**Career and Technical Education (CTE) Deans Meeting**  
**Wednesday, July 20, 2005**  
**Dole Street Conference Room**

In attendance: Noreen Yamane (HawCC), Bernadette Howard (HonCC), Earl Nishiguchi (KauCC), Mike Tagawa (LeeCC), Suzette Robinson (MauCC), Sandy Okazaki (WinCC)

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<th>Agenda Item</th>
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<td>1. Approval of June 24, 2005 minutes</td>
<td>The minutes were approved.</td>
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| 2. Guest: Cheryl Chappell-Long | Cheryl shared the 2005 UHCC PHI report format and discussed the possibility that the new Program Reviews could also serve as the PHI reports. This would only happen if the Program Reviews include all of the required PHI items. Note: Programs designated as “vocational” must submit PHI reports.  
-- Cheryl also reviewed the 2005 Non-Trad list. She will make the changes requested by the Deans and reissue the list.  
-- Cheryl reported that as a result of the June 2005 meeting of the Data Quality Institute, there may be changes in the number and formulas used for the Perkins performance measures. | Cheryl will make changes to the non-trad list and redistribute. *(Done, 7/26/05. Cheryl made changes and asked for final review. 08/05, Cheryl forwarded finalized list to Barbara Tavares of the State Director’s Office)*  
The Deans will notify their faculty as to which programs have been designated as “vocational” and must therefore submit PHI reports. |
| 3. Calendar for 2006-07 Achieving Standards, Program Improvement, and Leadership Guidelines and Proposals | Suzette shared the tentative calendar of 2006-07 Achieving Standards, Program Improvement, and Leadership guidelines and proposals. Changes were made. | Carol will edit the calendar and send to CTE Deans. *(Done, 7/26/05 – Carol offered an alternative calendar as well)* |
| 4. Leadership Guidelines, revised Assurance Form, and EXCEL Staff Development Group | After reviewing the Leadership RFP and revised Assurance Form, it was decided that:  
-- Each campus will instead submit a proposal (using the form provided in the Guidelines) for $10,000. The campus proposals must address the Leadership funding requirements in the RFP. | Carol will make the changes to the Leadership RFP and Assurance Form. *(Done, 7/25 sent to CTE Deans for final review; final Leadership RFP issued on 7/29/05)* |
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<th>5. Review of 2003-04 (lasing) Funds</th>
<th>The Deans reviewed the 7/15/05 budget report. Program Improvement awards using lapsing funds will be made as campuses return unused, expired funds.</th>
<th>Carol will follow-up with UHH. <em>(Done, 7/25/05)</em></th>
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<td>6. Sanction Update and Program Improvement Report to State Director’s Office</td>
<td>The Deans discussed the Program Improvement reporting requirements that the UHCCs (and the DOE) must now satisfy because the State did not meet its standards. A report is due to the State Director’s Office on August 10; our plan must be implemented by October 1, 2005. To address the deficiencies in the performance standards, the Deans decided to focus on the following Program Improvement initiatives: a) Review the 2003-04 data, determine where there may have been “glitches” in the collection and reporting of actual student numbers, and make the necessary on-campus adjustments. At least one Dean reported that completer numbers were not accurate for a particular program on her campus.</td>
<td>Carol will prepare the Program Improvement report based on the initiatives outlined to the left. A draft will be sent to the CTE Deans for their review before finalization and submittal to the State Director’s Office. Carol will contact Susan Lee about assisting with the marketing of non-trad programs. The new deadline for Program Improvement proposals <strong>August 15.</strong></td>
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campus, and later found that certificate/diploma data were not inputted in time to be “pulled” for the statewide report. (no cost)

b) Invest time in “drilling down” the data to determine the causes of the low performance indicators. (If campuses have not already requested the necessary Institutional Research resources, they should use Program Improvement process to request such support.)

c) Implement statewide (consortium) initiatives to improve job placement and retention (3P1 and 3P2) and non-traditional recruitment and retention (4P1 and 4P2). (Consortium funds have already been set aside and work has begun on projects in these areas.)

d) Support campus-specific projects that directly address the system’s five (5) under-performing areas or under-performing areas of the campus.

It is anticipated that about $500,000 will be available for 2005-06 Program Improvement proposals. Of this amount, $130,000 needs to be set aside for Workforce Development. The new deadline for Program Improvement proposals August 15.

7. Other items
   -- The Deans asked if neighbor island representatives to the CTE Deans committee could again receive travel monies for the 2005-06 year. Carol will look into allocating carryover leadership money to the neighbor island campuses for this purpose. The estimated amount per campus is $250/trip x 10 meetings = $2500 per campus.

   Carol will look into this as unused monies are returned.

8. Next Meeting
   Agenda items:
   - Decisions on 2005-06 Program Improvement funding

   Thursday, September 1, 2005.
   9 a.m. – 1 p.m.
   Dole Street Conference Room