

Modesto Junior College
Career & Technical Education (CTE) Advisory Meeting
March 7, 2012
5:15pm-8:45pm
Harvest Hall

Present:

Steve Amador, Instructor, Ag Mechanics (MJC)
Mark Anglin, CTE Project Director/Dean, Ag & Environmental Sciences (MJC)
Nancy Backlund, Instructor, Office Administration (MJC)
David Baggett, Instructor, Ag Business/Horticulture (MJC)
Francisco Banuelos, Associate Dean, Special Programs (MJC)
Melissa Beach, CTE Project Monitor/Administrative Secretary, College Administrative Services (MJC)
Jeff Beebe, Instructor, Auto Technology (MJC)
Don Borges, Director, Ag Science (MJC)
Jeff Breseman, Labor Relations, E & J Gallo (Tech Ed)
Brent Burnside, Owner, Burnside Body Shop (Auto Tech)
Shirley Buzbee, Instructor, Medical Assisting (MJC)
Hal Carlton, *Retired* Dairy Instructor, (Animal Science)
David Cummerow, Information Services Application Manager, TID, (Computer Science)
Art deWerk, Chief of Police, Ceres Police Department, (Administration of Justice)
Lorena Dorn, Dean, Student Services (MJC)
Doug Dyrssen, ASMJC President (MJC)
Laura Dyrssen, ASMJC Director of Public Relations (MJC)
James Fay, Interim VP, Instruction Office (MJC)
Paul Fernandez, Animal Science, Pfizer Animal Health
Troy Gravatt, Pitman High School, (Ag Science)
Mike Henderson, Director, CTE/RPOP, Modesto City Schools
Bill Hobby, Instructor, Dairy (MJC)
Peggy Kroll, Director, Early College, Tech Prep (MJC)
Phil Labrador, Instructor, Respiratory Care (MJC)
Grace Lieberman, Executive Director, Stanislaus Arts Council, (Workforce)
Adolph Lopez, Program Manager, Alliance Worknet
Terry Lyle, *Retired* Respiratory Care Director, (Respiratory Care)
Maurice McKinnon, Dean, Allied Health & Family & Consumer Sciences (MJC)
Pedro Mendez, Director, Technical Education (MJC)
Rhonda Mizuno, Lab Assistant, Interior Design (MJC)
Jim Mortensen, Maintenance Superintendent, Del Monte Foods, (Electronics)
Andrea Powell, RN Nurse Educator, Sutter Gould Medical Foundation, (Medical Assisting)
Claudia Ramirez, Specialist, Career Development & Transfer Center
Lisa Riggs, Director, Nursing (MJC)
Kevin Sabo, ASMJC Vice President (MJC)
John Scheuber, President, Veterinary Service Inc., (General Ag)
Amanda Schnoor, Instructor, Animal Science (MJC)
Brian Sinclair, Instructor, Computer Graphics (MJC)
John Sola, Coordinator, Regional Fire Science (MJC)
Brenda Thames, Vice President, Student Services (MJC)
Doug Van Diepen, Electrical Engineer, Del Monte Foods
Gerald Wray, Instructor, Auto Tech (MJC)
John Zamora, Instructor, Computer Science (MJC)

Absent:

Andrea Brooks, JR Simplot Company, (Tech Ed Apprenticeship)
Jenni Abbott, Director, Grants & Resource Development (MJC)
Mark Bowden, Training Director, Electrical Union Local 684, (Electronics Tech)
Kurt Clarke, Director, Small Business Development, (Business)
Gordon Gardner, Morning Star Liberty Packing, (Welding)
Joel Hagen, Instructor, Computer Graphics (MJC)
Anita Hellam, Executive Director, Habitat for Humanities, (Tech Ed)

Elizabeth Hondoy, Instructor, Industrial Tech (MJC)
Kimberly Kennard, Instructor, Human Services (MJC)
Scott Kuykendall, Director CTE/ROP, (Local High School Rep)
Loni LeCain, Owner, Loni LeCain Designs, (Interior Design)
JB Martin, Manager, Cellar Operations, E&J Gallo, (Tech Ed)
Michelle Marquez, Director, Center of Excellence (MJC)
Suzanne McCaslin, Sr. Admin Office Assistant, Public Works Dept., (Office Administration)
John Mendes, Instructor, Animal Science (MJC)
Jennifer Mullen, Executive Director, Modesto Convention & Visitors Bureau, (Business)
Laurie Prusso, Instructor, Child Development (MJC)
Jeff Rowe, Director, Alliance Network, (Tech Ed)
Nancy Sill, Instructor, Business Administration (MJC)
Ron Smith, Service & Training Specialist, H.G. Makelim Co., (Ag Mechanics)
Rand Thoe, Manufacture & Support Service Manager, Fastenal, (Machine Tool)
Bruce Valentine, Owner/Dentist, Bruce Valentine DDS, (Dental Assisting)
Tim Vaughn, Instructor, Computer Electronics (MJC)
Jeff Weaver, Instructor, Machine Tool (MJC)
Greg Hausmann, Instructor, Administration of Justice (MJC)
Julie Haynes, Instructor, Animal Science (MJC)
Mary Anne Henriques, Health, Safety & Environmental Manager, Diamond of CA (Industrial Tech)
Jim Howen, Instructor, Electronics Technology (MJC)
Jim Hurley, Director, Work, Training/Ed Program, Behavioral, Health & Recovery Services, (Human Services)
Julie Kline, VP, Patient Care Services, Sonora Regional Medical Center, (Nursing)
Chris Vaughn, Instructor, Computer Science (MJC)

CTE Advisory Committee

I. WELCOME/INTRODUCTIONS

Mark Anglin welcomed all CTE Local Planning Advisory Team members and thanked them all for being there. He gave special thanks to Melissa Beach, CTE Project Monitor for her organization of this event. Melissa B. provided CTE Local Planning Team members with the CTE 2nd quarter newsletter, the 3/16/11 CTE Local Planning Team Meeting minutes, Perkins IV Core Indicators by Vocational Top Code for the 2011-12 and 2012-13 fiscal years planning, a Labor Market Overview for Stanislaus County and lists of all Local Planning Team members with their membership/representation.

Mark A. explained that we had just come from MJC's Budget Forum that addressed our dismal budget. He said our college budget was \$110 million with 17,000 FTEs 4 years ago and is \$85 million with 1,500 FTEs for this coming year. We have dropped from 20,000 students to 18,000 students and community colleges are all about open access. He said there is a push at the state for career and technical education finally! Last year we took a 10% cut to our CTE allocation and Tech Prep was cut 100%, which was where we got our high school articulation. He stressed the importance of our industry partnerships.

II. CENTER of EXCELLENCE REPORT

Michelle Marquez, Center of Excellence Director, was unable to attend, so Mark Anglin briefly shared the Labor market Overview of Stanislaus County which showed the largest and fastest growing occupations, the current median hourly earnings, unemployment percentages, top businesses, population with some college education and the Stanislaus County educational attainment levels.

CTE Overview

III. OVERVIEW OF CAREER & TECHNICAL EDUCATION (CTE), PERKINS IV

Mark Anglin shared a California Career Readiness Initiative from Tom Torlakson and the 17 key objectives to support, sustain, and strengthen Career and Technical Education in the state. The objectives are: launching the career readiness initiative campaign; adopting/promoting new statewide CTE logo and branding; educating stakeholders; promoting and increasing use of CTE programs as viable pathways to career readiness; increasing CTE enrollment; supporting and expanding career technical student organizations; increasing use of the CSU Curriculum Integration Institute; implementing a linked learning pilot program; revising and disseminating CTE standards aligned with the common core; promoting and increasing the use of career exploration; encouraging concurrent enrollment; increasing industry certification programs and work-based learning; advocating for continued state and federal funding for CTE programs; supporting local regional occupational centers and programs (ROCPs); advocating for inclusion of CTE in reauthorization of the Elementary and Secondary Education Act (ESEA); promoting and expanding articulation agreements; and increasing use of social media and the internet to promote career readiness.

IV. CTE DEAN REPORTS

Pedro Mendez said for the Welding program they purchased an Industrial Sheer that supports Welding Classes through better preparation of metals and introduced this new state-of-the-art machine to their students. In the Automotive programs, CTE funds purchased the final payment for the Hunter Alignment Equipment, a Tire Rotation Machine, Brake Lathe, and Engine Rebuilding machine to support practical lab applications through modernization of equipment current with industry standards. In the Machine Tool Technology program, they purchased a CNC Simulator which now provides 5 CNC Simulators to Sierra Hall 114 in support of Computer Numerical Classes. He shared information on the E&J Gallo Bottling Room Machine Tool Training for Fall 2011; the Photovoltaic Systems Class's GRID Alternative Installation and Auto Body Student Corey Shaw who became the first MJC student hire at Tesla Motors in Fall 2011 with three more students following! He enthusiastically shared MJC's Automotive Technology Program "racing" forward to bring new cutting edge alternative fuels to college courses, workshops and experiences for its students. In January 2012, faculty selected a small group of students to launch its first EV Conversion Project. Faculty and staff worked to acquire a 2003 GMC Sonoma Pickup and an Electric Vehicle Conversion Kit out of Canada. The Electronic Vehicle Project Team meets on Tuesdays (12:00pm-3:00pm) and Fridays (10:00am-1:00pm) in the Tenaya Complex each week and he welcomed everyone to stop by and say Hello! The 2012 MJC EV GMC Pickup Truck will be unveiled during the MJC Technical Education Graduation Ceremony on May 1, 2012.

John Sola shared a PowerPoint presentation of his Fire Academy students that was very impressive and showed the new equipment he was able to purchase for the program with CTE funding. He stated that his partnerships with City of Modesto and Stanislaus County are very powerful and essential for his program. CTE funds were used to purchase an extractor to clean turn out equipment and a trailer used for all vehicle extrication and heavy rescue training. J. Sola stated they have a very good relationship with area auto dismantlers where the Fire Academy students can practice on salvaged automobiles where the students get real life hands-on experience using vehicle extrication tools. CTE funds were used to purchase a Bauer Compressor used for fill SCBA bottles. This new compressor replaced our 18 year old Bauer Compressor.

Maurice McKinnon shared a PowerPoint presentation featuring Allied Health and Family and Consumer Sciences and announced that effective July 1, 2012 the Fire Sciences/ EMS and Human Services programs will move to the Allied Health and Family and Consumer Sciences Division. She showed us the new Glacier Hall building and it's excellent, state-of-the-art design and equipment. M. McKinnon stated that even with its limited funds, the Interior Design program continues to offer students an opportunity to earn a certificate and/or degree in Interior Design. This is being done with the use of CTE funds and through a collaborative effort with the Art program. Students are working on an art project for the Nursing Program with the assistance/mentorship of Craig Levitt and Jean Mallory and our Interior Design students/program and Advisory Committee. She reported that the Nursing program received \$47,000 in CTE funds to hire technicians to assist with installation of the computer lab in Glacier Hall and to assist students and faculty. They provide support that allows the program to serve our nursing cohort at Columbia via distance learning. Our instructional support technicians provide support to the faculty and students in the Human Patient Simulation. CTE funds were also used to purchase videos for the Nursing Skills Lab. In Medical Assisting, \$16,959 CTE funds paid for tutoring/mentoring support which was extremely beneficial to student success. This year 30 students were admitted and only three were lost by the end of fall semester and these students withdrew from the program for non-academic reasons. Respiratory Care faculty purchased supplies and materials for use in the on-campus laboratory. Our technicians also provide support to the Respiratory Care program faculty as they learn to use the new smartboard in their classroom/lab. Child Development, after the loss of the Wawona Child Center the previous year, received \$31,000 to create a new lab in portables three and four of the Wawona Center. This space will be furnished with equipment, materials and supplies required for the infant-toddler lab practicum for Child Development majors.

Nancy Backlund, Business and Office Administration instructor shared that CTE funding allowed 5 faculty members to go on a retreat to strategize on how to better work 'together.' The Business and Office Administration areas have decided to consolidate and begin to act as one unit. They are currently updating curriculum to make it relevant to industry needs as well as identifying more courses to be articulated with the four-year colleges. CTE funds also were used for equipment and supply purchases and they hired MJC graduate student assistants to assist in the labs. John Zamora, Computer Science instructor shared that much of the CTE funds were used for staffing and support in the labs which is crucial to the success of our students. Brian Sinclair shared a fast and clever, digitally-enhanced collage video showcasing the many talents of his students using the newest state-of-the-art software to create their masterpieces. He showed videos of digital sculpting and 3d animation, as well as examples of non-linear video editing, photo collages and logos created in Adobe Photoshop, and fine art created with digital tools such as Corel Painter.

Lorena Dorn, Dean of Student Services reported on counselors meeting with CTE students. She stated in a recent survey they conducted, students requested "Group advising by major", so they plan on doing this. Recently, Counseling partnered with Office Administration and hired one of their students. CTE funds were spent on a couple of counselors participating in professional development at the CaCareerCafe.com – Road Trip Nation where they attended a 1-day seminar to learn how Road Trip Nation has partnered with www.CaCareerCafe.com (virtual Career Center.) The main goal of the CaCareerCafe is to connect students now with professional associations. Students will be able to view informational interviews based on their chosen career path and the green bus was on the Fresno City College campus for them to tour and ask questions to the students that actually take these trips. Road Trip Nation's exposure to professionals sharing their career experiences is valuable and they learned about California Career Briefs presented by Rita Jones from the Statewide Career Development Advisory Committee.

Claudia Ramirez, Career & Transfer Center shared a list of services they provide to students from the most hireable jobs, to help preparing resumes and other employable documents. She elaborated on programs they have, such as Perfect Interview Online Program - Custom Online Interview Wizard and WinWay Resume Deluxe 14, and the Site/Network for 10 computers. These programs write, format and edit resumes with 14,000+ resume examples and 116,000+ Job-specific phrases. Students are also able to practice interviewing skills and view positive model answers and helpful tutorials for every question.

Francisco Banuelos, Associate Dean of Special Programs said the Disability Services budget was hit tremendously hard, so CTE funding was crucial for their program. He said because of CTE funding they were able to maintain their Alternate Media Lab. MJC has about 12,300 students with learning disabilities and it is very critical to identify these disabilities in the K-12 system.

Mark Anglin, Dean of Agriculture & Environmental Sciences stated that each of his programs in Ag has an advisory group and all of our MJC CTE programs should as well. We also should have overall advisory committees for each division, as does Ag. This year CTE funds purchased Floral arrangement construction lab kits, Document camera and Whiz-Strip stem cleaning machine for Environmental Horticulture Science to facilitate improvement in the instruction of floral design and to provide the items needed for students to complete floral design labs. The document camera will ensure that all students have the opportunity to view what they need to see in order to be successful with their individual required designs. Based on contact with floral industry representatives, at both the wholesale and retail levels, it was agreed that students should be trained with the latest machines available in the industry which includes a whiz-strip machine. The floral construction lab kits provided each student with the proper tools to effectively and efficiently complete floral arrangements.

Major improvements were made to the Animal Science program by providing state of the art technology. A portable x-ray machine was purchased for the Registered Veterinary Technician program. This will provide students with experiences that are valuable and relevant to the current RVT job market and will prepare our students for specific skills in the area of radiology which is a core component to any veterinary practice. Additionally it will allow the program to maintain the ability to produce graduates with the skills and education necessary to be successful in the job market immediately upon certificate completion. This unit may be used across all other Animal Science programs as well. Secondly a portable ultrasound machine was purchased for use in all Animal Science programs. This new technology will give our students the advantage to obtain skills that will make them competitive in today's job market. MJC faculty and staff will also benefit from these new technologies as they will provide the opportunity to improve instruction in reproduction, in the live capture of carcass data, diagnosis and treatment of injuries, and much more.

CTE funds purchased a Fencing/Irrigation system for the Animal Science Poultry program to facilitate a new program in 'Cage Free – Free Range' egg production. This is the first stage of implementation of this new activity which included the design and installation of the water system for the hens and pasture area. CTE funds also were used to purchase load cells and power cord to repair Livestock Scale (Beef); Popper Livestock Transport (Sheep/Swine); Nursery Decks for Swine Unit (Swine); Lab equipment such as Stethoscopes & vital organ models for the Registered Vet Tech Program.

The Mechanized Ag program received some items planned for purchase this year that are needed for the overall improvement of the program. Several miscellaneous electric hand tools, along with other miscellaneous tools, were purchased in order to assemble lab kits that will be used by the students in completing required labs in the program. Laptop Computers for the Power Mechanics Program were purchased which will make tools more available both during and outside class time and in turn increase the quality of work completed by students. The advisory committee advised how important it is to supply quality and functional equipment during the learning process. The addition of this equipment will increase the overall quality of mechanized agriculture education and skill development of the program completers.

In General Ag, There was a myriad of activities that were conducted by the Ag program in support of improvement to all MJC Ag programs. They included: MJC Agriculture Department High School Senior Day Agriculture Career and College Days; Agriculture Literacy Day; Harvest Luncheon; MJC Agriculture Open House; Agriculture Advisory Committee Meetings; Attendance at CDE Agriculture State Staff meetings; Hosted 4-H and FFA events (Parli Pro, FFA Field Day, Etc.); Conducted a High School/College Counselor/Administrators' night; Work performed on Agriculture Degree/Certificate revision, etc. Also, Ag faculty members were provided the opportunity to attend professional in-service activities by

attending the CATA Fall/Spring Regional meetings and the California Community College Agriculture collaborative Mid-Winter Institute. Opportunities included but were not limited to industry partner tours, curriculum work, etc.

V. OTHER CTE INFORMATION

Mark Anglin shared the Final Agreed upon Performance Levels form (FAUPL) which showed that MJC scored above all areas in (Technical Skill Attainment, Credential, Certificate or Degree, Persistence or Transfer, nontraditional Participation and Nontraditional participation;) however, we scored below in Placement which needs to be looked into. Due to the present economy it would be understandable to be a bit low, but we need to assure accuracy in our numbers, as it appeared much lower than ever before. Mark A. had everyone find their Perkins Core Indicators of Performance reports for the 11-12 and 12-13 years so they could study those amongst themselves and take them into consideration while breaking up into their groups for the 2012-13 Local Application preparation. He reminded them that CTE funds are meant for **program improvement** NOT **program maintenance** and with that, all areas broke out into their appropriate planning groups.

Develop 2012-13 CTE Plan

VI. IDENTIFY 2012-2013 CTE PRIORITIES

(Division/Industry Reps): Computer Science - Art deWerk, Chief of Police; Dave Cummerow, Information Services Application Manager, TID

Others: Nancy Backlund, James Fay, Brian Sinclair, John Zamora

Review of Performance Data/Findings:

In reviewing the Performance Data for Computer Science they found they need a better system of monitoring student attendance to make sure students on roster at end of term are still attending. They need to address TOP codes assigned to Computer Science and include 070600-Computer Science (Transfer.) They questioned if all data is captured in the fiscal planning documents and in which majors is Information Technology included? Non-traditional core indicators show we are below completion by 15%.

Identify 2012-2013 CTE work plan priorities:

Priorities discussed by the group included the following:

- Work on TOP Codes to better reflect programs in Computer Science.
- Communicate concerns regarding data representation in planning documents.
- Identify majors and students included on Information Technology TOP Code.
- Explore strategies to increase female student participation and completion in Computer Science.
- Continue advocating for computer programs at MJC.
- Include additional resources to Counseling when advising potential students for computing programs, especially female students.
- Ensure courses are matched correctly to TOP codes.

(Division/Industry Reps): Technical Education - Jim Mortensen, Del Monte Foods); _____, Del Monte Foods; Adolph Lopez, Stanislaus Alliance Worknet; Brett Burnside, Burnside Auto Body

Others: Jeff Beebe, Pedro Mendez, Gerald Wray

Review of Performance Data/Findings:

There are significant reduction in core indicators on several areas in Auto Body, Automotive, Electronics, Machining, & Welding. The group was unsure why this is happening. Somehow data is not reflective of students completing programs when you compare this information to students participating in graduation via the TECHED celebration.

Identify 2012-2013 CTE work plan priorities:

Priorities discussed by the group included the following:

- Manufacturing, Electrical and Industrial based professions are changing. Mechanics and Electricians continue to struggle with automation, computer base/ computer controlled technology. Sprockets, chains and pulleys are being replaced with Servos. **RECOMMENDED ACTION:** Automation – HMI based curriculum. Confirmation that ELTEC 236: Programmable Automation Controls is indeed the direction that Electronics Technology needs to move.
- Development of a generalized Manufacturing/Logistics based Technician is critical. This should mesh agriculture mechanical, computer literacy, welding, electrical, machine tool technology and leadership based courses. **RECOMMENDED ACTION:** Robotics effort should be undertaken by MJC. Perhaps instructor Bob Hawskin from

Turlock High School can lead this curricular development. Servo controls is also a main emphasis that needs to happen.

- Instructors need professional development to understand the changing environment and the needs of technicians today.
- In the Auto Body Industry, the true craftsmanship is becoming more of a parts changer: Paint mix on computers; Matching colors requires stronger chemist related skills and knowledge; Burnside today has 12 computers in the shop – computer programs help manage work flow and track efficiency measures; Mechanical Skills are now a local skill in Auto Body Shops. Shops do not send out or contract out mechanical work anymore. They try to have this skill set in the shop; Because of onboard shops, we need to have the skill set to reset airbags, check engine lights, tire pressure sensors, reverse parking.....and then there are the hybrids.

(Division/Industry Reps): Agriculture – Hal Carlton, Retired Dairy Instructor; Paul Fernandez, Pfizer Animal Health; John Scheuber, Veterinary Service Inc.

Others: David Baggett, Don Borges, Troy Gravatt, Bill Hobby

Review of Performance Data/Findings:

- Vet Tech – No pre-requisites-some incapable students. Need to facilitate more internship.
- Forestry – Need dedication of full time instructor.
- Ag Mechanics – Students taking one specialty course are considered non-completers.
- Ag Business – Question on data. Misnomer
- Ag Science – Question of job potential, new low
- Ag Power – Question on data, lay time?

Identify 2012-2013 CTE work plan priorities:

Priorities discussed by the group included the following:

- Vet Tech program represents 20% of enrollment; need to find better way to motivate students to take more technical courses.
- Need to create more levels of available certificates that the employer is willing to compensate for proportionately.

(Division/Industry Reps): Office Administration – Art deWerk, Chief of Police; Dave Cummerow, Information Services Application Manager, TID

Others: Nancy Backlund, James Fay, Brian Sinclair, John Zamora

Review of Performance Data/Findings:

- Core 1 Skill Attainment-A better system of monitoring student attendance to make sure students on the roster at the end of the term are actually still attending. More use of instructional assistants to allow more success for individual students. One on one help would enable students to better understand topic.
- Core 2 Completion-shows the typical student may come for improvement of a skill rather than a degree or certificate.
- Core 3 Persistence-We are close to percentage goal showing that most of our students take continuous semesters of coursework.
- Core 4 Employment-Our population is very employable, but industry needs dictate employment openings.
- Core 5a Participation-We have a large number of males taking our courses, so we are unsure how this data is collected, reporting us at 13.76%.
- Core 5b Completion-We meet these criteria.

Identify 2012-2013 CTE work plan priorities:

Priorities discussed by the group included the following:

- Further evaluation of program and degrees.
- Promotion and networking with industry.
- Brochures.
- Professional growth.
- Rehire Instructional Assistant I to support students' success.
- Increase work experience and paid internship programs.
- Meet with area business/office teachers and professors at the high school, community college and 4-year schools.
- Explore ways to encourage more articulation with local high school students.
- Communicate concern regarding data representation in planning documents.

(Division/Industry Reps): Registered Nursing-Art deWerk, Chief of Police, Julie Klein, VP Patient Care Services; Terry Lyle, Retired Respiratory Care Instructor
Others: Shirley Buzbee, Phil Labrador, Maurice McKinnon, Lisa Riggs,

Review of Performance Data/Findings:

- Core 3 Persistence-Although this is below average, this Core indicator has improved since last year. The AND program has implemented tutoring for Nursing students funded by the State Enrollment Growth grant. All students go through assessment testing prior to enrollment to determine readiness. This is also funded by the grant. The Nursing Alumni Association provides scholarship funding and emergency loans for students with financial hardships. Video streaming and archiving allow students to review theory content and provides a means to access information in the event of illness, child care issues, or weather conditions as in the Tuolumne region. Articulation agreements persist between MJC and CSUS to assist ADN students in continuing school to obtain a BSN and in fact MJC and CSUS were recently presented as a model articulation amongst the CSU Nursing programs.
- Core 5a Participation & 5b Completion-Below average, but have improved since last year. Efforts have been made to encourage men to enter the field of Nursing. More men have been elected into student leadership. In the Spring 2012 class, there are 20 men in a class of 75 students; which is 26%. This is the largest percentage of men in a Nursing class on record at MJC.

Identify 2012-2013 CTE work plan priorities:

Priorities discussed by the group included the following:

- Continue present efforts to support students. Presently attrition has increased from 87% to 14%. There has been an increase in students dropping from economic and personal reasons. If grant funding is available, we may consider additional counseling support.
- Continue tutoring with grant support.
- Continue technology support for access to various learning resources.
- Continue collaboration with CSUS to encourage articulation for ADN students.
- Introduce continuing education in each semester.
- Continue outreach efforts to recruit men in Nursing-flyers, speakers, etc.

(Division/Industry Reps): Medical Assisting-Art deWerk, Chief of Police; Terry Lyle, Retired Respiratory Care instructor; Andrea Powell, RN Nurse Educator
Others: Shirley Buzbee, Phil Labrador, Lisa Riggs

Review of Performance Data/Findings:

- Core 3 Persistence-Encourage the Medical Assisting students to go further in their education by possibly going into the RN program. Point out that course taken in the Medical Assisting program can be used in the Nursing program. Share information on the program.
- Core 4 Employment-Continue to partnership. Work with clinical sites to recruit opportunity for job placements.
- Core 5a Participation & 5b Completion-Recruit from ROP program.

(Division/Industry Reps): Child Development – Laurie Hatch, Maurice McKinnon

Review of Performance Data/Findings:

- Core 2 Completion-As we have stated previously, there seems to be a disconnect between the state data and the actual completions; certificates, degrees, and transfers. We have attempted to track these ourselves through the division office. Our data, however, is not used in the system.
- Core 3 Persistence-As we have stated previously, there seems to be a disconnect between the state data and the actual completions; certificates, degrees, and transfers. We have attempted to track these ourselves through the division office. Our data, however, is not used in the system.
- Core 5a Participation & 5b Completion-The field of early care and education does not attract men. There are many reasons for this issue, not the least of which is the paranoia about men and young children. Another reason is the low salaries at the beginning placement levels in the field. We have an abundance of women of all abilities, ethnicities, and races. We have students from right out of high school to those who haven't been in school for 20 or more years. We do not and probably will not attract men into this major.

(Division/Industry Reps): Respiratory Care- Art deWerk, Chief of Police; Terry Lyle, Retired Respiratory Care instructor; Andrea Powell, RN Nurse Educator

Others: Shirley Buzbee, Phil Labrador, Lisa Riggs

Review of Performance Data/Findings:

- Core 3 Persistence-60.87% which is questionable data. To address this Respiratory Care faculty will explore the possibility of developing a tutoring program to improve student persistence. Also, they are purchasing updated and more varied computer based learning programs, which should help in this area.
- Core 5a Participation & 5b Completion-Respiratory Care was traditionally a male-dominated profession. Currently the Respiratory Care program has 68% female students, which is not reflected in the data.

(Division/Industry Reps): Computer Graphics-Art deWerk, Chief of Police; Dave Cummerow, Information Services Application Manager, TID

Others: Nancy Backlund, James Fay, Brian Sinclair, John Zamora

Review of Performance Data/Findings:

- Core 1 above 4.51; Core 2 below 9.83; Core 3 above 7.47; Core 4 above 18.52; Core 5a above 44.59; Core 5b above 75.
- In Digital Media (0614.00) all core indicators are met with the exception of Core 2-Completion.
- Numbers for Core 2 Completion, 4 Employment and 5b Completion are low. We need to analyze additional data to be sure we have an accurate picture of the situation.

Identify 2012-2013 CTE work plan priorities:

Priorities discussed by the group included the following:

- Core Indicators suggest we need to concentrate on completions, certifications, degrees and transfer ready.
- Strategies might include providing counselors with more data on our programs.
- We need to continue to strive for accurate data-still note sure the numbers provided are valid.

(Division/Industry Reps): Special Programs-Francisco Banuelos, Lorena Dorn, Claudia Ramirez

Review of Performance Data/Findings:

- Core 1 Skill Attainment-GPA – Accommodations. E-Library for Alternative Media (continuing.) Develop faculty training component.
- Core 2 Completion- Completions, Certificates. Captioning-videos, media files.
- Core 3 Persistence-Staff resource training and learning best practices.
- Developing a special programs orientation component.

Identify 2012-2013 CTE work plan priorities:

Priorities discussed by the group included the following:

- Priority 1: To continue funding a portion of Alternative Media staff to develop an e-library, media (MP3) files and large text formats that will be used continuously.
- Priority 2: Develop and strengthening orientation component for students and faculty/staff that will assist with identifying students that need accommodations.
- Priority 3: Staff training on Best Practices.
- Priority 4: Captioning media files.

(Division/Industry Reps): Counseling-Lorena Dorn, Claudia Ramirez

Review of Performance Data/Findings:

- Core 2 Completion-Advising by Major. Small Ed planning group sessions by topic. Ed Plan Modules for students to complete asynchronously.
- Core 3 Persistence-Invite a Eureka Trainer; Career Exploration workshops; CPP Inc. Training (Meyers Briggs, Strong Interest Inventory;) Career Fair; Career Coaching Training.
- Core 4 Employment-Win Way (resume, cover letter); Perfect Interview (mock interviews); Job placement workshops; Job Fair; webinars for students; NACE membership.

(Division/Industry Reps): Interior Design-Ira Friedman, Brenda Groteguth, Maurice McKinnon, Rhonda Mizuno, Robyn Nadell, Casey Soderlund

Review of Performance Data/Findings:

Interior Design instructors sent in the following report:

Current Core Indicators appear to be accurate. The Persistence of 76.74% is due to students who choose to take Interior Design courses for enrichment purposes and do not necessarily wish to attain a degree or certificate.

For 2012-13, we expect overall Interior Design enrollment to be reduced due to fewer course offerings. Interior Design has articulated with Art and Business Administration to supplement required course content. This will cause Core Indicator 3 (Persistence) to be lower for 2012-13 due to the inability of the system to track these students. We plan to cross-list these courses but we are not able to implement this until the 2013-14 catalog. This should make the Core Indicator numbers more accurate. In the meantime we will be manually tracking our students who are enrolled in those departments.

Identify 2012-2013 CTE work plan priorities:

The Interior Design Department does not have a full time faculty member. Currently, the administrative duties fall on the dean with the assistance of one contract personnel and adjunct faculty. The Department has received approval from the State Interior Designer certifying body, CCIDC, to offer Continuing Education Units. We are working with the Interior Design Advisory Committee and the MJC Community Education Department to begin offering courses in

Fall 2012. This will benefit our department and the college in several ways:

- 1) Strengthen our presence in the community among design professional, leading to greater opportunities for our students to gain professional experience.
- 2) Provide greater exposure to increase enrollment in the Interior Design program.
- 3) Enhance interior design knowledge for currently enrolled students.
- 4) Support MJC Community Education.

(Division/Industry Reps): Administration of Justice-Greg Hausmann *(report sent in after meeting)*

Review of Performance Data/Findings:

Greg Hausmann, Administration of Justice instructor sent in this following report:

- Core 1 Skill Attainment – While there has been approximately a 2% improvement over the prior reporting period, the steps implemented to date are working and will serve as the basis for the remaining 2% improvement and beyond. There will be continued emphasis on advising students on the importance and value of academic achievement along with what is needed to meet a GPA of 2.0 and above. Much of this is based on student attitude towards educational endeavors, the need to take all classes seriously and to exercise the priority of studying over social activities.
- Core 2 - It appears that a significant % of students enter the Administration of Justice Program in a “career-exploration” mode, and are prone to leaving the program once they understand the background requirements or find other aspects of the program unappealing. Moreover, many students take one or more criminal justices courses solely for the purpose of accumulating transferable units, or they do so with no intention of earning nothing higher than a two-year degree. Since we cannot (and should not) discourage students who are in the exploratory mode from attending Administration of Justice, it makes sense to emphasize industry demand for four-year degree programs. Furthermore, students can be advised of the value of continuing their education even after gainful employment is achieved, with the objective of earning both undergraduate and graduate degrees. The future for persons with higher education shows the most promise to the extent that criminal justice professions are becoming increasingly complex, requiring a broad base of skills and education. Funds will be needed to cover the costs of filling the two [presently] vacant faculty positions and to pay for staff support to perform the advising and counseling functions.
- Core 3 - There is, at this time, a shortfall of 7.74 % points of the targeted goal of 85.86 percent in this “Core 3” category. Course availability has been reduced owing to budgetary restrictions, causing students to move in and out of various degree programs in order to maintain some form of educational continuity. To achieve the target goal of 85.86 percent for “persistence in higher education,” the college will have to avail the students with more courses within their respective disciplines (and broader offering of general education courses). Instructors could

also have a measure of influence by using the classes they teach as a pretext for the next logical course, within the program, for the students to take.

- Core 4 - The goal of achieving 81.48 % employment placement, versus the actual of 78.01 %, is likely a consequence of the fact that both the public and private sectors are in a downsizing mode. Many organizations has laid off up to 25 % staff, creating an extremely tight job market. The current statistic of 78.01 % employment placement will increase once the job market improves.
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MEETING ADJOURNED: 8:45pm