



**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

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
<b>Ex Officio</b>	(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	

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		➤ <b>10/07/24 Meeting Minutes-</b> Approval motioned by Thomas Dowrie, Dr. Tracey Coleman & majority vote (11) from CE

		<p>Committee Voting Members</p> <p>➤ <b>10/21/24 Meeting Minutes</b>- Approval motioned by Alice Hale, Tim Harris &amp; majority vote (14) from CE Committee Voting Members</p>
<p>3. Announcements by Robin Galas</p>	<ul style="list-style-type: none"> <li>➤ Vision 2030: Success with Equity, A Chabot College Dual Enrollment Convening</li> <li>➤ Wednesday 11/20/24 9am-2pmat Chabot College Bay Area K-16 Collaborative coming in Spring 2025; Bay Area College Campus</li> <li>➤ Hayward Library hosting Job &amp; Resource Fair Wednesday 11/6/2024 11am-1pm, Fremont Bank Foundation Room (Meeting Rooms A &amp; B, 2<sup>nd</sup> Floor)</li> </ul>	
<p>4. Updates 4.1 Round 9 (FY 25-26) Progress Report 4.2 Marketing By Robin Galas</p>	<ul style="list-style-type: none"> <li>➤ All of Round 9 plans have been submitted for Strong Workforce; not all have been approved but all submitted <ul style="list-style-type: none"> <li>- Highlight: CE TOP codes accounted for 31% of degrees &amp; certificates awarded last year at Chabot College!</li> </ul> </li> <li>➤ Marketing Update <ul style="list-style-type: none"> <li>- Request to prioritize CE Marketing with the Senior Leadership Team has been submitted</li> <li>- Meeting with Adelina scheduled in mid-November</li> <li>- Survey will be sent out today regarding marketing to CE Committee members, CE Faculty are encouraged to fill out survey as well.</li> <li>- CE Website: Working on the overall CE webpage &amp; will be supporting programs to update their individual webpages.</li> </ul> </li> </ul>	
<p>5. Presentation 5.1 How to Conduct an Advisory Committee By Terra Lee</p>	<ul style="list-style-type: none"> <li>➤ Why do we have them? <ul style="list-style-type: none"> <li>- Required for Funding</li> <li>- Required for improvements to programs that are to be submitted to BACCC &amp; the State</li> <li>- Make recommendations for any major purchases</li> </ul> </li> <li>➤ Who has to be involved? <ul style="list-style-type: none"> <li>- Every CTE Instructor</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>- Committee should consist of one or two representatives of the general public knowledgeable about the educational needs across specific areas such as disadvantaged populations &amp; industry</li> <li>➤ Key Elements of Agenda <ul style="list-style-type: none"> <li>- Introduction</li> <li>- Approval of previous minutes</li> <li>- Overview of the College (Dean, Coordinator, etc)</li> <li>- Program Status/Data</li> <li>- Information shared from CE Committee Participants</li> <li>- Requirements for Accreditation</li> <li>- Gather input from our stakeholders to drive instruction</li> <li>- Clearly Documented Actions Items: Motion, second, and vote</li> </ul> </li> <li>➤ Recommendations from Advisory Committee such as any equipment and modification to existing degree/certificates</li> <li>➤ What is Required? <ul style="list-style-type: none"> <li>- A meeting to be held at least once a year</li> <li>- Detailed Agenda</li> <li>- Minutes: Including participants &amp; Action Items</li> <li>- Invitation list to include: Secondary, Chabot &amp; Workforce</li> <li>- Meeting date on Dean’s Calendar</li> <li>- Agenda out two weeks in advance</li> <li>- Minutes submitted to Carra Moore 2 weeks after meeting</li> </ul> </li> <li>➤ All Committee Member Responsibilities <ul style="list-style-type: none"> <li>- Invite participants</li> <li>- Participate in meeting</li> </ul> </li> <li>➤ Helpful Resources <ul style="list-style-type: none"> <li>- ASCCC</li> <li>- Perkins Advisory</li> </ul> </li> </ul>	
<p>5.2 Comments, questions or concerns</p> <p>5.3 Advisory Committee Minutes</p>	<ul style="list-style-type: none"> <li>➤ Request for “How to Conduct an Advisory Committee” to be posted on the Website</li> <li>➤ Are Advisory Meeting required for all CE Programs? <ul style="list-style-type: none"> <li>- It is required for funding by grant</li> <li>- There may be additional reason why a program may need to have advisory meetings.</li> </ul> </li> <li>➤ Recommendation for there to be a uniformity as far as minutes format &amp; whether or not to post the advisory meeting minutes on their webpages.</li> <li>➤ 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.</li> <li>➤ Is there a list of programs that are required to have advisory meeting? <ul style="list-style-type: none"> <li>- In regards to grant funding, an advisory meeting is required as well as meeting minutes</li> </ul> </li> </ul>	

	➤ 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