



CTE Committee Meeting

Agenda

May 1st 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 – google folder with meeting documents https://drive.google.com/drive/folders/1ab-Jf-O9reRknu0mgVxHillVC1eFdbSz?usp=sharing	Mary/Leslie	
2:05 – 3:30	<ul style="list-style-type: none"> ● Summer scheduling – Online – status on hands on hours ? ● Fall updates ● Meeting over the summer to prep for fall ● Strong workforce director position / faculty on special assignment ● Spending on SWF round 3 and Perkins ● Incentive Funds - update ● Remote learning updates – Splashtop , NetLab RJV ● Challenges transitioning CE classes ● Access to campus for videos ● Hands on Hours? Summer sessions 	Siri / Mary/Leslie	
3:30 – 4:00	<ul style="list-style-type: none"> ● SWF Round 4, input into Nova ● RJV – discussion on a Peralta RJV – support for CE DE – ● CTEOS COVID update https://cteos.santarosa.edu/information ● 		
4:00	Adjourn – (regularly scheduled meeting)		



CTE Committee Meeting Minutes

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- I. Welcome and Introductions
 - a. Review of Zoom etiquette, Google folder with meeting documents
<https://drive.google.com/drive/folders/1ab-Jf-O9reRknu0mgVxHillVC1eFdbSz?usp=sharing>
 - b. Agenda approved.
- II. Summer Scheduling Online: Status on Hands-On-Hours
 - a. Hands-On Skills 1 must be postponed with the newest SIP extension
 - b. VC Brown is meeting with PFT again on Monday regarding the options
 - i. Extend the term for CE labs and assign IP grades for essential capstones or courses (hopefully to be made up in the summer).
 - ii. TBA: other alternatives to finish the term where we can
 - iii. Hoping to have definitive solutions by next week
 - iv. May not be for all classes as initially thought of; still in the process of figuring things out.
 - c. Worse-case scenario: students receive a W and a refund to reenroll
 - d. Risk Management is working out sanitation protocols
- III. Fall Updates
- IV. Meeting Over the Summer to Prep for Fall
 - a. May 29th Meeting
- V. Strong Workforce Director position or Faculty on Special Assignment current thoughts:
 - a. Faculty: This is an essential role. Regional funds are at the District and not the colleges. Regional funds operating through the colleges will create a mess. Coordination and communication from the district can be facilitated with this role; maintains efficiency.
 - i. Large amounts of funds at the colleges remains a concern
 - b. VC Brown's shared screen of budget Excel data sheet (direct cost breakdown)
 - i. One point of contention: District is bloated and needs to decentralize
 - ii. Solution: Director of Academic Affairs
 - iii. Job descriptions need to be developed for the CE Coordinator
 1. But Faculty CE Coordinator cannot attend large regional meetings
 - iv. VC Brown will make room in her schedule to attend all CE meetings for District representation
 - v. Marie Amboy's role served to lay the foundations. Now that they are in place, CE can work from there.

- vi. Test this plan for a year - shifting funds to the colleges while maintaining the critical pieces that Marie handled
- VI. Incentive Funds - update
- VII. Remote learning updates – Splashtop, NetLab RJV
 - a. Laney: 6-7 classes running remotely
- VIII. Challenges transitioning CE classes
 - a. All hands-on table needed for Fall *and* Spring
 - i. Hybrid – what might this look like? Must know this in order to relay to Cabinet (i.e.: know the costs)
 - b. Child Development practicum labs will not run in the fall (this is impossible to hold virtually); hoping to make them up in the Spring
 - c. It is challenging to get faculty up to speed to teach online; they need to be more closely aligned with DE standards. They need to be prepared to teach in this capacity.
 - d. Plan: over the summer, help everyone prepare for Canvas. No such thing as “remote” learning. It is “Distance” learning. If you prep for classes and get prepared to be online, people are ready to submit courses to consortium.
 - i. Finding way to subsidize this process for faculty.
- IX. Access to campus for videos
 - a. Looking at hybrid for the Fall, if at all possible. Otherwise, portable kits.
 - i. How to get equipment to students for them to use? Institute a rotating system to check in? Discussions at the teacher level need to move up to the admin level
- X. SWF Rounds 3 & 4, Input into NOVA, Perkins
- XI. RJV – discussion on a Peralta RJV – support for CE DE
 - a. VPIs are leading the fall DE addendum and coordinating with faculty around that. Deadline is in May. Also an item on the CIPD agenda.
 - b. All four colleges are offering various trainings this summer, with nuances on how.
 - i. \$75K of District funds provided to DE Leads/Coaches to spend extra time with faculty who are brand new, to do workshops, etc. + additional work over summer for this
 - ii. Email will come detailing what is happening at each college this summer
 - iii. Best opportunity: Merritt is offering three/four sections of EDT courses. Benefit: Placement advancement
 - iv. Laney: Benefit is Chelsea Cohen (An At One teacher – state courses)
 - 1. At One courses are still full, but Chelsea is teaching a course at Laney
 - c. Regarding “hammer:” Faculty are probably feeling overwhelmed at needing to feel excellent at new DE software. LTIs are going to be ready, but not rolled out, until workshops are in place.
 - i. Scott Hoshida will prepare workshops for various programs (Labster, LTI, etc.)
 - d. Concern around accreditation; *after* crisis does not mean you teach online. Still must do DE addendums.
- XII. CTEOS COVID update <https://cteos.santarosa.edu/information>
- XIII. Adjourn
 - a. Extra Meeting: Friday, May 29th