Career and Technical Education (CTE) Deans Meeting  
Monday, November 19, 2007  
Honolulu Community College

In attendance: Beth Sanders and Joni Onishi (HawCC), Gary Boydell (HonCC), Mona Lee (KapCC), Earl Nishiguchi (KauCC), Jean Hara and Lisa Lucas (LeeCC), Suzette Robinson (MauCC), Bernadette Howard (WinCC)

Guests: Cindy Martin

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Discussion Notes</th>
<th>Action Items</th>
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<tbody>
<tr>
<td>1. Review of October 12, 2007 minutes</td>
<td>The October 2007 minutes were approved with corrections.</td>
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| 2. Announcements –                              | **a) CC Articulation Coordinators Update:** Carol reported on the discussions of this group and the news that KapCC will be providing lead faculty to coordinate the DOE to UHCC systemwide articulation of selected programs that have already been articulated horizontally. Mona provided some background on how it came to be that KapCC will be taking the lead in these areas.  

b) Career Pathways Articulation Update: Carol reported on the status of the CENT/ETRO/ICS agreement (that it was returned to us from the DOE unsigned), and the history of the document being sent to the DOE twice. The latest issue seems to be with the State Plan requirement that the program of study be approved by the State Director. So a memo was drafted to the State Director, requesting approval of the program of study, for John’s and Danny Hamada’s signature. The Deans cited concerns with the process and requested that a memo be drafted to be sent from them to John and Mike. Carol will draft a memo to John and Mike re: the CTE Deans concerns. (done. it was decided that we might send the memo with outcomes from the CTE Deans Retreat)   |                                                                              |
| 3. Budget Review                                 | Carol reviewed the 2007-08 and 2006-07 budgets. She asked the Deans to follow-up on Achieving Standards projects that have not started expending funds and pointed out the $323,000 that is available for program Improvement projects. |
| 4. Review of Non-Trad Proposals for funding     | **a) Gary Boydell presented HonCC’s non-trad proposal (SARS funding).** After some discussion it was approved with corrections.  

b) Cindy Martin presented Leeward CC’s non-trad proposal. After some discussion, the Deans asked Carol to inform Cindy that they would like to see the campus contact information of all campuses that offer the program on the program on the brochures and an increase in the # of brochures, given the increase in publication costs. The Deans also suggested that Cindy run the proposal pass Susan Lee for marketing input. Gary will make adjustments to SARS proposal and resubmit for award. (done) Carol will talk to Cindy about the Deans’ concerns. (done, 11/20/07) |                                                                              |
<p>| 5. EXCEL Committee Report                        | Cindy reported that the EXCEL Committee has been working with Bernadette to bring in the Ford PAS group Monday and Tuesday, March 24-25, 2008, during the Spring Break. A minimum of 30 – 50 participants is requested. The EXCEL group will work with the campus CTE Deans to disseminate information on the training and compile the list of participants from each campus. Cindy also reported on the system’s CTE faculty training needs assessment. The Cindy/Joni will return to the Deans group in December or January with a full budget and plan for the EXCEL group’s 2007-08 activities. |                                                                              |</p>
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<td>6. Review Program improvement Proposals</td>
<td>After some discussion about RFP and how the priorities for funding would be handled, the Deans presented and reviewed proposals from all 7 campuses. For the future: High wage = $40,000 or greater annual salary for individuals; $55,000 for a family of 4. High demand = on EMSI top 50 job list.</td>
<td>Carol will send out summary spreadsheet of the group’s decisions. (done) Deans will revise proposals and resubmit for funding.</td>
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<td>7. Planning for the Future of the CTE Deans group</td>
<td>Carol shared notes for the upcoming CTE Deans retreat and asked for comments/edits.</td>
<td>Deans will provide comments to the planning worksheet by the end of the month. (done) Carol will invite Vaughn and Cheryl to the after lunch portion of the retreat. (done. Vaughn can attend, Cheryl is unable to attend)</td>
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| 8 Next Meeting | Agenda Items:  
- Summary of Retreat Outcomes - Mona John will meet with the group (10:00 a.m.)  
- EXCEL Plan presentation – Joni Onishi?  
- Update on Articulated Programs of Study – Carol  
- Draft of UHCC 2008-09 Perkins Guidelines - Carol | Next meeting:  
Wednesday, January 16, 2008  
Dole Street Conference Room  
9:00 a.m. – 3:00 p.m. |

**EXCEL Meeting Summary**  
October 26, 2007

**Shared needs assessment results**

Top areas of interest
1. Assessment  
2. Technical Skills Assessment  
3. Integrated Academics

Preferred mode of deliver
Face to face/hands on, interactive

**Presenter**  
Expert from outside the UH system

**Biggest classroom challenges for CTE**
1. Helping student to accept responsibility  
2. Staying current and keeping equipment up-to-date  
3. Keeping up with technology
Committee discussion
1. Ford PAS Program
   Questions: 2 day vs. 3 day model
   Suggest $150/airfare and $200 flat rate per diem plus 1-2 cars for each island as opposed to Federal rate lodging ($177 and $112 M&E)
   Stipends for Saturday/or to conduct individual project for class
   Supplies needed/books
   Wo money for food
2. On-Course one-day workshop for Hilo or any campus available. Cindy to coordinate.
3. Dr. M. Meyer – profound speaker on Hawaiian ways of knowing and learning. (Joni to follow up)
4. Dennis Johnson – Assessment. Cindy will contact system-wide assessment committee for feedback on what they perceive the professional development needs to be.