



CTE Committee Meeting Minutes

March 5, 2021

2:00 – 4:00 Zoom conference

Meeting URL: <https://cccconfer.zoom.us/j/96229304792?pwd=eFRqZk0vTUhmam44U2hlcjZBMjMyZz09>
Meeting ID: 962 2930 4792
Passcode: 615064

Co-Chairs: Mary Clarke-Miller and Leslie Blackie and VC Siri Brown

Regular Committee Members: Louis Quindlen, Jennifer Briffa, Carla Pegues, Karen Croley, Eva Denise Jennings, Jason Holloway, Constance Koo, Barbara Des Roches, Marie Amboy, Joya Chavarin

- I. Welcome and Introductions
- II. Review of Zoom etiquette – SWF webinar 2-3pm
- III. Updates
 - A. District “soft” opening for Fall 2021 – what does this mean for CTE lab classes and planning?
 1. Would like to see *defined* protocols
 2. Task force as an option: should have admin, faculty, classified, and risk management involved
 3. District did provide a protocol
 4. VC Brown’s thoughts and suggestions:
 - a. Campus provides updates for what the Fall 2021 needs will be; then pull reps from the four colleges and ensure there is one document/set of protocols to follow; a coherent message.
 - b. Invite VC Atheria Smith to next CE meeting to facilitate/create the master list of needs and determine how the information will be brought forward.
 - i. College meets separately prior, and comes back with a list for VC Smith.
 - c. Fall: definitely not opening for all, not rushing back in full. Offering CE courses, some science labs, athletic conditioning; each college has the discretion to offer others in person – a college decision
 - d. Student services: union conversations
 - e. Do the other campuses have a committee/work group task force like Merritt/Dean Amboy? Not yet.

- f. Next steps: Invite VC Smith. Ask (Liaisons?) to come to the next meeting to provide a campus report regarding planning for own specific programs. Add Royle Roberts to the meeting, too. And representation from student services, too.
- IV. Taskforce – how to offer the maximum number of face-to-face classes as possible for next semester while ensuring safety for students, faculty and staff.
 - A. Review the safety protocols
 - B. Making facilities maintenance recommendations
 - C. Managing and ordering PPE, COVID-19 safety training
 - D. Making facilities maintenance recommendations
 - E. Should include admin, classified staff, faculty, health and risk management
- V. SWF and Perkins
 - A. Perkins and SWF Spend Down Reports (Siri 5 min)
 - B. No spend down reports this month: since November, VC Brown has been meeting weekly with CE Deans – there is a need for more hands on assistance. CE Deans with Fareha (directors of business services of Finance) are working together to reconcile existing differences.
- VI. Discussions
 - A. The weekly/biweekly meetings are very effective and helpful.
- VII. RJVs
- VIII. Attendance of CE liaisons to committee
 - A. Add to agenda item for next meeting; need to confirm what's in writing.
- IX. New chairs for Fall 2021 - start thinking!
- X. Discussion on Charge of the CE subcommittee
 - A. Purpose of CE subcommittee in relation to DAASSC and the Mission and Activities cited here: <https://web.peralta.edu/pbi/district-academic-affairs-and-student-services-committee/>
 - 1. Re: decreasing enrollment - Look at labor data? Labor retention? What would be helpful to the colleges so that district-wide they can work systematically to assist the colleges.
 - 2. Have never seen any data on the demographics of the students PCCD is losing. If information is known, can figure out how to get them back.
 - 3. With each meeting, should come prepared: Have questions answered before the meeting to be distributed at the meeting in order to allow the meeting to simply vote on an issue. Otherwise it is too lengthy a process.
 - 4. Co-chairs can take the lead; a more proactive agenda (vs adding more meetings)
 - 5. Set up a Teams Group/Site for this: set up a collaborative space using teams to capture information as the month progresses
 - 6. Marketing/Social Media marketing for CE Programs
 - a. When Marie Amboy was SWF Director and attempted a district-wide marketing campaign: had agreement, but lacked commitment to a district-wide initiative.

7. Helpful: District-wide data to bring back to colleges. Coordination around planning for grant applications – as a district it would be a better, stronger application.
8. District IR has published Success, Completion, Retention rate for CTE on our public PCCD IR website.
 - a. [This is Link](#) for the Course Completion and Retention Rates by Subject report - you can select Subject or Subject-Catalog or CTE or Distance Ed, etc
9. Vision for CE Committee across the district
- XI. Open Items: for agenda next meeting –
 - A. Education has been transformed in some ways permanently by COVID – need to discuss the reimagining of what it will look like going forward. How to prepare, how to shift funds, allocate funds
- XII. Adjourn –
 - A. Next meeting April 2nd 2021



CTE Committee Meeting Agenda

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	Agenda	Discussion leaders	Follow up
2:00 – 2.05 pm	Welcome and Introductions	Mary/Leslie	
2.05-2.45pm	Review of Zoom etiquette – SWF webinar 2-3pm Updates District “soft” opening for Fall 2021 – what does this mean for CTE lab classes and planning. Taskforce – how to offer the maximum number of face-to-face classes as possible for next semester while ensuring safety for students, faculty and staff. <ul style="list-style-type: none"> - Review the safety protocols - Making facilities maintenance recommendations - Managing and ordering PPE, COVID-19 safety training - Making facilities maintenance recommendations - Should include admin, classified staff, faculty, health and risk management 	Mary/Leslie	

