CTE Committee Special Meeting
Minutes

Friday March. 27ᵗʰ 2020

3:30 – 5:30 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

- Welcome and Introductions, Zoom protocol
- Linking skill-based capstone CTE classes to the essential services exemptions (following social distancing guidelines). After all, many essential services are going to need to continue their pipelines - in manufacturing, maintenance, supply chain, biotech, nursing/first responders
  - Question: establish dates of teaching online?
    - Lectures online through April; end-of-term "bootcamp" (hands on) proposed in June (a conservative estimate on how long social distancing would be required).
    - Main problem: Lab time. Access to the lab needed from the college to shoot video footage of machine use, etc. Difficult to catch up.
    - FAA approval necessary in order to run hybrid courses.
  - How many capstone courses are there?
    - Is social distancing possible for when the bootcamps occur?
  - Marie: Many capstone courses require a specific number of face-to-face clinical hours.
    - Ie: in a hospital or clinic setting. No guarantee student interns/externs will be allowed
      - Impacts the consideration of accepting a new cohort of students (vs. helping the current ones close to completion)
    - What are some possible platforms in existence that could help? (ie: online simulation) Waiting for more information from the state to know what to do at the end of the semester.
  - Ask other disciplines to complete the CTE essential programs Excel Sheet. If the proposal goes through, VPI's will have to work out with everyone logistically how to take social distancing into consideration. Deans/CE liaisons collect this data and send to Leslie.
  - Jennifer (Child Development) Challenge: Lab practicum is done with children. There is a state-wide college effort with lab practicums to share resources for students.
    - Christine Olson working on collaborating
      - Some community colleges have virtual lab practicums already
  - A lot of variables needing closer looking (in the brainstorming of ideas stage)
    - Fiscal implications (if calendar is extended, faculty are continuing to teach longer)
- Development of disinfecting protocols, social distancing
  - Development of form
  - Established protocols for disinfecting: varies program by program
- Possible programs
  - Siri took notes, will place a proposal to the Cabinet
  - Unrealistic, but good to have in mind: test everyone involved when boot camps start.
  - Concern beyond CE programs: if people within PCCD test positive, gaps in operation will occur.
    - When there is a gap (in admin, staffing, classified, etc) - it doesn't get filled quickly
      - Develop protocol for filling the gap?
  - "Safe Peralta" website: contains all announcements in the same place.
- COA auto repair, diesel, logistics, dental assisting
- BCC – Biotech
- Merritt – cybersecurity, nursing, childcare
- Laney – Biomanufacturing, culinary, carpentry, electrical, ECT, Machine tech, wood tech, welding

- Presentation of software company called [VisitDays](#) that could help us with virtual CE Open Houses.
  - Remote access software: Splash Talk (UCB, Stanford, Harvard) for remote accessing high end computers for simulations
  - Who might need it? Request from IT
  - Chrome books purchased at the District - figure out protocol for distribution
  - If hardware can be sorted out, then software will be easy.
  - Use Strong Workforce Regional funds (round 3)
  - Marie: Proposing a faculty coordinator position at the District instead of an administrative position?
    - Think about it.
    - Con: if a CTE person is pulled away, then they cannot teach
    - Con: Faculty member on leave is not going to have the clout at the District
    - There is a hierarchy model that the District follows
  - James Walton: VP Collaborative Brain Trust - DEMO
    - On Campus Events (meeting, open house, one-on-one with student)
    - Question to help him cater to PCCD: Anything we are looking for specifically?
      - CTE Open Houses: Where to target all these people to?
    - 3 things to accomplish:
      - Getting students to sign up for events, or stay signed up
      - Getting students to show up
      - Assess how the event went - how?
    - Will report back to discuss with CTE liaisons
- Remote learning using dedicated licensed software – from campus computer labs to student access at home
  - Finish work on critical classes
  - Finish work on determining who needs remote access
  - Work with liaisons to gather information or deans? Either/or.
- Other challenges transitioning CTE classes to remote learning for spring semester
- Send information to Leslie by Monday morning
- Adjourn – Next meeting – April 3rd (regularly scheduled meeting)

CTE Committee Special Meeting Agenda

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Barbara Des Roches, Marie Amboy

	Agenda	Discussion leaders	Follow up
3:30 – 3:35pm	**Welcome and Introductions** Review of Zoom etiquette	Mary/Leslie	
3:35pm – 4:30pm	- Linking skill based capstone CTE classes to the essential services exemptions (following social distancing guidelines). After all many essential services are going to need to continue their pipelines - in manufacturing, maintenance, supply chain, biotech, nursing/first responders - Development of disinfecting protocols, social distancing - Possible programs - COA auto repair, diesel, logistics, dental assisting - BCC – Biotech - Merritt – cybersecurity, nursing, childcare - Laney – Biomanufacturing, culinary, carpentry, electrical, ECT, Machine tech, wood tech, welding	Leslie/Siri	
4:30pm – 5:00pm	Presentation of software company called VisitDays that could help us with virtual CE Open Houses.	Louis Quindlen/ James Walton	
5:00 – 5:15	Remote learning using dedicated licensed software – from campus computer labs to student access at home	Mary/Louis	
5:15 – 5:30	Other challenges transitioning CTE classes to remote learning for spring semester,		

Berkeley City College   College of Alameda   Laney College   Merritt College

5:30	Adjourn – Next meeting – April 3rd (regularly scheduled meeting)		