Career and Technical Education (CTE) Deans Meeting  
Wednesday, October 27, 2004  
Dole Street Conference Room

In attendance: Sharon Ota (HonCC), Mona Lee (KapCC), Earl Nishiguchi (KauCC), Bernadette Howard (LeeCC), Suzette Robinson (MauCC), Sandra Okazaki (WinCC)

Guests: Jean Hara, Post-Secondary Career Pathways Coordinator; Sandy Hoshino, Professor, LeeCC; Paul Sakamoto, Computer Specialist

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<th>Agenda Item</th>
<th>Discussion Notes</th>
<th>Outcome/Action Items</th>
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| 1. Introduction of non-trad program specialist Ann Thompson | • Carol introduced Ann Thompson.  
• Ann provided an overview of the possible plans for the system:  
  o Newsletters with info about conferences and scholarships, etc.  
  o Videos like MauCC’s  
  o Brochures/pamphlets for K +  
• Ann asked the Deans to inform their campus counselors and voc ed staff of her work  
• Bernadette offered LeeCC’s studios for video work  
• Ann provided her email address: annthomp@hawaii.edu | After the meeting Carol asked if Ann can be placed on the agenda for the November 10 meeting so that she may share more details of her plans and a draft of her survey. |
| 2. Review of notes from last meeting (September 30, 2004) | After the September meeting, it was found that less money, than was reported, was available for Cindy Martin’s committee’s project. As a result, the following changes were made to the budget for the Ruth Stiehl training and the Student-to-Student project. These changes were approved through email.  
  Ruth Stiehl - $25,000  
  Student-to-Student - $19,152  
  Return to Industry will work with what is left at the end of the year  
  For a total of $44,152 | Minutes approved |
| 3. Update on Ruth Stiehl training | Concerns:  
- Not all campuses (Deans) are aware that the participants would return to their campus to share what they learned  
- Cost of the training  
- Campuses need more training on measurement than SLOs  
- KapCC liked Mary Ellen’s training and has embraced that model  
- Cindy’s committee members should talk to PCCs of programs identified for training | Bernadette will meet with Cindy to let her know of the Deans’ concerns and of the proposed options: (1) drop the train-the-trainer concept, (2) cancel the training altogether. |
| 4. JPIC overview with Paul Sakamoto and Sandy Hoshino | Paul and Sandy briefed the Deans on the JPIC - Career Access program.  
- There should be a Perkins counselor from each campus on the JPIC advisory committee to report back to the campus on the activities planned in this area.  
- Someone needs to ensure that all on-line programs developed (Career Access and E-brochures) are in compliance with disability access regulations.  
- Carol directed the deans to the budget for the project and the amount of money that has been committed to it in this year’s budget.  
- Deans discussed JPIC project needs. It was determined that a scaled-down version should be rolled out before the end of the school year (before the SCURSION contract ends). | Carol will contact Erin Thompson of ETC re: possible reassignment to these projects  
Someone needs to ensure that all on-line programs developed (Career Access and E-brochures) are in compliance with disability access regulations. |
| 5. RFP funds distribution | See budget sheet.  
- An additional $24,247 is needed to cover RFP costs. Possibly tap Consortium projects budget (Kathy’s annual salary allocation).  
- It was recommended that a priority list be established with projects that were not approved for funding or parts of projects that were eliminated in this round. Then, should funding become available in early Spring, monies can be released to the campuses for these projects. | Spreadsheet to be sent to Deans to confirm; award letters to be sent out thereafter.  
Carol will email CTE Deans to start priority list. |
<p>| 6. Disability Funds | LeeCC needs money next month. HonCC will soon need additional funds. | Both LeeCC and HonCC will be awarded funds from the $25,000 allotment based on budgets to be submitted to Carol. |</p>
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<th>7. Cheryl Chappell-Long’s request to meet with CTE Deans</th>
<th>Carol reported that Cheryl wanted to talk to the Deans about cooperating with her office’s efforts to collect accurate data for the Achieving Standards indicators.</th>
<th>The Deans suggested she attend the joint DOI/DOSS meeting scheduled for November 18. <em>(After this meeting Carol talked to Cheryl. She was informed that the 18th would be too late. Cheryl would like to talk to the Deans on November 10.)</em></th>
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<td>8. Inviting a HawCC representative to the group</td>
<td>At the last DOI meeting, Bernadette extended an invitation to Noreen Yamane (HawCC) to send a representative to the CTE Deans group. Carol reported that John Carroll also suggested that HawCC be represented.</td>
<td>Bernadette will talk to Doug Dykstra and invite him to join the CTE Deans Group.</td>
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<td>9. Next Meeting</td>
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<td>November 10, 2004 10 a.m. – 12 noon Polycom; O‘ahu member will meet at the Dole Street Conference Room.</td>
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