



WEST HILLS COLLEGE LEMOORE

CTE Learning Area Meeting October 13, 2020 from 10:30-12:00 pm

Members Present: A Babb, M. Paden, B. Kron, C. Raia, , H. Sulcer, T. Quilici, R. Waggle, J. Rooney

Absent: C. Dolata

Guests: K Costa, G. Potter, K. Lopez, R. Boogusch, K. DeFede, T. Warren, R Perez

1. **Call to Order and Introductions** - @ 10:33am

2. **Additions to the Agenda**
No Additions to the agenda

3. **Approval of the Minutes from September 8, 2020**

Motion: X Approve Approve w/ Corrections Deny

First: A. Babb

Second: L. Costa

Vote: X Carried Denied Abstentions

4. **New Business/Discussion Items/Action Items**

a. **Best Practices for Online Instruction** –

A. Babb: Does anyone set up one on one appts with students? If so, how is that working for you because I have had several not showing up or losing their zoom links.

L. Costa: It is working fine for me.

C. Raia: I had issues with my students not showing up and started putting fairly aggressive consequences. This is not isolated to students for me, it is with faculty and industry members. Students are doing other things while zooming with me, it is not an effective teaching tool. Hoping to improve.

T. Quilici: Using calendar app via phone it doesn't always notify the person that you are having a meeting with. I had to confirm via laptop.

K. Costa: Use Calendly app. Reach out to Kathleen Schoenecker and she can set you up with a site.

b. **Curriculum Action Items**

i. Course Deactivations – EMT051 – Change start date is Spring 2022

Motion: X Approve Approve w/ Corrections Deny

First: A. Babb

Second: C. Raia

Vote: X Carried Denied Abstentions

ii. Course approvals

1. ECON 001A



2. ECON 001B
3. CIS 002H Photoshop
4. CUL066 Mixology
5. EMT010 Paramedic I
6. EMT011 Paramedic I - Lab
7. EMT012 Paramedic II
8. EMT013 Paramedic II - Lab
9. EMT014 Paramedic Clinical Lab
10. EMT015 Paramedic Capstone Field Internship
11. EMT050 Emergency Medical Technician
12. BUS001A DE addendum Emergency
13. BUS001B DE addendum Emergency

- **Motion to take the course approvals as a group:**

Motion: Approve Approve w/ Corrections Deny

First: L. Costa

Second: H. Sulcer

Vote: Carried Denied **Abstentions**

- **Motion to approve course approvals 1-13:**

Motion: Approve Approve w/ Corrections Deny

First: J. Rooney

Second: L. Costa

Vote: Carried Denied **Abstentions**

5. Committee Reports:

- a. **Academic Senate – A. Babb-** At the last senate meeting we had many Aps and BPs. AP6305 reserves, motion failed to get approved. AP7120 – there was a long discussion on how the college does as a whole, on the hiring process. AP2431 – the chancellor selection, it was discussed as to who should be included in that and sent in recommendations for that. There was a lengthy discussion on the inclusion of ethnic studies in GE/Area F. Kris commented regarding the Chancellor selection, there will be a forum for those of you that want to have some input on the new chancellor.
- b. **Area Budget Committee Update- C. Dolata** – Cindy was not in attendance due to class conflict and she previously sent an email where seven files were attached for review. Cindy asked for members would need to identify if there are requests for technology, classified position, facilities, faculty position(s), or professional development that you will need funding for in the next calendar year, which will need to be submitted by Oct 26th.
K. Costa: Does anyone have an opinion on whether we're going to submit for positions in AOJ and CIS since both those are retirees? I sent out an email with the data that you could copy and paste if you wanted to submit that request.
C. Raia: Yes, I would like to see those positions filled.
T. Quilici: It doesn't hurt to request that those positions be restored and if we don't ask for them that we won't receive them.



- A. Babb:** During the senate meetings it is noted how many times something has been asked for. It is important that we ask for this even though we are in a hiring freeze and we need someone to commit to submitting the request, preferably a full-time faculty member.
- B. Kron:** I will submit for the CIS position.
- c. Curriculum Committee – H. Sulcer** – I am starting a new clinical on Wed and starting on Nov 4th Lester Costa will take my place as representative for Curriculum Committee, through the end of the semester. Hilliary will send an email to Renee Paredes informing her of this change as well as emailing Brian Kron on or before 11/4/20 to remind him to swap out rights between her and Lester Costa.
- The emergency DE forms need to be turned in by Nov 1. The form is on Nestflix and Canvas or Hilliary can email them to you if you need them.
- Motion to approve the short flow for the textbook for CUL056.
Motion: X Approve **Approve w/ Corrections** **Deny**
First: H. Sulcer
Second: L. Costa
Vote: X Carried **Denied** **X Abstentions- Monte Paden**
 - Motion to approve EMT – Local certificate program – EMT050
Motion: X Approve **Approve w/ Corrections** **Deny**
First: M. Paden
Second: L. Costa
Vote: X Carried **Denied** **Abstentions**
- d. Facilities & Safety Committee – J. Rooney** – On 10/15/20 we will have the Great Shakeout at 10:15, if you are on campus, we encourage everyone to participate. Room 811 – progress is being made and it is being funded through the regional director funding. Future campus CTE building is still in the works. PPE disinfection process is happening daily. If you are using a space that is regularly not being used, notify M&O afterwards so they can go in and disinfect afterwards. During summer we had a water leak, it is all cleaned and dried up and taken care of. Parking issues- you need to park in actual parking spaces, not in front of buildings. Do not drive over the grass, if you need to deliver or drop something off, ask for a small cart to drive.
- e. Open Educational Resources – G. Mahaffey** absent
- f. Program & Accreditation Committee – M. Paden** –No report and Monte has resigned from committee. Hilliary Sulcer will assume position, Monte will send an email to Renee Paredes notifying her of the changes.
- g. Student Learning Outcomes Committee- C. Raia** We are working on a few things, having issues with admin stuff, some concerns about elumen and the data load.



h. **Technology Committee – L. Costa** – Did not attend the meeting but has the minutes. Lester will send the minutes to Monte since he is taking over that position. Tamara Warren attended the meeting.

T. Warren: They have a large spreadsheet with all the different software and platforms that needs to be updated. Elmer asked members of the committee to review the list and update the information based on their programs. They are specifically interested in knowing what the annual cost is, who is the lead contact and where and how they are used. Tamara will email the spreadsheet to Monte.

6. Admin Updates

a. **Quickpath forms** – These have taken place of Credit by Exam process. These are new forms which are kind of an umbrella form to include: credit by exam, portfolio assessment and high school articulation. In this remote operation environment, this has been a tricky situation with students submitting pictures of forms. There is a time limit and being that there are so many steps and many approvals please be aware of that. We are working on getting a Dynamic form created.

b. **Advisory Committee Update** – The ITEC advisory meeting met last week, had 25 attendees. We moved BUS/CIS advisory meeting to 10/25- need some representation on the programming committee. AOJ meeting is on Oct 29, 2020. As of now is it is on campus, in person with a zoom option. Lunch will be provided. This is a joint activity with Lemoore High School AOJ Program. Rodney Blaco, f/t faculty from WH Coalinga has requested to be involved. Christian has his set up as well. Fall committees are getting going. Nursing is in the spring. Nov 17, 2020 at 9:00 a.m. is EMT's advisory committee meeting.

c. **Marketing in Canva** – Changes in marketing has decentralized, we have a free pro acct in Canva, there are 10 access points. If anyone is interested let us know and we can work on documents for you.

d. **CTE Newsletter** – This month it will come out on 10/15/2020 – We are trying to showcase a different program every month, if there is something that you have something that you want to showcase like an exceptional student, an alumni that is doing great or someone that is doing an interesting internship, please let me know and we can add it to the newsletter.

7. **Pathways Report – K. Lopez** – Kenny submitted the work plan to the chancellor's office, waiting to see if it is approved. Once that happens, he will send out the final product. He also met with the high schools to learn about their CTE classes that they offer to put together a pathway inventory to help recognize if there are any gaps or opportunities for dual enrollment or career exploration. Kenny has scheduled a meeting with Kathleen and Andrea to assist with pathway development and some of the outreach to the middle schools to get that early career exploration and once all the pathways are solidified at the high school, we can make those adjustments to those particular students. Kris Costa said that she will send out 'Name the Robot' contest flyers to Kenny so that he can get them out to students.



8. **Work Based Learning Update – T. Warren** – There are a few in person services at the WIN Center, they are the Eagle Closet and typing certificates. Students can make appointments for either of those services with Elena, in the WIN center. The rest are being done online. We are still doing Career Readiness workshops but Career Exploration events are Biz Chats and those are great opportunities for students to hear from an industry representative share a little bit about their career path, as well as for students to grow their network. We are also doing many job fairs where students can hear directly from local companies on how to apply, how to get their foot in the door, what their hiring process is and even request an informal interview in a breakout room. We have an upcoming chat with Physician Assistant, Marilyn Perez, who works at Kaweah Delta; that will be next Tuesday, October 21st at 5:30 p.m. We have an upcoming mini job fair next Friday, 23rd of October with Amazon. We are partnering with Amy Babb to do work experience internships, highlighting the WIN center, those will be next week. We are also working with Chef, Christian Raia to promote and expand culinary internships. We just got approval on some local businesses the we are possibly doing internships with. We are working with a company called Nepris, they have a video library and can do guest speaking for any career opportunities similar to the Biz Chats but they actually work with LinkedIn and can facilitate any guest speaker from any background, and career occupation that you want highlighted for your students. Let Tamara know if you are interested in any of these highlights and she can help you out.
9. **CARE Team Update- T. Quilici** – We just closed fall petition to grad. We had a few students that were confused because students can petition to grad online but three of the students applied for fall but should have applied for Spring. Right now, we are working on SEPs and working on getting students to enroll because enrollment is down. We have started seeing our calendar fuller now that students can now make their appt on their own, which go through my west hills. Either zoom or phone call. If you are turning in Early Alerts for our team, they will go to both Rita and Teresa.
R. Boogusch – About Early Alerts – I didn't realize that you cannot see the notes that I've been giving students. I will be doing a better job of making sure you do.
K. Costa – On the CTE side we could use some help with any programs that's Cohort and any that require work experience. I am concerned that students are going to be partially complete in the spring because they don't have work experience or they're missing a class from that program metrics.
10. **Agenda Items for Future Meetings**
 - a. **Best Practices for Online Instruction**
 - b.
11. **Adjourn 11:51**