

**Mt. San Antonio College  
Career Technical Education Advisory Committee  
(C-TEAC)**

**Agenda  
January 9, 2019  
3:00 – 4:30 pm**

**Conference Room: Bldg 4, Room 2460**

x	Tami Pearson		Martin Ramey	x	Mary Beth Barrios	x	Joumana McGowan, Co-Chair
	L.E. Foisia		Francisco Dorame	x	Jennifer Galbraith		Alycia Akabori
x	Sam Agdasi	x	Lisa Amos, Co-Chair	x	Dejah Swingle		Farin Sheihzadegan
	Shelley Doonan		Chaz Perea	x	Jared Burton	x	Julie Hasslock (Guest)
x	Sue Long (Guest)						

**Student Representative:** - Alycia Akabori & Farin Sheihzadegan

**Recorder:** Marlyn J. Lanuza

<b>Agenda</b>		<b>Outcome</b>
<b>I.</b>	<b>Approval of November 07, 2018 Minutes:</b>	<ul style="list-style-type: none"> <li>• Lisa Amos and Dejah Swingle began the meeting, Joumana was running late due to another meeting.</li> <li>• November 7, 2018 minutes approved.</li> </ul>
<b>II.</b>	<b>Agenda Review</b>	<ul style="list-style-type: none"> <li>• Dejah added an item to agenda: Discuss Mt. SAC SWP priorities and metrics for the application.</li> <li>• Jared Burton announced that the Library was approved to search and hire a CTE Librarian, the CTE Librarian will be full time and funded through general funds.</li> </ul>
<b>III.</b>	<b>Update on SWP Salaries</b>	<ul style="list-style-type: none"> <li>• Dejah provided the committee with a spreadsheet that contains the SWP actual expenditures budget for salaries by hire date. Dejah informed the committee that the CTE Job developer position in Noncredit is not listed on the spreadsheet but will be filled. The committee was informed that salaries for 2019/2020 will continue to be funded through SWP.</li> <li>• The Committee suggested transitioning the SWP salaries from SWP to general funds in phases. Joumana McGowan stated she would present the recommendations from the committee to Dr. Scroggins. Joumana informed the committee that the programs need to provide a rationale/justification of why employees should be moved from SWP funding to general funds. So she can provide that information to Bill.</li> <li>• Jennifer Galbraith informed the committee that the positions listed were all hired as ongoing positions and under the old metrics where the focus was enrollment, not completion.</li> <li>• Joumana stated Bill is aware that the hires were based on old metrics, but they still need to provide evidence of enrollment and growth. She stated that Bill will want to see what progress the SWP funding has contributed to the programs. Joumana requested that the preliminary data be sent to her by March 2019 so she can start the discussion with Bill and prioritize and phase the transition of the positions.</li> <li>• Dejah will email managers and faculty from each program to provide her with the information needed by the end of March 2019 about why these positions should be moved over.</li> </ul>

<b>IV.</b>	<b>Review &amp; Discussion of Revised Application Schedule</b>	<ul style="list-style-type: none"> <li>• Dejah provided the committee with a proposed 2019-2020 application timeline (handout provided). <ul style="list-style-type: none"> <li>✓ CTEAC Application/Rubric Final Approval Wednesday, February 6, 2019</li> <li>✓ Application Release/Distribution Friday, February 8, 2019</li> <li>✓ Application Workshop Friday, March 8, 2019, Bldg. 77-2000J</li> <li>✓ Applications Due Friday, March 22, 2019 (6 weeks)</li> <li>✓ CTEAC Review of Applications April 3, 2019</li> <li>✓ CTEAC Scoring Due April 24, 2019</li> <li>✓ CTEAC Final Review/List Finalization May 1, 2019</li> <li>✓ Submit to Dr. Scroggins for approval May 2 – 24, 2019</li> <li>✓ Projects due in NOVA June 1, 2019</li> </ul> </li> <li>• Dejah informed the committee that she is drafting an updated application and rubric for the next round of funding. She will bring the draft copies to the next CTEAC on 1/30/19 for revisions/approval.</li> <li>• Reminders to committee members when reviewing applications: Faculty is not to be hired on SWP, open to all applicants (new projects and previously funded), it will be 2.5 year work plan/budget that will be funded exclusively from 2019-2020 allocation.</li> </ul>			
<b>V.</b>	<b>MT SAC SWP Priorities</b>	<ul style="list-style-type: none"> <li>• Dejah went over SWP Priorities (handout provided)</li> <li>• All projects will be measured by at least three of the six metrics.</li> <li>• Joumana informed the committee that she believes the focus will be on meeting SWP metrics that tie with Student Center Funding Formula.</li> <li>• It was suggested that the rubric rate those programs/projects higher that have Chancellors Office approved certificates of 9+ units.</li> <li>• The committee agreed that Dejah will add “for all application” priority will be given for programs that create Chancellors Office approved certificates.</li> <li>• Dejah reviewed with the committee the allowable activities with SWP funding.</li> </ul>			
<b>VI.</b>	<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Revisions to date and time of upcoming meetings discussed. Next CTEAC will be moved to January 30<sup>th</sup> at 3PM. The April meeting will be moved to April 10 since a lot of the members will be at the CCCAOE conference. April 10<sup>th</sup> meeting will be 1-2:30pm and lunch will be provided.</li> <li>• Marlyn will send out the updated calendar invites.</li> </ul>			
<b>VII.</b>	<b>Future Agenda Items</b>	<ul style="list-style-type: none"> <li>• Draft SWP Funding Applications</li> <li>• Draft SWP Rubric</li> </ul>			
<b>2018-19 Meetings</b> 3:00-4:30 1 <sup>st</sup> Wednesday of the month	<b>Fall 2018</b> September 5 October 3	November 7 December 5	<b>Winter 2018</b> January 9 January 30 <del>February 6</del>	<b>Spring 2019</b> March 6 <del>April 3</del> April 10 (1-2:30pm)	May 1 June 5