Attendance:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| X | Garcia, Dan  (HVAC/WELD) | X | Neel, Monique (RAD) | X | Rogus, Linda (AERO/AIRT) | X | Wiesner, Mary-Rose (RESD) |  | Facilitators: |  | Guests: |
| X | Hymer, Jonathan (ELEC) | X | Nixon, Bruce (MENT) | X | Rogus, Robert (AERO/AIRT) | X | Yost, David (AIRM) |  | Blake-Judd, Jemma | X | Michelle Boyer |
|  | Jefferson, Paul (PUBS) | X | Richardson, Lanny  (HVAC/WELD) | X | Sardinas, Ignacio (ARCH/IDE/MFG) | X | Ziolkowski, Tina  (EMS) | X | Plesetz, Sarah |  |  |
| X | Lynes, Billie (NURS) |  |  |  | Sherwood, Kelly (EMS) |  |  |  | Recorder: |  |  |
|  |  |  |  | X | Shull, Steve (PUBS) |  |  | X | Villegas, Virginia |  |  |

| **What’s Important to Us?** | **What Are We Doing About It?** | **What Are We Going to Do Next?** |
| --- | --- | --- |
| **Goal #1:**  **Drawing Students to Our Programs**  **1:30-1:45**  **Drawing Students to Our Programs** | **Promote our programs/In reach and outreach activities (1xs)**   * Student Ambassadors * On campus activities * Template Brochure/Webpage – still in the works. New website will be much more fresh and interactive. * Regional CTE Program brochure   **Use Data to assess quality of promotion activities**  **Partner with High Schools to Create Program Pathways/Articulation (1xyr)**   * Expand articulation agreements * Dual Enrollment-Pilot stage   >Executive Dean, Instruction/Assoc. Dean Counseling  **Use Data to Assess Pathway Quality**  >Mt. SAC articulation rate data    >Launchboard data    > Current student survey data on entry points | **Programs Participating in Webpage Update Training**   |  |  |  |  | | --- | --- | --- | --- | | **AERO/AIRT x** | **ARCH x** | **FIRE** | **RAD x** | | **AD** | **CNET x** | **IDE** | **RESD x** | | **ADJU** | **ELEC x** | **MENT** | **WELD x** | | **AIRC x** | **EMS x** | **NURS x** |  | | **AIRM x** |  |  |  |   Continue dept discussion on current and potential course articulations Contact Marie Tyra with questions  mtyra@mtsac.edu  **Handout: Articulation –Additional Course Enrollments by Subject Area** |
| **Goal #2:**  **Moving Students Through our Programs Efficiently**  **1:45-2:05** | **Provide students with effective advising/support**  ***Provide Counseling Liaisons***  Goal: 100% of programs with designated counselors by end of Fall 2015  >Photo wall for depts includes counseling liaison  >Dept and Advisory Agenda includes counseling liaison  >Webpage includes link to counseling liaison email  ***Invest in Interventions***  >Title V Bootcamps for Health Students-July  >TERC for Fall- opening delayed until Winter  >Others?  ***Conduct Effective Scheduling***  **>Use enrollment/completion data**  **> Set up 2 year schedule of offerings for brochure** | **Programs with Counseling Liaison/Initials**   |  |  |  |  | | --- | --- | --- | --- | | **AERO/AIRTX**  *SM* | **ARCH X**  *JF* | **FIRE X**  *AT* | **RAD X**  *SM* | | **AD X**  *WFD* | **CNET X**  *EL* | **IDE X**  *AT* | **RESD**  *CB* | | **ADJU** | **ELEC X**  *EL* | **MENT X**  *WFD* | **WELD** | | **AIRC X**  *WD* | **EMS x**  *CB* | **NURS X** *KC* |  | | **AIRM** |  |  |  |   **Program Webpages with Link to Counseling Liaison email**   |  |  |  |  | | --- | --- | --- | --- | | **AERO/AIRT**  *SM* | **ARCH**  *JF* | **FIRE**  *AT* | **RAD**  *SM* | | **AD**  *WFD* | **CNET**  *EL* | **IDE**  *AT* | **RESD** | | **ADJU** | **ELEC**  *EL* | **MENT**  *WFD* | **WELD** | | **AIRC**  *WD* | **EMS** | **NURS**  *KC* |  | | **AIRM** |  |  |  |   ***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**  **x** | **AIRT** | **FIRE** | **RAD**  x | | **AD** | **ARCH** | **IDE** | **RESD**  x | | **ADJU** | **CNET**  **x** | **MENT**  **x** | **WELD** | | **AIRC**  **x** | **ELEC**  **x** | **NURS**  **x** |  | | **AIRM** | **EMS** |  |  | |  |  |  |  | |
| **Moving Students Through our Programs Efficiently** | **Engage Students**  ***Communicate Through Our Facilities***  *>We Are Tech and Health* Photos -Handout  *Goal- 100% by October 15*  *Division Display with Chair, Faculty Photos*  *Dept Display with Chair, Faculty, Faculty*  *Emeritus Adjuncts, Counselor Photos*  *>Professional surroundings and compelling*  *posters in classrooms and halls*    ***Communicate through Social Media***  **Facebook** –Monique Neel  >Set up steps, ideas for syllabi, policing  **Instagram?** -Robert Rogus  ***Get Students Involved in Competitions***  Skills USA-On to Nationals!  HOSA-On to Nationals!  ***Get Students involved in Clubs***    **Use Data to Assess Persistence and Success**  >ARGOS report SSR0037A    > Student survey data | ***We are Tech and Health* Photos Complete by Dept**   |  |  |  |  | | --- | --- | --- | --- | | **AERO** | **ARCH/IDE MFG** | **MENT** | **RAD** | | **AIRC/WELD** | **ELEC** | **NURS** | **RESD** | | **AIRM** | **EMS** | **PUBS** |  |   **Arrange photos with Theresa for the half hour prior to department meetings**  **Facilities Updated to Engage Students**   |  |  |  |  | | --- | --- | --- | --- | | **AERO** | **ARCH**  **X** | **FIRE**  **x** | **RAD** | | **AD** | **CNET** | **IDE**  **x** | **RESD**  Ongoing | | **ADJU**  **x** | **ELEC**  **Fall15** | **MENT**  **X** | **WELD** | | **AIRC** | **EMS** | **MFG**  **X** |  | | **AIRM**  **x** |  | **NURS** |  | |
| **Goal #3:**  **Providing Our Students With In-Demand Skills**  **2:05-2:10** | **Provide Students With Up to Date, Industry-Valued Curriculum (1xs)**  ***Make data driven decisions***   * Use LMI for new programs -Feasibility Process * Use certification rates on existing programs   ***Seek input on curriculum from Industry***   * Advisory input (Actual Employers-not adjuncts!)   >Follow new Advisory Handbook  >Use College recommended template   * Work Experience Site Supervisor Input * Match curriculum to industry valued credentials   **P*artner 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 HVAC Collaborative   >Mt. SAC, Cypress, El Camino, LATTC, SBVC, CoD  Compton   * Other potential partnerships?   Pr**ovide Quality Instruction**   * Regular Faculty   >Professional Development   * Adjunct   >Strategies for effective evaluations  **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!   * Grants   >CTE-EF 60%  >CTE-EF 40%  >Prop 39   * Donations   >Advisory members  >Work Experience Site Supervisors | Deadline for all curriculum submissions to Division:  5/15/16  **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: Lori Sanchez |
| ***Goal #3 (continued)***  ***(Provide Our Students with In- Demand Skills***  ***2:05-2:10)*** | **Use Multiple Data Sources to assess program quality**  ***Surveys***   * Current Student Surveys   >Reword to match what matters to us  DC’s would like to see the actual survey being sent out to students.   * Alumni Survey employment data   >Reword to match what matters to us   * Launch board employment data * Program Outcomes Assessment   >Check wording for quality  >Map course and program outcomes to ILOs-Jonathan | Convert 12-18 unit certificates to CO recognized certificates for tracking purposes  **100% of departments mapped all PLOs and SLOs to ILOs by June 30!**  **Handout: Alumni and current student survey revisions to reflect goals** |
| **Goal # 4**  **Providing our Students with a Path to Transfer and/or Employment**  **2:10-2:20**  **Providing our Students with a Path to Transfer and/or Employment** | **Partner with Universities**   * New partnerships on the horizon:   >University Centers  **Partner with Industry**   * CTE-EF 40% Regional Share * CTE-EFT 60 % local share   >Mt.SAC and SCE   * Other potential partnerships?   **Provide opportunities for student interaction with Industry**   * Tours * Campus presence (panels, guest speakers, etc)   **Provide Work Experience/Employment Opportunities**   * Work effectively with Division Job Developer   **Partner with Public Agencies**   * Workforce Development Boards (WDBs!) - * WIB/Community College Collaborative   **Celebrate Students’ Employment**   * *Our Students At Work/Student Success* Boards   Goal – 100% by Oct 15  **Use Multiple Sources for Employment Data**   * LaunchBoard      * Alumni survey * Anecdotal | **Programs with active work experience placements**   |  |  |  |  | | --- | --- | --- | --- | | **AERO/AIRT** | **ARCH** | **FIRE**  **x** | **RAD** | | **AD** | **CNET** | **IDE** | **RESD** | | **ADJU**  **x** | **ELEC**  **x** | **MENT**  **x** | **WELD** | | **AIRC**  **x** | **EMS** | **NURS x** |  | | **AIRM**  **x** |  |  |  |   **Disciplines with *Our Students at Work* Boards**   |  |  |  |  | | --- | --- | --- | --- | | **AERO** | **ARCH** | **FIRE x** | **RAD** | | **AD** | **CNET** | **IDE x** | **RESD** | | **ADJU** | **ELEC-IP** | **MENT** | **WELD** | | **AIRC** | **EMS** | **MFG** |  | | **AIRM x** |  | **NURS** |  | |  |  |  |  | |
| **Goal #5:**  **Engage Alumni**  **2:20-2:35** | **Use multiple venues to increase alumni engagement**   * Facebook * Alumni Surveys * Alumni Advisory members * Alumni faculty members * Alumni Guest Speakers   **Use multiple sources for alumni engagement data**   * Alumni survey * Counts of Alumni serving as advisors * Counts of alumni faculty | **Disciplines with *Alumni serving on advisories or as faculty***   |  |  |  |  | | --- | --- | --- | --- | | **AERO x** | **ARCH x** | **FIRE x** | **RAD x** | | **AD x** | **CNET x** | **IDE x** | **RESD x** | | **ADJU x** | **ELEC x** | **MENT x** | **WELD x** | | **AIRC x** | **EMS x** | **MFG x** |  | | **AIRM x** |  | **NURS x** |  | |  |  |  |  | |
| **Reminders**  **2:35-2:45** | * Consider “real time” minutes for dept meetings and advisories. Consider “rolling” minutes into the next agenda. – Iggy asked about meetings that didn’t get through whole agenda and Sarah recommended they just indicate “tabled” on the minutes and submit every month. * Consider 5 or 10 min on PIE each dept meeting * 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!! * Faculty Requests – Virginia indicated | Handout: Dept meeting agenda template that mirrors the division template. |
|  | * 2 Senate at large positions are open, Bruce indicated that there is no faculty representation from Tech and Health. * 1 vacant position on the Ed Design Committee, every Tuesday, 1:30-3 PM. * Aviation transfer day scheduled for Tuesday, October 6, 1130-130 in front of 28A/B * Welding graduate is going to be featured on CNBC’s Jay Leno show. |  |