**Committee Name: Career Education Committee**

**Meeting Date**: Monday November 4, 2024

**Meeting Chaired By**: Robin Galas, Terra Lee, Kristina Perkins via Zoom

**Start time**: 12pm

**End time**: 12:50pm

**Minutes Prepared By**: Carra Moore

(P) = Present; (A) = Absent

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| **Tri-Chair (3)**  | **\*Voting Members** |  |  | **Visitors Present** |  |
| (P) Robin Galas | (P) Dave Vetrano, ATB | (A) Vacant, Language Arts | (A) Vacant, Classified Senate | (P) Julie Coan | (P) Yesenia Jimenez, ATB |
| (P) Terra Lee | (P) Sean Chew, ATB | (A) Vacant, Science & Math | (A) Vacant, Student Senate | (P) Dr. Tracey Coleman, ATB | (P) Deonne Kunkel Wu, Arts |
| (P) Kristina Perkins | (P) Tim Harris, AMC | (P) Thomas Dowrie, Classified Senate | (A) Vacant, Student Senate | (P) John Salangsang, Counseling | (P) Clea Shapiro |
| **Ex Officio** | (P) Daniel Quigley, Math/Science | (P) Nicole Albrecht, Classified Senate | (A) Vacant, CLPFA | (P) Wing Kam, Webmaster |  |
| (A) Matt Kritscher, VP Student Services | (P) Alice Hale, Social Sciences | (P) DeAna Anderson, Classified Senate | (A) Vacant, SEIU | (P) Bob Buell, ATB |  |
| (A) Dale Wagoner, VP Administrative Services | (P) Heather Oshiro, Counseling | (P) Na Liu, Classified Senate |  | (P) Bobby Nakamoto, ECD  |  |
| (A) Safiyyah Forbes, VP Academic Services | (A) Vacant, Health, Kin., & Athletics | (P) Amelia Ngai, Classified Senate |  | (P) Kaela Knight, ATB |  |

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| **Agenda Item** | **Information/Discussion** | **Action** |
| 1. Welcome

1.1 Ohlone Land Acknowledgement  | Robin Galas, Tri-Chair for CE Committee welcomes attendees & reads Ohlone Land Acknowledgement |  |
| 2. Approval of Minutes |  | * **10/07/24 Meeting Minutes**- Approval motioned by Thomas Dowrie, Dr. Tracey Coleman & majority vote (11) from CE Committee Voting Members
* **10/21/24 Meeting Minutes**- Approval motioned by Alice Hale, Tim Harris & majority vote (14) from CE Committee Voting Members
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| 3. Announcements by Robin Galas | * Vision 2030: Success with Equity, A Chabot College Dual Enrollment Convening
* Wednesday 11/20/24 9am-2pmat Chabot College

Bay Area K-16 Collaborative coming in Spring 2025; Bay Area College Campus * Hayward Library hosting Job & Resource Fair Wednesday 11/6/2024 11am-1pm, Fremont Bank Foundation Room (Meeting Rooms A & B, 2nd Floor)
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| 4. Updates4.1 Round 9 (FY 25-26) Progress Report4.2 MarketingBy Robin Galas | * All of Round 9 plans have been submitted for Strong Workforce; not all have been approved but all submitted
* Highlight: CE TOP codes accounted for 31% of degrees & certificates awarded last year at Chabot College!
* Marketing Update
* Request to prioritize CE Marketing with the Senior Leadership Team has been submitted
* Meeting with Adelina scheduled in mid-November
* Survey will be sent out today regarding marketing to CE Committee members, CE Faculty are encouraged to fill out survey as well.
* CE Website: Working on the overall CE webpage & will be supporting programs to update their individual webpages.
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| 5. Presentation5.1 How to Conduct an Advisory CommitteeBy Terra Lee | * Why do we have them?
* Required for Funding
* Required for improvements to programs that are to be submitted to BACCC & the State
* Make recommendations for any major purchases
* Who has to be involved?
* Every CTE Instructor
* Committee should consist of one or two representatives of the general public knowledgeable about the educational needs across specific areas such as disadvantaged populations & industry
* Key Elements of Agenda
* Introduction
* Approval of previous minutes
* Overview of the College (Dean, Coordinator, etc)
* Program Status/Data
* Information shared from CE Committee Participants
* Requirements for Accreditation
* Gather input from our stakeholders to drive instruction
* Clearly Documented Actions Items: Motion, second, and vote
* Recommendations from Advisory Committee such as any equipment and modification to existing degree/certificates
* What is Required?
* A meeting to be held at least once a year
* Detailed Agenda
* Minutes: Including participants & Action Items
* Invitation list to include: Secondary, Chabot & Workforce
* Meeting date on Dean’s Calendar
* Agenda out two weeks in advance
* Minutes submitted to Carra Moore 2 weeks after meeting
* All Committee Member Responsibilities
* Invite participants
* Participate in meeting
* Helpful Resources
* ASCCC
* Perkins Advisory
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| 5.2 Comments, questions or concerns5.3 Advisory Committee Minutes  | * Request for “How to Conduct an Advisory Committee” to be posted on the Website
* Are Advisory Meeting required for all CE Programs?
* It is required for funding by grant
* There may be additional reason why a program may need to have advisory meetings.
* Recommendation for there to be a uniformity as far as minutes format & whether or not to post the advisory meeting minutes on their webpages.
* There has been encouragement to post minutes to the website due to external accreditation. In the past, minutes were sent directly to Wing Kam, Webmaster.
* Is there a list of programs that are required to have advisory meeting?
* In regards to grant funding, an advisory meeting is required as well as meeting minutes
* Even if an Advisory meeting is not required nor meeting agenda & minutes, it is still good to have.
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| 6. Good of the Order |  |  |
| 7. Next Meeting | Monday November 18, 2024 12pm-1pm via Zoom |  |
| 8. Adjournment |  |  |

**Mission Statement**

*Chabot College is a dynamic, student-centered community college that serves the educational, career, job skill, and personal development needs of our community. We provide culturally responsive, revitalizing, and sustaining learning and support services driven by a goal of equity. Building upon students’ strengths and voices, we empower students to achieve their goals and lead us towards an equitable and sustainable world.*

\*Pending BOT approval with EMP