**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 |
| 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) |  |
| 4. Updates  4.1 Round 9 (FY 25-26)  Progress Report  4.2 Marketing  By 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. |  |
| 5. Presentation  5.1 How to Conduct an Advisory Committee  By 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 |  |
| 5.2 Comments, questions or concerns  5.3 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. |  |
| 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