## Career and Technical Education (CTE) Deans Meeting

**Wednesday, March 9, 2005**  
**Dole Street Conference Room**

In attendance: Noreen Yamane (HawCC), Sharon Ota (HonCC), Mona Lee (KapCC), Earl Nishiguchi (KauCC), Sandy Hoshino (LeeCC), Suzette Robinson (MauCC), Sandra Okazaki (WinCC)

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<th>Agenda Item</th>
<th>Discussion Notes</th>
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<td>1. Approval of January 14, 2005 minutes</td>
<td>Still awaiting decision from Leeward on their representative to this group.</td>
<td>The minutes were approved without corrections</td>
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| 2. JPIC – Career Access presentation          | The expected dates of completion are: June 30, 2005 for Phase I and Fall 2005 for Phase II. The roll-out schedule is as follows:  
  - Summer 2005 – campus overviews and training for JPIC members  
  - Fall 2005 – Use by selected counselors and instructional faculty  
  - Spring 2006 – Full implementation | Erin will send resume discipline list, information form, and release of information form to Carol, who will then forward it to the CTE Deans.  
  
  *(3/10/05, Erin sent materials to Deans.)* |
| 3. Cheryl’s IR calendar                        | All campus representatives agreed to make every effort to input relevant student data by the dates established in Cheryl’s proposed calendar. Kapi‘olani plans to input summer graduation data for voc ed students first.  
  Since the changes proposed by Cheryl did not meet the needs of the Deans (to have current data when they prepare their Achieving Standards Plans and Strategies in Spring, the Deans asked if Carol could ask Cheryl (and the State Director’s Office, as appropriate):  
  -- if we can change the reporting calendar to reflect Summer through Spring instead of waiting for summer data  
  -- if we can use January through December reporting year instead of Fall through summer | Carol will ask Cheryl and/or Barbara White of the State Director’s Office, the questions posed in the Discussion section.  
  
  *(3/22/05, Carol met with Cheryl and asked about the data reporting options listed to the left. Cheryl said she will check with the State Director’s Office although she is not hopeful for a change during this Perkins authorization because of the need for consistent data parameters for meaningful analyses of trends, and that such a change would likely require re-negotiation with the federal government.)* |
For the next Perkins authorization she will pose the question to the State Director’s Office. We should keep in mind though that (1) the State’s report is due each December 31, and although the Jan – Dec reporting period is most useful to the campuses because it would include the most current data when preparing the Achieving Standards (AS) reports, it would mean we would be reporting one year-old data to the federal government; (2) the DOE reports in the academic year schedule; and (3) our program year is July 1 to June 30.

Cheryl added that her office provides the campuses (with the AS data) the computer routines needed to run their own mini reports on partial year data if so desired.)

| 4. Core Content Standards | • Carol shared an the Business Core Content Standards and explained that she learned that committees consisting of DOE, UHCC, and industry people met to develop these standards (and similar documents for other career pathway areas), and that it was the understanding of the DOE and the State Director’s Office that the UHCCs have agreed to and “adopted” these standards  
• Sandy Okazaki added that she recalled meetings taking place around the year 2000, where each campus was invited to send representatives to be a part of the interagency discussion. Other Deans remembered the invitation.  
• No one recalled any follow-up to these meetings.  
• Carol also reported that she talked to Mike Rota about these documents and that Mike said he explained to the State Director’s Office and the DOE staff that, unlike the DOE, the Carol and Jean Hara (Post-Secondary Career Pathways Coordinator) are collecting the most recent versions of the Content Standards, determining which ones are “final drafts”, then will disseminate to the Deans (or PCCs) for review and comment (and adoption?)  
At the request of one of the Deans, Carol will try to locate and share the list of participants for the standards meetings.  
(Carol asked Barbara White re: a list, she referred her to each Pathway lead… since there has been a turnover of these folks since the standards meetings took place, it may be difficult to locate files and information on
UHCCs are accredited separately, have separate faculty senates and curriculum committees, and that only the faculty committees have jurisdiction over the curricula. Further that the then-Chancellor’s Office had no authority to require or impose a set of standards on all of the campuses.

- There was also discussion about the oversight, guidance, and facilitation (and financial support for travel) of the PCCs, maintenance of PCC minutes, and the sharing of outcomes with the Deans.
- Carol reported that what has been collected of PCC meeting notes are maintained in her office. She has gone through the existing documents and kept only the last 5 – 10 years of materials. It is available for perusal at any time.
- Carol also mentioned that upon Kathy’s departure, her instructions were that Perkins funds should only be used to support PCC meetings that include significant discussion time to address articulation, as it applies to Career Pathways. This was in response to the emphasis by Perkins and the State Director’s Office to show more progress in this area. She expressed that this also may have been the result of the reorganization of the UH CCs and the dismantling of the central Chancellor’s Office.
- Although not stated at the meeting, since PCC meetings are currently centered around Pathways articulation efforts. The periodical email reports from Jean Hara serve as the updates to the Deans.

Carol will check with Mike Rota on this Office’s responsibilities with respect to the “oversight, guidance, and facilitation (and financial support for travel) of the PCCs. She will also ask Mike about the Office’s responsibilities to maintain up-to-date records of meetings of PCC groups.

(3/15/05, Carol talked with Mike. Mike explained that:
- coordination is done periodically, however, the question is how many can be managed at any given time.
- we used to get the groups started, then a faculty member would take the lead.
- since the UHCCs applied for Perkins as a consortium, under the current authorization and to the extent that funding is available, Perkins can fund PCC meetings even if the meetings do not advance the efforts of Career Pathways. However, it was the decision of the former staff support person to only support PCC meetings that include discussion and efforts relating to Career Pathways. That decision can be changed)

5. 2003-04 Carryover budget

- The Deans reviewed the 2/28/05 budget spreadsheets for 2003-04 monies.
- Kapi‘olani will return $34,058 from their Program Improvement allocation; Mona will send a memo to Mike with c: to Lisa and Carol.
- All other campuses reported they will either look into the unfunded Program Improvement proposals from the beginning of the AY.

Carole will look for and disseminate the unfunded Program Improvement proposals from the beginning of the AY.

(3/14/05, Carol located emails from KauCC and KapCC with their Program Improvement RFPs attached. She notified the CTE Deans
unspent accounts and large balances or will spend all or most of their remaining balances.

- In the next meeting of the CTE Deans (April 20, 2005), an agenda item will be to revisit the carryover budget reports, reconfirm if there are any other reversions coming back, and determine which additional Program Improvement projects should be funded.
- Projects that are approved at the next meeting will have until the end of September 2005 to pay for and receive goods.
- It was suggested that Perkins funds be used to cover the travel costs for the CTE Deans who must fly to O‘ahu for meetings.

via email of her findings and asked the remaining campuses to share their unfunded or underfunded RFPs. Carol also emailed the CTE Deans Table 7, the spreadsheet that outlines the funding levels of the RFPs. She made hard copies for the meeting and faxed or emailed what she had as of 4/11/05.

In early April, Carol will share an updated (end of March) spreadsheet of balances on carryover $ in preparation for the April 20 meeting. (Done 4/11/05)

Carol will check with Mike on which account can be used for the Deans’ travel and provide allocations accordingly.

(3/15/05, Mike okayed the use of Leadership funds for CTE Deans meetings. Award letters were sent out to neighbor-island Chancellors on March 22, 2005.)

6. Achieving Standards

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<td>Initially the Deans agreed to at least update their 2004-05 Achieving Standards plans with 2003-04 data they received in December 2004. However, after some discussion it was determined that making the data changes, it would not necessarily impact their current year plans (i.e., they would not terminate an employee mid-year who was hired to help improve a particular standard.).</td>
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Carol will check with Mike Rota about any requirements there may be for changing strategies mid-year after previous years’ data are received, and any requirements to update data in the plans.

(3/15/05, per Mike, changing strategies in December/January based on previous year’s data is probably not necessary. Cheryl concurred.)

See questions to Cheryl in item #3.
| 7. 2005-06 Achieving Standards Guidelines | • Carol shared the DOASs recommendation on the subject of partial payments. After discussion on the option of partial allocations, no allocation to campuses who have not submitted all reports and forms, or the status quo, it was decided that we try to just remind the Deans of the outstanding documentation and not implement the partial allocation or no allocation options at this time.  
• Re: a guide or cap on travel, the Deans chose not to establish one at this time. Instead, when Carol receives request to change plans and add significant travel costs, she will email the Deans for their input.  
• Re: a prioritization plan for the distribution of 2005-06 Achieving Standards funds, it was decided that areas where the State standards (vs. campus standards) are weakest would be of highest priority.  

Carol will make the changes to the 2005-06 Achieving Standards Guidelines.  
Carol will check with Mike Rota and the fiscal staff about the allowance of moving up to 10% of allocation without approval, and whether it applies to between strategies same category (e.g., personnel to personnel), or same or different strategy and different category (e.g. personnel to equipment).  
(3/15/05, Mike referred Carol to the Fiscal Officer. The Fiscal Officer checked with the u.s.gov website and we could not find any statement re: the 10% allowance. In a meeting with M. Rota and M. Unebasami and his staff on 4/12/05, Mike R. clarified that the 10% rule should be applied at the PI level. When campuses receive $ directly from the federal government, they have the 10% discretion, but for Perkins, Mike Rota signs off as the PI, and he has not yet delegated that discretion.)  
Recommendation: If someone can find a reference for another interpretation, please share… if not, we need to establish a reasonable process. In the meantime, we are considering adding language to the Assurance Form to provide the Chancellors with the flexibility and responsibility for spending within the guidelines. |
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<th>8. Determining the Minimum Requirements for Achieving Standards Plans</th>
<th>This item was tabled; to be discussed at the next CTE Deans mtg.</th>
<th>(3/29/05 Cheryl reported that we have been including non-citizens in the calculation of Employment Placement and Retention (3P1 and 3P2), and that if we were to delete them, we would have to also delete them from the other performance indicator counts.) Sharon also asked for a definitive non-trad programs list. Carol will follow-up to see if one can be obtained. (3/15/05, per Mike, since we applied and report as a consortium, non-trad programs are identified at the system level and not at the campus level. i.e., even if enrollment in Nursing at a particular campus shows 50+% enrollment of males, the program remains non-trad at the campus and system levels.) (3/22/05, see email sent to Deans on this date on this subject. Cheryl said a table of non-trad programs was provided with the AS data in December. Cheryl will report on this at the next CTE Deans meeting.) Carol will put this on the agenda for the next CTE Deans meeting.</th>
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<td>9. CTE Deans Committee Composition</td>
<td>The current CTE Deans Committee consists of: 2 DOSSs: Earl (KauCC) and Mona (KapCC) 2 DOCETs: Sandy O. (WinCC) and Suzette (MauiCC) 1 DOI: Sharon (HonCC) The committee decided that representatives from HawCC and LeeCC should come from Instruction, either the DOI or his/her representative. Also, all members must be able to make decisions and speak on behalf of the College they represent.</td>
<td>Noreen Yamane and Sandy Hoshino will take this information back to their campuses.</td>
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| 9. Next Meeting | Possible agenda items:  
| | • Report on action items  
| | • Reassessment of unspent carryover $ (Program Improvement) and how to reallocate  
| | • Determining the Minimum Requirements for Achieving Standards Plans  
| | Next meeting:  
| | Wednesday, April 20, 2005  
| | 12:30-3:30 p.m.  
| | Dole Street Office |