Los Angeles Community College District

*City\* East\* Harbor\* Mission\* Pierce\* Southwest\* Trade Tech\*Valley\* West\**

***Career and Technical Education Deans (CTED)***

**District wide Committee Meeting**

**Van De Kamp**

**February 13, 2014**

**Meeting Minutes**

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| **Dean/College Rep** | **College/Location** |
| Kourt Williams | DSN |
| Lucia F. Robles, Dean | District CTE/WFD |
| Tasha Anderson | District CTE/WFD |
| Alex Davis, Dean | City College |
| Laura Ramirez | East LA College |
| Cathy Brinkman, Assoc. Dean | Mission College |
| Rick Hodge, Dean | Southwest College |
| Linda Jones | Southwest College |
| Mark Pracher, Dean | West LA College |
| Mary Ann Gavarra-Oh | Pierce College |
| Jose Luis Fernandez, Dean | Pierce College |
| Mike Flowers | Pierce College |
| Jill Connelly | Pierce College |
| Oscar Edwards | DSN |
| Laurie Nalepa, Dean | Valley College |
| Cynthia Marley-Mower, Dean | LATTC |
| Vincent Jackson, Dean | LATTC |
| Felicito Cajayon | District CTE/WFD |

**Career and Technical Education (CTE) Minutes**

**Welcome & Introductions**- Dr. Lucia Robles, CTE/WFD Dean

A warm welcome was giving to the deans from Dr. Lucia Robles, Dean of Career and Tech. Education/ Workforce Development at the district office.

**Review /Approval of Minutes**

The minutes were unanimously approved by the deans in attendance.

**Vice Chancellor Report**

Dr. Felicito Cajayon, Vice Chancellor of Workforce Development, gave a report on the Career Pathways Trust Grant. Dr. Cajayon indicated that it was a very good time to be working in the community college system. The district recognizes that there are multiple projects being worked in regards to this grant. In addition to the individual projects, all nine colleges are working together with one $15 million multiple career pathways theme. There will be no over lapping and all nine presidents are in approval of these efforts. The application will be very well aligned with lower and higher education. If there are any questions please follow-up with Dr. Cajayon, your presidents or higher ups.

Per Dr. Cajayon, Dr. Lucia Robles will schedule a meeting with business groups and the deans will be invited. Dr. Cajayon restated that the roles have been made clear and that there can only be one application for the Career Pathways Trust Grant.

**Deputy Sector Navigator**

Dr. William Kourt and Oscar Edwards, Deputy Sector Navigator of Small Business of the LA region, informed the deans that an email was sent asking for assistance in identifying the CTE Deans and Chairs of the Business Departments on each campus. Since all nine campuses did not respond another email will be sent requesting this information. Dr. Robles offered the district CTE office with assistance on identifying both the CTE Deans and the Business Department Chairs.

Dr. Williams expressed the importance of entrepreneurship and that it should be a part of all curriculums. The Business Department Chairs understand this piece, per Dr. Williams.

Dr. Williams informed the deans that an event titled “Market Place” will take place in February 2014. At this event, Deputy Sectors Navigators will be spread throughout a room where attendees will be exposed to a activity title “speed dating” where there will be opportunities to make quick deals. Lucia asked if the agenda could be sent to the deans prior to the meeting date.

**Business and Industry Partner**

Dean Robles has been working diligently on getting business partners. An Industry Partner Meeting will be held later this month and the CTE Deans will be sent an invite to attend.

**New Programs**

Cathy Brinkman, Assoc. Dean, Los Angeles Mission College, is still working on the labor market demand for the Restaurant Management Certificate/ AA Degree & Certificate of Achievement in Baking and Pastries. Her plan is to present this new program at the LAOCRC later this month.

Jose Luis Fernandez, Dean Los Angeles Pierce College, presented the Mobile Apps Degree and Certificate. Dean Jose Luis Fernandez agreed to send the information to the deans. The deans will review the program and provide feedback as soon as possible. The program will be presented to LAOCRC in March 2014.

**Other Items and Announcements**

**Form C**

Dr. Cajayon has instructed Dean Robles to complete the Form C for the Pathways Grant for each campus. She is very uncomfortable with completing this form without prior discussion with the dean’s. This form requires information from both high school and post-secondary schools. This is an interactive form which requires information that Dean Robles will need the dean’s assistance in completing. Dean Robles will send out an email with the form C template.

Laura Ramirez, SFP Specialist, ELAC, informed the deans that their campus already has a template started with Montebello, and she will send it to the deans as an example.

It was recommended that Dr. Cajayon have the contact person for the high schools at each campus complete this form for accuracy.

**Website**

Lucia asked if all the deans would take a look at the CTE website and give feedback as soon as possible.

**Board Meeting 2/12/14 @WLAC**

A video was done by the motion picture department at West Los Angeles College which show cased students that have went through a CTE program and are now employed. This video was presented to the Board of Trustee at the Board Meeting on 2/12/14. The deans were informed that the video is on face book for those who would like to see it.

**SB1070**

The first quarterly report is quickly approaching.

The Notice of Intent has been submitted to the district office for an Associate Dean. This person will be the coordinator for all 9 campuses. This person will also report to Lucia and serve as the liaison between the district and the deans.

**White Paper**

The White Paper will be an organizational frame work developed by Dean, Alex Davis, LACC, Interim Dean, Laureano Flores, ELAC and the CTE Deans, which will be copy righted.

The audience will be the Board of Trustees.

This frame work is being developed to address the needs and concerns of the CTE Deans.

Two years ago, Interim President, Dr. Yasmin J. Delahoussaye, at Los Angeles Southwest College developed a SWOT analysis report which revealed some of the pitfalls at certain colleges. This report was presented to the Board of Trustees. Dean Robles will send the power point to the deans for review. The CTE Deans White Paper will not only show similar pitfalls but best practices from internal and external instructions as well. It will also demonstrate remedies for issues that need to be addressed.

**Marketing Strategies**

Laura Ramirez, ELAC, will send the old marketing material that was previously used to the CTE Deans.

**Inventory Tags**

Per the deans in attendance, in the past the campuses paid for their own inventory tags, however they were ordered at the district office after an EBTA to transfer funds from each campus was done.

**Michael Brustein**

Since the deans have agreed to split the cost of having Michael Brustein presents part 2 of Professional Development Activity/Training, Lucia will find out the cost and forward the information to the deans.

**Special Population Presentation**

Elizabeth Warner will be doing another presentation on Special Population Training at ELAC on April 17, 2014.

**Out of State Travel Request**

Before the request is sent to Dean Robles for review, three live links to hotels must be submitted before it will be approved and sent to Maureen White, CA State Rep, for final approval.

**Mobile App**

The deans were asked to send Dean Robles an update on this program so that the information can be passed on to our Vice Chancellor, Felicito Cajayon. Pierce College is moving forward with this program and plan to present to LAOCRC in March.

**Perkins 2014-2015**

The templates for the Perkins 2014-2015 FY will be updated and sent to the deans next week. The application is due to the state on May 15, 2014, and is due to the district office on April 15, 2014. Dean Robles, will email the CTE Deans the draft of the allocation form for planning of the 14-15FY.

**Next Meeting**

The next meeting on April 10, 2014, will be hosted by East Los Angeles College.