

**Career and Technical Education (CTE) Deans Meeting
 Wednesday, November 10, 2004
 Dole Street Conference Room**

In attendance: Noreen Yamane (HawCC - via polycom), Sharon Ota (HonCC), Mona Lee (KapCC), Earl Nishiguchi (KauCC - via polycom), Bernadette Howard (LeeCC), Suzette Robinson (MauCC – via polycom), Sandra Okazaki (WinCC)

Guests: Mike Rota, Cheryl Chappell-Long, Barbara Tavares, Ann Thompson

Agenda Item	Discussion Notes	Outcome/Action Items
1. Mike Rota	<ul style="list-style-type: none"> • Mike shared copies of his power point presentation for the NGA project entitled “The Workforce Development Challenges Facing Hawai‘i, September 30, 2004”. • He reminded the Deans that faculty (both counseling and instructional) need to understand the role they play in affecting the core indicators and the levels of performance we are required to meet for the Perkins Act. Faculty need to know what the measures are and what the expected levels of performance are. • Barbara Tavares added that faculty in non-traditional programs may not even know the definition of non-trad, whether their programs are non-trad, or how their non-trad numbers compare with similar programs across the State. • Mike then talked about the differences between Program Review data and Campus Profile data. The Program Review data are needed to complete the reports required by Perkins; whereas, Campus Profile data are used for accreditation self studies. • Mike asked campus officials to: <ul style="list-style-type: none"> ○ be thoughtful about how we spend Perkins funds; ○ make every effort to adjust budgets early enough in the fiscal year to make meaningful changes to the plan (rather than proposing last-minute equipment purchases that may not relate to the proposed outcomes); and ○ meet reporting and obligation requirements. • Mike reported that President McClain approved the filling of the Workforce Development Officer position. The position will likely be filled in January '05. 	.

2. Cheryl Chappell-Long	<ul style="list-style-type: none"> • Cheryl requested that the campuses update their special populations data and keep them current. • Cheryl offered to go out to the campuses and meet with faculty about where the core indicator ratios come from. 	
3. Barbara Tavares	<ul style="list-style-type: none"> • Barbara informed the Deans of the funds available for non-traditional (credit) students who are also members of another special population (e.g., single parent, economically disadvantaged, ESL, etc.). Eligible students may receive tools, supplies, or other educational materials. • She shared information on the video Men-in-Nursing and it's accompanying brochure, the Health Sciences program brochure, and other materials available for campus use. • Barbara introduced the Post-Secondary Non-traditional Infusion Project which will provide funding for 2 participants from each campus (preferably a Student Services person and a CTE instructor) to attend a conference in San Francisco on February 6 and 7, 2005, and the offer up to \$5,000 for a non-traditional project on their campus. (see attachment) • Barbara described the SAGE Project. She has been working with Cindy Martin's committee to bring Dee Grayson in to Hawai'i in March to conduct training on the four major islands. The sessions will be 5 – 6 hours, and all faculty (not just CTE faculty) on the island would be welcomed to attend. The Deans approved this activity. 	
4. Ann Thompson	<ul style="list-style-type: none"> • Ann reported that she has been going around the O'ahu campuses meeting with Deans to find out what will be most useful for their campus, e.g., general media, talking with elementary, middle, high school or college students, training, etc. • She circulated ideas for possible posters she had been working on. The posters are intended to break the stereotypes of female or male specific careers. 	
5. Second Round RFP Funds Distribution	<ul style="list-style-type: none"> • It was decided that in January, when it appears that campuses will not be spending all of their RFP allocation, they should return that which they do not plan on spending. • The returned funds will be made available for use by any campus who needs funding support to help disabled students. 	

6. Next Meeting		At the earliest, sometime in January... Bernadette will email everyone when a meeting becomes necessary..
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