

# **CTE Deans' Meeting**

## **Agenda**

October 25, 2012

1:30 – 3:00pm

Morris Conference Room B

- 1. CTE Local Planning Advisory Team Meeting – March 5, 2013**
  - a. Industry Representatives**
  - b. Division Representatives**
  - c. Meeting Format**
  
- 2. Newsletter**
  
- 3. Budget Revisions**
  
- 4. Funding Process Discussion**
  
- 5. Updates/Reminders**

**Modesto Junior College**  
CTE Deans' Meeting  
**October 25, 2012**  
**Morris Conference Room B**  
**1:30pm – 3:00pm**

**Present:** Sue Adler, Mark Anglin, Francisco Banuelos, Melissa Beach, Patrick Bettencourt, Cece Hudelson-Putnam, Peggy Kroll, Pedro Mendez  
**Absent:** Lorena Dorn, John Sola

**1. CTE Local Planning Advisory Team Meeting – March 5, 2013**

- A. Industry Representatives** – All Deans need to identify and invite up to 2 industry representatives from each program area. Get these names and contact information to Melissa Beach ASAP so she can begin sending 'Save the Dates' postcards. A 4X6 card will also be created to be passed out by departments for advertising purposes which will inform every one of the upcoming event and the revised program.
- B. Division Representatives-** Three division representatives per division plus the division dean.
- C. Meeting Format** – Discussion was held on changing the format of the meeting and shortening it to about 2 hours in length. The meeting has become lengthy and there is need to shorten it in order to keep interest and participation up. It is important to get advertising out now to inform every one of the new format to assure a big turnout. It is also important that we reduce the amount of MJC representatives and increase industry representation on the advisory team.

Instead of each program lead giving a report on their programs, a comprehensive annual CTE newsletter with lots of pictures will be distributed to all in attendance that night. It was suggested to hold the event on campus in either the Ag Pavilion or MSR and to hold tours of the Allied Health building and possibly the 'ACE' Pavilion. Several deans provided ideas for discussion during the meeting including: internships, grant development, donations, placements, a brainstorming session, panel discussion of what are the (industry) needs and what would they like to see from us? What can or is industry going to do to help us? Mark Anglin said a PowerPoint presentation showcasing our CTE programs could run continually prior to the start of the meeting and during the dinner.

A 'Save the Date' postcard will be designed and mailed to the Local Planning Team members to get the word out quickly on the program changes. To make this happen all Deans need to delete and/or add members to the list of Local Planning Team members by November 5<sup>th</sup> and submit their changes to Melissa. The importance of getting the word out immediately on the change in meeting format was stressed and it is believed this will assure a large turnout. Mark A. said we can finalize the program at a meeting in November/December and asked Melissa B. to schedule that.

A 24-passenger bus is needed for tours, as walking the campus will take up a large amount of time. This can be arranged through the Agriculture Department.

- 2. Newsletter** – A handout was provided from last year's CTE Local Planning Team Advisory meeting for the Dean's to have as an example for what will be expected for this year's newsletter. Melissa B will send each dean the reports they have submitted since that date to present if they did not save their reports. Deans can revise them, add to them and continue to develop their report which should span from 3/2012-2/2013. These reports, along with pictures,

will make up annual newsletter that will be handed out at the meeting. It was explained that instead of just reporting that CTE funds were spent on salary for a lab assistant, provide information on program improvement, student success, and provide positive examples to show the difference your CTE funding provides.

3. **Budget Revisions** – It was thoroughly explained to the Deans that proper rationale must be provided when CTE budget revisions are requested to move funds between different object categories. (ex: 1000 to 2000.) If changes are made within the same object category no rationale is needed (ex: 52110 to 52330.) Proper rationale is not merely stating that you are moving funds from salary to equipment but explaining why you are doing so. Proper rationale could be: unexpected repair, equipment purchase higher than original quote, extra lab assistant hours needed due to unexpected program growth, etc. The State Chancellor's Office expects us to plan perfectly for our spending each year and that the original budget set up is what we will spend. If funds are moved, justifiable rationale must be provided.
4. **Funding Process Discussion** – It was stated that we have been using the same percentage allocations of CTE funds to the different programs for many years. In fact, it has been so long that no one is left working here that knows the reason for the chosen percentages. He stressed that CTE funds must be used for program improvement, growth/expansion or initiation and that it not to be used to supplant. A few years ago a slight change was made to allocate a smaller percentage to each program and to allocate a rotating \$60,000 to each CTE department per year in alphabetical order. The reason for that was hoping a larger allotment of funds could be used for more dramatic program improvement. Lastly, a process by which programs submitted proposals which were evaluated and funded based on the amount of funding available..

A handout of a “*Draft Perkins Title I-C CTE Allocation Process*” was provided and discussed. Members were asked to review the proposed process and to provide feedback. It was stated that this is a draft and by no means a final process and that any changes will be fully vetted prior to any changes being made. The proposed process would change the way CTE funds are distributed. The entire CTE allocation would be based on local applications. This method would also avoid supplanting. The program improvement plans and resource requests would need to be in the current program review and proposals would need to be supported by their advisory committee. The allocation process would be completed in 2 phases; Phase one would include a program improvement/initiation application which will include a narrative, budget and quotes. The applications would then be evaluated and ranked. Those approved for funding would move into Phase 2. The second phase of the application will include retrieving core indicator and student success data. Then each program will need to be assessed for improvement. The idea behind using this method everything would be done one year in advance based on the prior year's spending knowing it would change somewhat. July 1 programs would already know their allocation and could hit the ground running. The Proposal meeting would be held in November with funding announcement made by spring. The prioritization committee may possibly include college-wide CTE advisory committee members, the VP's, and CTE Dean/Faculty members. Mark A. added that he plans to meet with Michael Guerra and Jill Stearns to share this funding method with them and get their feedback.

Cece Hudelson-Putnam stated Administration of Justice has 80 sections and received \$2000 in CTE funds this year. It is difficult to make program improvements with such little funding.

Other members stated they would like to keep the \$60,000 lump sum revolving allocation, which would be written in their plan for their year.

## 5. Updates/Reminders –

**Action Item:**

- Make corrections/deletions & additions to CTE Local Planning Advisory Team list and send back to Melissa.

**WHO: CTE Deans**

**WHAT:** Make corrections/deletions & additions to CTE Local Planning Advisory Team list and send back to Melissa.

**WHEN: 11/5/12**

**Action Item:**

- Send Save the Date email. Make 4X6 advertisement cards. Contact David Todd for new CTE photos. Set next meeting.

**WHO: Melissa Beach**

**WHAT:** Send Save the Date email. Make 4X6 advertisement cards. Contact David Todd for new CTE photos. Set next meeting.

**WHEN: 11/5/12**

**MEETING ADJOURNED: 3:24**

## Modesto Junior College - Perkins Title I-C (VTEA)

### Local Perkins Title C-1 (VTEA) Application/Allocation Process

Draft

- I. Requirements/Process
  1. Program Improvement Plans & Resource requests must be in the current Program Review
  2. Proposals must be supported by the program area Advisory Committee
  3. If there are multiple proposals per program/division, they must be prioritized
  4. Budgets will be developed for each proposal as part of the application
  5. Quotes will be provided for each proposal as part of the application
- II. The application process will be completed in two phases
  1. The first phase – Initial Application (Due Fall)
    - a. This phase concentrates on
      - i. Program Improvement/Initiation Application
        - 1) Narrative
        - 2) Budget
        - 3) Quotes
      - ii. Application submitted to Dean
    - b. Applications will be reviewed by (?) *✓ prioritized*
    - c. Those proposals approved for funding (December/January) will complete the second phase of the application
  2. The second phase – Essential Data
    - a. Retrieve Core Indicator and Student Success Data
    - b. This data will be reviewed and placed with the original application (sometime in mid-January to mid-February)
- III. Funds allocated July 1

*then assess your program - did it improve*