Attendance:

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| 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?** |
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| **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**

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| **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 questionsmtyra@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**

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| **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**

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| **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**

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| **AD** | **ARCH** | **IDE** | **RESD**x |
| **ADJU** | **CNET****x** | **MENT****x** | **WELD** |
| **AIRC****x** | **ELEC****x** | **NURS****x** |  |
| **AIRM**  | **EMS** |  |  |
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| **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**

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| **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**

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| **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** |  |

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| **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, CoDCompton* 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 GridUse Centers of Excellence as data resourceContact: 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 usDC’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**

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| **ADJU****x** | **ELEC****x** | **MENT****x** | **WELD** |
| **AIRC****x** | **EMS** | **NURS x** |  |
| **AIRM****x** |  |  |  |

**Disciplines with *Our Students at Work* Boards**

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

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| **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** |  |
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| **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.
 |  |