# Technology and Health Division
## Department Chair Meeting
### May 14, 2015 1:30-3pm
### Minutes

### Attendance:

<table>
<thead>
<tr>
<th>Chen, Susie</th>
<th>X</th>
<th>Nixon, Bruce</th>
<th>X</th>
<th>Shull, Steve</th>
<th>X</th>
<th>Yost, David</th>
<th>Facilitator:</th>
<th>Guests:</th>
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<tbody>
<tr>
<td>X Garcia, Dan</td>
<td>X</td>
<td>Plesetz, Sarah</td>
<td>X</td>
<td>Smith, John</td>
<td>X</td>
<td>Ziolkowski, Tina</td>
<td>X Blake-Judd, Jemma</td>
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<tr>
<td>X Hymer, Jonathan</td>
<td>X</td>
<td>Rogus, Linda</td>
<td>X</td>
<td>Soares, Darrow</td>
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<tr>
<td>X Jefferson, Paul</td>
<td>X</td>
<td>Rogus, Robert</td>
<td>X</td>
<td>Sherwood, Kelly</td>
<td></td>
<td></td>
<td>Recorder:</td>
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<tr>
<td>X Neel, Monique</td>
<td>X</td>
<td>Sardinas, Ignacio</td>
<td></td>
<td>Wiesner, Mary-Rose</td>
<td></td>
<td>X</td>
<td>Villegas, Virginia</td>
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### What Are Our Priorities?
- Draw Students in to Our Programs
- No Discussion

### What Are We Doing About Them?

**Partner with High Schools to Create Program Pathways**

- **Grants**
  - CCCPT 2 Grant
- **Articulation**
  - Expand articulation agreements
    - >IDE’s story
  - Dual Enrollment
    - >Task force to include CTE Deans, Articulation Director

**In reach and outreach activities**

- Inreach
- Outreach
  - >Student Ambassadors
  - Template Brochure/Webpage
  - Regional CTE Program brochure

**Use Data to Assess Pathway Quality**

- >Mt. SAC data on rates of student articulation
- >Launchboard data
- >Current student survey data on entry points

### What Are We Going to Do Next?
- If CCPT2 funds are awarded to Mt. SAC, IDE, Health, ADJU will be able to participate.

- Summer- Web page and brochure retreat with Rachael-stay tuned for email on the subject.
### What Are Our Priorities?
- **Move Students Through our Programs Efficiently**

#### What Are We Doing About Them?
- **Provide students with effective intake/advising/support**
  - Provide designated counselors
  - Goal: 100% of programs with designated counselors by Fall 2015
    - Photo wall for depts includes designated counselor
    - Dept and Advisory Agenda includes designated counselor
    - Webpage includes link to designated counselor email
- **Work effectively with counselors**
  - Ideas for bridging gap with counselors from the CTE retreat
- **Invest in Interventions**
  - Title V Bootcamps for Health Students-July
  - Others?
- **Conduct Effective Scheduling**
  - Use data
  - Set up 2 year schedule of offerings for brochure

#### What Are We Going to Do Next?
- **Programs with Designated Counselor/Initials**
  - **AERO/AR**
  - **AIRT X S Mbuthi**
  - **ARCH X JF**
  - **FIRE X AT**
  - **RAD X S Mbuthi**
  - **AD X W F-Dennis**
  - **CNET X E Lee**
  - **IDE X AT**
  - **RESD**
  - **ADJU**
  - **ELEC X E Lee**
  - **MENT X WF-Dennis**
  - **WELD**
  - **AIRC X WF-Dennis**
  - **EMS**
  - **NURS X KC**
  - **AR**
  - **M**

- **Continue the discussion on low performing certs/degrees in dept meetings**
- **Continue the discussion on optimal scheduling patterns**

#### Programs w/Two Year Schedule of Offerings in Brochure
- **AERO**
- **AIRT**
- **FIRE**
- **RAD x**
- **AD**
- **ARCH**
- **IDE**
- **RESD x**
- **ADJU**
- **CNETX**
- **MENT X**
- **WELD**
- **AIRC**
- **ELEC X**
- **NURS X**
- **AR**
- **M**

- **AIRM**
- **EMS**
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### Department Chair Meeting
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Minutes

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| Move Students Through our Programs Efficiently | **Engage Students**
*Communicate on Facebook* – Monique Neel
  > Set up steps, ideas for syllabi, policing |
| | **Communicate through Instagram?** – Robert Rogus |
| | **Communicate Through Our Facilities**
  > *We Are Tech and Health Photos*
  *Goal* - 100% by Fall Semester
  *Division Display with Chair, Faculty Photos*
  *Dept Display with Chair, Faculty, Adjuncts with rehire rights? Counselor Photos*
  *Today’s scheduled shoot was cancelled due to rain, just a few faculty were able to get photo done.* |
| | **Get Students Involved in Competitions**
  *Skills USA-On to Nationals!*
  *HOSA-On to Nationals!* |
| | **Use Data to Assess Persistence and Success**
  > *ARGOS report SSR0037A*
  > *Score Card Data on Mt. SAC: 55% cert completion rate* |
| | **Facilities in Optimal Shape for Engagement**
  | **AERO** | **ARCH** | **FIREx** | **RAD Smr15** |
  | **AD** | **CNET** | **IDEx** | **RESD Smr 15** |
  | **ADJUx** | **ELEC** | **MENT** | **WELD** |
  | **AIRC** | **EMS** | **NURS** |
  | **AIRM Spr/Smr15** |
| | **We are Tech and Health Photos Complete by Dept**
  | **AERO** | **ARCH/IDE MFG** | **FIREx** | **PUBS** |
  | **AIRC/WELD** | **ELEC** | **MENT** | **RAD** |
  | **AIRM** | **EMS** | **NURS** | **RESD** |

**Arrange photos with Theresa for the half hour prior to department meetings**
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| Provide Our Students With In-Demand Skills | **Provide Students With Up to Date Curriculum**
*Make data driven decisions*
  - Use LMI for new programs -Feasibility Process
  - Use certification rates on existing programs
*Match curriculum to industry valued credentials*
*Seek input on curriculum from Industry*
  - Advisory input
    >What is the make up of your advisory committee?
    >College recommended template
*Partner with other CCs in region to align curriculum*
  - CTE-EF 60% Local Share-MT.SAC MFG /Glendale
    >The benefits in partnership!
  - CTE-EF 40% Regional Share
    >MtSAC, Cypress, El Camino, LATTC, SBVC, CoD Compton
  - Other potential partnerships?
*Provide Quality Instruction*
  - Adjunct Evals
    >Strategies for effective evaluations | Deadline for all curriculum submissions to Division:
5/15/15
Note: EDC review will now be conducted in order of 1st to submit and 1st to respond to pre-screening
Handout: SLOs/Curriculum and Program Completion Grid

Use Centers of Excellence as data resource
Contact Daniel Nyiri
dnyiri@mtsac.edu
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| **Provide Students with State of the Industry Equipment** | **Perkins**  
  > Challenges- 500,000 had to be cut from Tech & Health Division’s requests!  
  > Successes- 355,000 in awards to this Division!  
  - CTE-EF 60%  
  - CTE-EF 40%  
  - Prop 39 |  |
| **Provide Our Students with In-Demand Skills**  
 **1:45-2:45** | **Use Multiple Data Sources to assess program quality**  
 **Surveys**  
 - *Current Student Surveys*  
  > Reword to match what matters to us  
 - *Alumni Survey employment data*  
 - *Launch board program completion and employment data*  
 - *Program Outcomes Assessment*  
  > Check wording for quality  
  > Map course and program outcomes to ILOs-  
  Jonathan Hymer explained the ILO/PLO mapping process to the department chairs. Jemma indicated |  
  Convert 12-18 unit certificates to CO recognized certificates for tracking purposes  
 **Urgent:** Program Outcomes will be attached to all programs in the 15-16 catalog  
 **Urgent:** All PLOs and SLOs will be mapped to ILOs by June 30  
 **Notice:**  
  - May dept meeting  
  - June dept meeting  
  - June division meeting  
  will all be devoted to SLO>PLO>ILO project. Please note this
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<td>that departments may use their May and June department meeting time to work on the PLO/ILO mapping. In addition, we will not be having a June division meeting for you to use as time to work on these. You may submit your minutes with the following statement indicated, “Worked on PLO/ILO Mapping per Division Dean.” Departments with a ratio of 4 courses to 1 faculty member can have adjunct support for pay. Please talk to Jemma if you have adjuncts that will be working on this.</td>
<td>in minutes and submit. Depts with a ratio of more than 4 courses to each full time faculty member may request compensation for adjunct assistance.</td>
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**Provide our Students with a Path to Transfer or Employment 1:30-1:45**

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<th>Provide with Universities</th>
<th>Partner with Universities</th>
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<td>▪ New partnerships on the horizon:</td>
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<tr>
<td>&gt;University Centers</td>
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**Provide opportunities for interaction with Industry**

- Tours
- Campus presence (panels, guest speakers, etc)
  
  **Report from the front Lines: Rachael Brown**

  Public Services had a public forum with a great turnout.

**Provide Work Experience/Employment Opportunities**

- Work effectively with Career and Transfer Services
- Work effectively with Division Job Developer

  **Report from the front Lines: Rachael Brown**

  Rachael gave a brief update about current work
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| Provide our Students with a Path to Transfer or Employment | experience students she is working with. AJ went from having 1 student out of 8 complete their work experience to 6 out of 8 students completing in fall. Currently there are 7 out of 8 students who will complete their internship. For fire, they had 21 out of 24 students complete in fall and currently have 17 out of 20 who will complete, the 3 that dropped the work experience got jobs as EMT’s. A fire technology student that completed an internship with La Habra Fire, has just been hired permanently. Rachael also reported that the state just approved for students to complete 16 units of work experience. | Disciplines with *Our Students at Work Boards*

| AERO | ARCH | FIRE x | RAD |
| AD | CNET | IDE x | RESD |
| ADJU | ELEC | MENT | WELD |
| AIRC | EMS | NURS |
| AIRM x | |

**Partner with Industry**
- CTE-EF 40% Regional Share
- CTE-EFT 60 % local share
  > Mt.SAC and SCE
- Other potential partnerships?

**Partner with Public Agencies**
- Workforce Development Boards (WDBs!) -
- WIB/Community College Collaborative
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| **Celebrate Students’ Employment** | ▪ *Our Students At Work Boards*  
Goal – 100% by Fall Semester |  |

**Use Multiple Sources for Employment Data**<br>▪ LaunchBoard  
 ▪ Positive finding on leavers  
 ▪ Alumni survey  
 ▪ Anecdotal  

| Stay Connected with Students |  |
|-----------------------------|  |
| **No Discussion** |  |
  ▪ Facebook  
  ▪ Alumni Surveys  
  ▪ Alumni Events  
  ▪ Advisory Membership  

| Reminders 2:55-3:00 |  |
|---------------------|  |
  ▪ Consider “real time” minutes for dept meetings and advisories. Consider “rolling minutes into the next agenda.” – your minutes can end up like this.  
  ▪ PIE – Don Sciore is your contact for PIE.  
  ▪ PLO/ILO Mapping – Jonathan Hymer is your contact.  
  ▪ Curriculum – Bruce Nixon is our contact.  
  ▪ TRACDat – Contact Kate Morales to get access.  
  ▪ Beginning in Fall, dept/advisory minutes log will be attached to these agendas.  
  ▪ Please let the Division know when you determine a date for your advisory meeting – don’t wait until invites go out. | Dept PIE (Due June 30)  
SLO/PLO/ILO project (Due June 30)  

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