Chat (A Deeper Dive into How to Become an Effective CTE Liaison), as well as committing to having all committee members attend.

1. Career and Noncredit Education Institute planning
   1. Googledrive: <https://drive.google.com/drive/folders/1_6gz1rfEJe8de23CfpsPX9fXFJMOtB78?usp=sharing>

* The committee was provided with the planning worksheet to orient discussion on this agenda topic.
  1. **ACTION** – Theme: ***Student-Centered Change: A Holistic Experience***

Recommended by NCPTCE Committee based on the CTELC recommendation of *Student-Centered Change: A Holistic Transformation*

* Chair May led the committee in a creative thinking session to address this action item. Chair May explained that the NCPTCE Committee suggested the theme of the Institute be changed—replacing Transformation with Experience. In the end, the committee presented a theme that incorporated the NCPTCE suggestion and the committee’s desire to keep Transformation in the title.
* The chairs will present the new theme (Student-Centered Change: A Transformative Experience) to the NCPTCE for their consideration.
  1. Breakout Sessions/General Sessions
* The committee discussed the need to start contemplating breakout and general sessions for the Institute.

1. [Events](https://asccc.org/calendar/list/events)

* The committee briefly discussed each of the future events and affirmed the need to engage in further planning.
  1. 2022 Part-Time Faculty Institute – Virtual Event February 10-11, 2022
  2. 2022 Accreditation Institute – (*Hybrid* TBD) Event February 24-26, 2022
  3. 2022 Spring Plenary Session – Hybrid Event April 7-9, 2022
  4. 2022 Career Noncredit Education Institute May 12-14, 2022 Westin South Coast Plaza

1. Adjournment

**Status of Previous Action Items**

1. In Progress

* Credit for Prior Learning (CPL): Schedule for April after Spring 2022 Plenary Session – S. Sampson will contact Palomar College.

1. Career and Noncredit Education Institute Theme:

* The CTELC is recommending the following theme – Student-Centered Change: A Transformative Experience

**Next Meeting Agenda Items**

1. Final Thoughts:

* The committee discussed the idea of incorporating a holistic wrap-up to adjourn each meeting.

Meeting Adjourned 4:56 pm.