

# *Bakersfield College – CTE Council*

## **Meeting Minutes**

September 27, 2017

3:30-5:00 p.m.

### **I. Call to order**

Stephanie Baltazar called to order the meeting of the CTE Council at 3:34 pm on September 27, 2017 at FACE 20.

### **II. Roll Call**

The following persons were present: Stephanie Baltazar, Tim Capehart, James Selgrath, Christine Harker, Carla Gard, Beth Harrison, Endee Guijalva, Jennifer Achan, Joh Braden, Leah Carter, Nancy Perkins, Kristopher Stallworth, Cindy Swoboda, Guanghsu Chang, Ayan Hill, Jennifer Johnson, Vikki Coffee, Venessa Reyes, Keston Lyman, Leann Riley, Matt Riley, Aneesha Awrey, Cornelio Rodriguez, Mia Ocean Erin Auerbach

### **Approval of minutes from last meeting**

Minutes from September 13, 2017 were submitted for approval. Minutes moved to approve by Leah Carter and confirmed by committee.

### **III. CTE Website & Videos**

- i. Accreditation for Bakersfield College is next year. As part of the requirement for accreditation websites need to be updated and organized.
  - a. CTEC Committees Page: <https://committees.kccd.edu/committee/career-and-technical-education-council-ctec>
    - i. All Agendas, Minutes, forms and links are available. This will be cleaned up and verified that the page is compliant.
    - ii. A requirement by California Ed Code is to ensure all advisory committees are posting agendas, and minutes. October 6, 2017 was given as a deadline to provide all paperwork to Denice McCauley: [denice.mccauley@bakersfieldcollege.edu](mailto:denice.mccauley@bakersfieldcollege.edu)
      1. A minimum of 3 years of agenda and minutes should be provided
      2. Our continued grant funding requires advisory committee information to be collected by the college.
  - b. Career & Technical Education webpage : <https://www.bakersfieldcollege.edu/cte>
    - i. Career Pathways page has videos that are more than 5 years old. This needs to be updated
      1. New programs are not being highlighted
      2. Videos need to be reviewed and if not applicable taken down
      3. Webpages need to answer student questions better:
        - a. What can I do with this degree?
        - b. What path am I on and why?
        - c. What opportunities are there in this career field?

- c. Cerro Coso's Webpage has a clean and organized layout for programs.
  - i. <https://www.cerrocoso.edu/programs/administration-justice-transfer>

#### IV. Strong Workforce Year 2 Allocations

- i. The committee were presented with step by step instructions on how to apply for SWF program money.
  - 1. <http://doingwhatmatters.cccco.edu/>
  - 2. <http://coeccc.net/Supply-and-Demand.aspx>
  - 3. <http://doingwhatmatters.cccco.edu/StrongWorkforce/LMILibrary.aspx>
  - 4. Directions can be found on the committees webpage (step by step)
- ii. When applying for allocations, labor demand is based on SOC codes. Committee has been provided a crosswalk on the committee webpage between **TOP – CIP – SOC** codes. An overview about what each of these mean are found below:
  - a. **TOP: Taxonomy of Program Codes – Chancellors Office manual for programs:** The Taxonomy of Program (TOP) is a system of numerical codes used at the state level to collect and report information on programs and courses, in different colleges throughout the state that have similar outcomes. At the college level, local program titles often differ substantially from college to college. For example, one college has a program called “Mechanized Agriculture,” another has a program called “Agriculture Engineering Technology,” and a third has one called “Agriculture Equipment Operations & Maintenance.” Because they have similar outcomes, information on all three is collected and reported at the state level under TOP code 0116.00, which carries the standardized title “Agricultural Power Equipment Technology.” The TOP was designed to aggregate information about programs.
  - b. **CIP: Classification Index Programs – US Department of Education:** The purpose of the Classification of Instructional Programs (CIP) is to provide a taxonomic scheme that will support the accurate tracking, assessment, and reporting of fields of study and program completions activity. CIP was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES) in 1980, with revisions occurring in 1985 and 1990. The 2000 edition (CIP-2000) is the third revision of the taxonomy and presents an updated taxonomy of instructional program classifications and descriptions.
  - c. **SOC: Employment code:** The 2010 Standard Occupational Classification (SOC) system is used by Federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. All workers are classified into one of 840 detailed occupations according to their occupational definition. To facilitate classification, detailed occupations are combined to form 461

broad occupations, 97 minor groups, and 23 major groups. Detailed occupations in the SOC with similar job duties, and in some cases skills, education, and/or training, are grouped together.

**V. Code Alignment Project**

- i. Chancellor's office will be working with college faculty to clean up MIS data.
  - a. MIS Data is short for Management Information Systems. The Data Element Dictionary provides a description of the System Office Management Information System and the technical specifications for the data to be collected and reported to the state from community colleges.
  - b. All the information being reviewed affects the number of our completers. Someone from faculty needs to represent their department.

**VI. Other items**

- i. Child Development Entrepreneurship 9/26/17 was a great success:
  1. Speakers from CSUB small Business and Community Connection
    - a. Discussed running own home daycare
- ii. Kern County Fair an advisor has been situated in the livestock area during the fair. 4H students and parents have been meeting with the advisor to find out more about the AG program. Great marketing and outreach.
- iii. Jennifer Johnson also spoke about curriculum and a paper process being followed until elumen becomes live. Materials regarding this are posted on the curriculum webpage

**VII. Adjournment**

Stephanie Baltazar Adjourned the meeting at 4:44 pm.

Minutes submitted by: Denice McCauley

Minutes moved for approval by:

Minutes approved by committee