

**Career and Technical Education (CTE) Deans Meeting
Thursday, March 9, 2006
Kaua'i Community College**

In attendance: John Carroll (HawCC), Bernadette Howard (HonCC), Mona Lee (KapCC), Earl Nishiguchi (KauCC), Mike Tagawa (LeeCC), Suzette Robinson (MauCC), Gerri Kabei (WinCC)

Guests: Jerry Cerny, Cheryl Chappell-Long, Ramsey Pedersen

Agenda Item	Discussion Notes	Action Items																										
1. Review of February 22, 2006 minutes	The February minutes were accepted with corrections.	Carol will make the corrections and updates to the minutes.																										
2. Budget: Probable returns of Program Improvement Funds and Lapsing Fund Requests	<p>The following amounts of Program Improvement funds will be returned by the campuses for use on Lapsing funds projects:</p> <table border="1" style="margin-left: 40px;"> <tr><td>Hawai'i CC</td><td>\$2,000 + \$29,500 = \$31,500</td></tr> <tr><td>Honolulu CC</td><td>\$920</td></tr> <tr><td>Kapi'olani CC</td><td>\$500* + \$4,500 = \$5,000</td></tr> <tr><td>Kaua'i CC</td><td>\$2,000</td></tr> <tr><td>Leeward CC</td><td>*</td></tr> <tr><td>Maui CC</td><td>\$9,000</td></tr> <tr><td>Windward CC</td><td>\$700*</td></tr> <tr><td>TOTAL</td><td>\$49,120</td></tr> </table> <p>*These figures were adjusted because of a phone request to possibly access the PCC travel accounts for a system wide Accounting tentatively scheduled for May.</p> <p>In addition, as of the end of February 2006, \$60,138 was unallocated, less \$9,700 that was awarded to the EXCEL group for the non-trad training in early March, leaves \$50,438 on unallocated funds. Altogether, \$99,588 is available for lapsing projects to be spent by September 30, 2006.</p> <p>The following Lapsing funds projects were approved for funding:</p> <table border="1" style="margin-left: 40px;"> <tr><td>Hawai'i CC</td><td>\$1,500 Headlight system</td></tr> <tr><td></td><td>\$4,700 Diesel</td></tr> <tr><td></td><td>\$5,600 Food Service</td></tr> <tr><td></td><td>\$13,500 Welding</td></tr> <tr><td></td><td>\$25,300 Total</td></tr> </table>	Hawai'i CC	\$2,000 + \$29,500 = \$31,500	Honolulu CC	\$920	Kapi'olani CC	\$500* + \$4,500 = \$5,000	Kaua'i CC	\$2,000	Leeward CC	*	Maui CC	\$9,000	Windward CC	\$700*	TOTAL	\$49,120	Hawai'i CC	\$1,500 Headlight system		\$4,700 Diesel		\$5,600 Food Service		\$13,500 Welding		\$25,300 Total	<p>Carol will prepare a spreadsheet of the accounts from which these funds will be pulled... send it to the CTE Deans for review and approval... once approved, Lisa will pull the funds from these accounts. <i>(Done, emailed 3/13/06)</i></p> <p>Deans will rewrite their proposals to fit the approved expenses.</p>
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3. Report on Career Pathways Steering and Work Group Committee meeting	<p>Carol reported on the discussions that took place around standards and articulation at the February 23, 2006 meeting with Career Pathways Steering Committee (Mike Rota, Kathy Kawaguchi, Karla Jones), the Work Group (Carol Pang, Sherilyn Lau, Barbara White), and others (Jean Hara, Aaron Koseki, Ann Mahi, Kathleen Nishimura, and Mike Barros)</p> <p>She shared samples of the standards that appear on the DOE website, the process by which the standards were developed, the expectation of the State Director's Office (and the DOE) on the application of the standards at the secondary and postsecondary level, Mike and the UHCC's response and efforts thus far, and next steps.</p>	<p>Carol will finalize the memo to the CAOs (that c: the CTE Deans) and then Suzette will prepare a response on behalf of the CTE Deans. she will point to the Kati Haycock statement and the WASC Standard 2. (3/14/06 draft sent to Mike Rota and Jean Hara; Jean responded with comments; 4/5/06 discussed memo with Mike Rota; 4/13/06 Mike sent memo out to Chief Academic Officers)</p>																		

<p>4. 2006-07 Achieving Standards Plans</p>	<p>a) Incentives: The Deans discussed the possibility of changing to a formula-based system of allocating Perkins funds and/or setting aside incentive funds for campuses who meet their performance goals (and reducing allocations to campuses who do not meet their goals). They decided to consider setting aside funds to allow faculty to share their successful programs with the rest of the system; i.e., use incentive funds to bring other campuses up to the level of the successful campus(es).</p> <p>b) Workforce Development Priorities and/or High Skill/High Wage (3P1?) Priorities: The Deans agreed to placing some priority on the identified workforce needs in the areas of Health Care, Education, Building and Construction, and Transportation. Construction programs will likely be covered by the 2006 Legislation on the Building and Construction Academies. The Deans also discussed non-credit training options, especially those that lead into CC credit programs... however, it is a challenge when non-credit enrollments are not included in the Perkins reports.</p> <p>c) Integrated Academics (1P1, 1P2, 3P2): yes, this should be a priority for Achieving Standards strategies.</p> <p>d) Appropriate English and Math Prerequisites for CTE programs (1P1 & 3P2): Louise Pagotto is chairing a committee that is looking at this (i.e., standards for incoming courses).</p> <p>e) Credentialing Costs Across the system (2P1): There appears to be some inequity on the charges to students for credentials. Deans will submit info to Carol before next meeting.</p> <p>f) Improving Job Placement (3P1): Short-term certificate programs are needed to meet workforce needs.</p> <p>g) Non-traditional Student Recruitment and Retention (4P1 & 4P2): Yes, we can always improve on these performance indicators.</p> <p>h) Teaching Effectiveness for CTE faculty (1P2, 2P1, 3P1, 3P2): The principles and practices relating to good teaching need to be made clear to faculty, and imbedded in the Faculty Classification Plan.</p> <p>The Deans decided to postpone the deadline for the submission of the</p>	<p>Carol will check the Perkins law, whether such programs as Pre-Education and Pre-Engineering, which prepare students for employment after receipt of a 4-year degree, qualifies as CTE. <i>(It looks as like Perkins can only support programs that are two years or less: In the Perkins Local Application Requirements, Part 1. Section 3. Definitions, it states “Vocational and Technical Education means educational activities that (A) offer a sequence of courses that provides individuals with the academic and technical knowledge and skills the individuals need to prepare for further education and for careers (other than careers requiring a baccalaureate, master’s, or doctoral degree) in current or emerging employment sectors; and ...”)</i></p> <p>Also ask Cheryl (1) if UHCC Education courses are recognized as CTE, and (2) if in the next Perkins authorization cycle, non-credit student counts could be added to the Perkins data. <i>(3/16/06 emailed Cheryl to inform her of the date and location of next CTE Deans meeting and apprise her of questions from the Deans.)</i></p> <p>Carol will revise the 2006-07 Achieving Standards Guidelines and Forms, amend the deadline, and resend to Chancellors and Deans. <i>(3/16/06, draft sent to CTE Deans for review and comment.....)</i></p>
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	2006-07 Achieving Standards Plans.	<p>DOCETS need to discuss a UHCC System wide “Outreach College”... need to find ways to fund a study and develop a proposal for the BOR.</p> <p>Ask Louise to report on appropriate English and Math prerequisites for CTE programs at our next CTE Deans meeting. <i>(3/16/06, emailed Louise to invite her to next CTE Deans meeting to speak on appropriate English and Math prerequisites for CTE programs...)</i></p> <p>Deans will submit (or refer Carol to the website address for) credentialing cost info for all degrees and certificates to Carol before next meeting. Carol/Gayle will create a table.</p>
5. Statewide Workforce Development Plan – Vaughn Baker	Tabled. Vaughn was unable to attend this meeting.	<i>(3/16/06 emailed Vaughn to inform him of the date and location of next CTE Deans meeting and this agenda item.)</i>
6. Kaua‘i CC Tour	Met with ETRO faculty and toured the new ETRO building and labs. Due to inclement weather, was not able to tour other facilities.	
7. Next Meeting	<p>Tentative Agenda items:</p> <ul style="list-style-type: none"> • Review of Campuses’ 2006-07 Achieving Standards strategies • Tour of Perkins-funded campus programs 	<p>Thursday, May 4, 2006 Leeward Community College</p>

as of 3/27/06

The following amounts of Program Improvement funds will be returned by the campuses for use on Lapsing funds projects:

Hawai'i CC	\$2,000 + \$29,500 = \$31,500 \$2,000 + \$16,568 = \$18,568
Honolulu CC	\$920
Kapi'olani CC	\$500* + \$4,500 = \$5,000 \$920* + \$4,200 = \$5,120
Kaua'i CC	\$2,000
Leeward CC	*
Maui CC	\$2,000 + \$7,000 = 9,000
Windward CC	\$700*
TOTAL	\$49,120 \$36,308

*These figures were adjusted because of a phone request to possibly access the PCC travel accounts for a system wide Accounting tentatively scheduled for May.

In addition, as of the end of February 2006, \$60,138 was unallocated, less \$9,700 that was awarded to the EXCEL group for the non-trad training in early March, leaves **\$50,438** on unallocated funds. Altogether, ~~\$99,588~~ **\$86,746** is available for lapsing projects to be spent by September 30, 2006.

The following Lapsing funds projects were approved for funding:

Hawai'i CC	\$1,500 Headlight system \$4,700 4,695 Diesel \$5,600 5,594 Food Service \$13,500 0 Welding (HawCC chose to spend \$12,932 of the electronic portfolio project funds instead) \$25,300 \$11,789 Total
Honolulu CC	Funds needed to teach to industry standards \$14,400 \$14,386
Kapi'olani CC	\$8,900 CHE Training (statewide) – need proposal and budget
Maui CC	\$1,522 Brochures \$3,000 Non-trad brochure \$14,860 NATEF Cert \$8,750 Nursing \$28,132 Total
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Windward CC	\$8,000 Attendance System – next priority
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