



CTE Committee Special Meeting Agenda

April 3rd 2020

2:00 – 4:00 Zoom conference

Co-Chairs: Mary Clarke-Miller and Leslie Blackie

*Regular Committee Members: Louis Quindlen, Jennifer Briffa, Carla Pegues, Karen Croley,
Eva Denise Jennings, Jason Holloway, Peter Crabtree, Carmen Fairley, Lilian Pires,
Barbara Des Roches, Marie Amboy*

	Agenda	Discussion leaders	Follow up
2:00 – 2:05 pm	Welcome and Introductions Review of Zoom etiquette	Mary/Leslie	
2:05 – 3:00	<ul style="list-style-type: none"> ● Remote learning updates ● Challenges transitioning CE classes ● Access to campus for videos ● SPlashtop report for dedicated software ● Successes – strategies ● Summer scheduling ● Hands on Hours? Summer sessions 		
3:00- 3:15	<ul style="list-style-type: none"> ● Virtual CTE open houses – at the colleges - for fall? 	Louis Quindlen	
3:15 – 3:30	<ul style="list-style-type: none"> ● Strong workforce director position – response to resolution 	Mary/Louis	
3:30 - 4	<ul style="list-style-type: none"> ● SWF Round 4, input into Nova ● spending on SWF round 3 and Perkins 		
4:00	Adjourn – Next meeting – May 8 th (regularly scheduled meeting)		



CTE Committee Meeting Minutes

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- I. Welcome and Introductions
 - a. Review of Zoom etiquette
- II. Remote learning updates
 - a. Flash Talk remote software
 - b. Trusting the District will keep track of the students who receive an EW
 - c. CANCELLED CE courses will constitute a refund, EW.
 - d. Need clarification on who gets a refund.
- III. Challenges transitioning CE classes
 - a. How to obtain lab hours (ie: microbiology)?
 - i. Delivering the lab hours online/remotely is not accepted by many professional schools
 - b. Setting Labster up
 - i. This semester Labster is covered and can move forward. (Same for Physics and Chemistry, online simulations.)
 - c. Putting Childhood Development online
- IV. Access to campus for videos
 - a. Deferring to the college presidents to decide.
 - b. IT to configure and distribute Chrome Books
 - c. Send email to the Chancellor for permission to access campus to create lab videos
- V. Splashtop report for dedicated software
 - a. Need extended access
 - b. See Luis' Word Doc (attached) "Tasks for Installing SplashTop"
 - c. Should have a formal quote by this afternoon
 - i. Funded by "miscellaneous" purchases; CTE Regional Funds at the District
 - d. Motion: Purchase SplashTop for District-wide remote students' access to campus computers
 - i. Question: How long does the quote cover? About 6 months.
 1. Request quote through end of December (through fall).
 - ii. Motion Seconded, Motion Passes
- VI. Successes – strategies
- VII. Summer scheduling
 - a. Will be online for the summer
 - b. Many online courses for the summer already in place/already planned for at Merritt College. Many courses can be converted to online.
 - i. Looking forward to fall: training academies for faculty interested in OEI-like work.
- VIII. Hands on Hours? Summer sessions

- a. Suspending classes, finishing hands-on hours in lieu of cancelling
 - b. ("Boot Camp" sounded too militaristic)
- IX. Virtual CTE open houses – at the colleges - for fall?
 - a. Notify the rest of the CTE Liaisons
 - b. Get an idea of costs
- X. Strong workforce director position – response to resolution
 - a. No word yet from replies
 - b. Faculty on special assignment?
 - i. Many things the faculty would not have access to at the District
 - ii. California State funds will be much lower and tighter for the following year.
- XI. SWF Round 4, input into Nova
- XII. Spending on SWF round 3 and Perkins
 - a. 15 days left to spend the funds.
 - b. Merritt is low
 - i. Willing to respond to the current reality; reallocate to online resources (online platforms, textbooks, etc) – Moving Perkins funds: responding to the current need
 - c. Chancellor request to spend down by 4/15 or she would "help us."
 - d. Notify the state: note in your quarter 3 report, due 4/15
- XIII. Adjourn – Next meeting – May 8rd (regularly scheduled meeting)
 - a. Discuss what funds are left, how to spend.
 - b. Develop a Plan B for Fall, in case online courses are still required.
 - c. Address motion: Consider continuing to meet over the summer