

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

**Agenda
June 6, 2018
3:00 – 4:30 pm**

Conference Room: Bldg 4, Room 2440

	Tami Pearson	x	Martin Ramey	X	Mary Beth Barrios	x	Joumana McGowan, Co-Chair
X	L.E. Foisia		Francisco Dorame	X	Jennifer Galbraith		Brian Moon
X	Jemma Blake-Judd		Lisa Amos, Co-Chair	x	Dejah Swingle	x	Julie Hasslock (Guest)
x	Shelley Doonan		Chaz Perea		Jared Burton		

Student Representative: Brian Moon

Recorder: Marlyn J. Lanuza

Agenda		Outcome
I.	Approval of May 02, 2018 Minutes:	<ul style="list-style-type: none"> May 02, 2018 minutes approved
II.	Agenda Review	<ul style="list-style-type: none"> Agenda approved
III.	Committee Goals and Progress Report	<ul style="list-style-type: none"> Committee discussed and completed the 2017-2018 Committee Goal Progress report. Committee's outcomes and accomplishments were recorded and Marlyn will submit an electronic copy to the President's Office.
IV.	Application Submission to NOVA	<ul style="list-style-type: none"> Dejah informed committee that the ongoing 2018-19 applications were submitted into NOVA. The incentive funding applications that were approved by Dr. Scroggins will be submitted in January 2019, once the funding is available.
V.	SWP Sample Construction Project Questionnaire	<ul style="list-style-type: none"> Patty Leon Encalade, Construction Projects Manager and Dejah Swingle, Strong Workforce Director presented the committee with a sample project questionnaire for Strong Workforce project proposals. Committee went over draft and recommended the following changes: <ul style="list-style-type: none"> Add a brief description at the top of the questionnaire (purpose of the questionnaire) Include a box with initiator's name/number Provide specific examples in the language. (clear examples of remodeling, clear examples of furniture, equipment etc.) Provide a section at the bottom of questionnaire with Dean's signature. The changes will provide Patty with the verification that the Dean is aware of what is being requested and approves of the project. Marlyn will email questionnaire to Co-Chair Lisa Amos and committee member Chaz Perea to get their feedback/input.
VI.	SWP Sample Timeline for "Small" Construction Projects	<ul style="list-style-type: none"> Patty and Dejah presented the committee with a sample timeline for "small" construction projects. (Handouts provided) Level 1-2 in a construction project can take 9-12 months. Level 3-4 in a construction project can take 3-4 years. (Handouts provided)
VII.	Timeline for Curriculum Development and Metrics	<ul style="list-style-type: none"> The SWP allocation cycle is very rigid with funding and reporting timelines. In order to meet the guidelines the curriculum for the CTE programs need to be approved at a faster rate.

				<ul style="list-style-type: none"> Joumana informed the committee that she is working with the Mt. SAC Curriculum Liaison to create a proposal on fast tracking the process. Once proposal is ready she will present it to the Academic Senate. 	
VIII.	Meeting Schedule for the 2018-19 Academic Year			<ul style="list-style-type: none"> First meeting for 2018-19 will be September 5, 2018. Committee agreed to meet on the first Wednesday of the month, 3:00-4:30 in conference room 4.2440. 	
IX.	Other				
X.	Next Steps			<ul style="list-style-type: none"> Marlyn will email draft questionnaire to Lisa & Chaz Once Patty and Dejah receive all the feedback they will incorporate the changes. First meeting for 2018-19 will be Wednesday, 9/5/18. Marlyn will send out the 2018-19 CTEAC calendar invites. 	
2017-18 Meetings 3:00-4:30 1 st Wednesday of the month	Fall 2017 October 4	November 1 November 15 December 6	Winter 2018 January 17 February 7	Spring 2018 March 7 March 21 April 4	April 25 May 2 June 6