

ASCCC CTE LEADERSHIP COMMITTEE

September 18th, 2019

10:00AM – 11:00AM

[ZOOM](https://cccconfer.zoom.us/j/278880219)

MINUTES

1. Call to Order- Carrie called the meeting to order at 11:00am
	1. Select notetaker- Carrie will take notes
	2. Welcome & Introductions

\*Members present introduced themselves: Carrie Roberson (Chair), Violeta Wenger, Don Hopkins, Lily Xu, Kevin Corse, Manny Kang, Christy Coobatis

\*Members not in attendance: LaTonya Parker (2nd), Pamela Richardson, Monica Thurston, LaTanga Hardy, Jimmie Bowen

1. Adoption of the Agenda- Approved by consensus
2. Approval of Minutes
	1. N/A
3. ASCCC Information
	1. [Application for Statewide Service](http://asccc.org/content/application-statewide-service) – Carrie provided information about the ASCCC Statewide service process
	2. ASCCC [CTE Leadership Committee](https://www.asccc.org/directory/cte-leadership-committee) – Carrie showed the CTE Leadership website. Member noted the Doing What Matters link is broken (Carrie will follow up with ASCCC Office).
4. Action Items
	1. Review CTE Leadership Committee Roster- Members information was updated and verified for accuracy on the CTE Leadership roster.
	2. Review CTE Leadership Committee Charter- Carrie reviewed the charter and members agreed it was relevant for the committee work for 2019-2020 and no changes are needed but will revisit it in spring to determine if an update is needed.

\*A question came up about the “T” in CTE, as the CCCCO uses “CE” in publications, website, other. Carrie mentioned that she would get clarification and thoughts from the ASCCC Exec before further consideration in making an adjustment for ASCCC public-facing efforts.

\*Carrie provided information about the Student Senate for the CCC’s (Title 5, codified in Ed Code) and opportunity to further develop a partnership. Members discussed the potential for a CTE student representative with roles/responsibilities. It was decided by majority that during the 2019-2020 year the committee will consider appropriate roles for a student representative and determine in spring if an update to the membership would be warranted.

* 1. Assigned Resolutions- Carrie informed the members that ASCCC does ongoing review and assignment of Resolutions. Carrie announced that Resolutions are due Friday September 20th to be included for Area Meetings and that one related to CTE has been submitted by the previous CTE Leadership Committee Chair
	2. Assigned Tasks
		1. Rostrums- Carrie encouraged members to consider Rostrum ideas, from individual or the committee. Committee members agreed to e-mail Carrie with ideas or for support.
		2. Engage CTE Liaisons: memos/webinars/other?- Members discussed ways to connect with the CTE Liaisons. Carrie will get the list of CTE Liaisons from the ASCCC Office. Members agreed it would be good to consider the following:

\*Monthly memos via ASCCC CTE listserv

\*CTE Liaison gathering or connection at ASCCC Plenary (open-talk, networking)

\*Survey of needs, decision-making and shared governance

\*Data interpretation

* 1. Meetings dates/times
		1. Once per month (day/time)- Carrie will send a Doodle Poll for October. Brief discussion of challenges with a large committee and scheduling (particularly CTE), but committee members and will try and schedule by month rather than for the semester.
		2. Face-to-face (fall/spring)- Members agreed it would be ideal to meet once this year, and possibly prior to the Career and Noncredit Institute. Carrie mentioned that we will be planning with the Basic Skills/ Noncredit Committee and will work with the Chair of those to determine if we could meet together. Carrie discussed the ASCCC Travel Expense and Policy and informed the committee that travel required for attendance/participation at an event will be reimbursed by the ASCCC.
1. CTE Leadership Priorities- Carrie provided information to the committee about the ASCCC efforts on the following items:

ASCCC Strategic Plan- Faculty Diversification, Shared Governance, Guided Pathways

* 1. Committee Priorities- Members discussed the future of the committee efforts and decided that focusing on ongoing information dissemination was important. Professional development via various modalities was discussed (CTE Liaison memos, webinars, events). Members discussed information dissemination regarding the CTE Minimum Qualifications Toolkit, “how” the CTE Liaison functions at the local campus, concepts that work and effective practices, and access to resources are all options for memos, Rostrums, event presentations, informal gatherings at events.
1. Announcements- Carrie informed the committee and demonstrated access to the following items:

[ASCCC EVENTS](https://www.asccc.org/calendar/list/events):

[ASCCC Fall Plenary Session](https://asccc.org/events/2019-11-07-160000-2019-11-09-220000/2019-fall-plenary-session)

[Career/Non-Credit Institute](https://asccc.org/events/2020-04-30-160000-2020-05-02-190000/2020-career-and-noncredit-institute) April 30th – May 2nd 2020

[CTE Minimum Qualifications Toolkit](https://asccc.org/content/cte-mq-toolkit)

[CTE Liaisons](https://asccc.org/cte-faculty-liaison)

1. Adjournment**-** Meeting adjourned at 11:03am

**Status of Previous Action Items**

1. **In Progress**
2. **Completed**