

# Porterville College CTE Division

## Agenda

Division Meeting

January 12, 2018

1. Call Meeting to Order

a. Approval of Agenda

b. Review Minutes from August 2017 Division Meeting

2. New Business /Reports/Discussion Items

(a) Tamara –

1. JEC/CTE

(b) Tim –

1. SLO Assessments

2. Student Trips – Travel Docs must be to me 15 days prior to event or it will be cancelled.

3. Curriculum

(c) Jim –

1. Senate

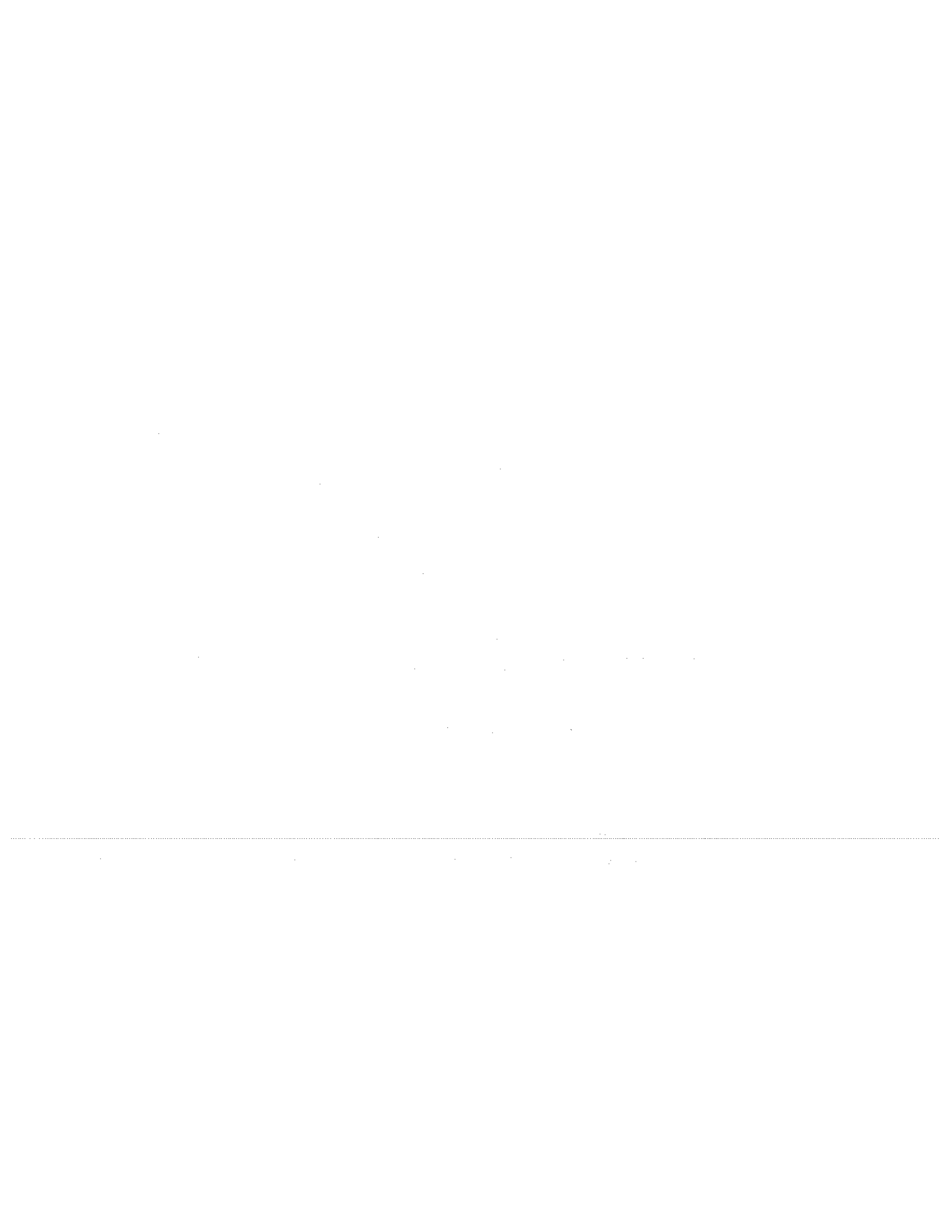
(d) Miles –

1. SLO's and PLO's

3. Anything good for the order?

4. Adjournment

TALKED ABOUT WORKSHOPS AND SCHEDULED FOR PRESENTATIONS ALSO MENTIONED DON'T CANCEL CLASSES MAKE SURE YOUR ASSESSMENTS ARE CURRENT MAKE SURE YOUR CLASSES IN CURRICUNET ARE UP TO DATE - NO UPDATE MILES MENTIONED TO MAKE SURE THE SLO'S IN CURRICUNET MATCHED THE SYLLABUS



Porterville College CTE Division

Agenda  
Division Meeting  
August 18, 2017

BILLY JEMO  
CTE  
DUAL ENROLLMENT  
PROJECTS  
MOVING TO HEALTH CAREERS  
ATTENDING STUDENTS  
CTE HEALTH CAREERS  
ACCESS TO STUDENTS  
FOR CLASSES  
HC 20781

MTL VOLUNTEERS  
MTL FOR SEMINARS  
DIVISIONS FROM  
LUNCH SUBWAY

1. Call Meeting to Order
  - a. Approval of Agenda
  - b. Review Minutes from Spring 2017 Division Meeting

2. New Business /Reports/Discussion Items

- a) Tamara Smee – Senior Day OCT
- b) Lisa Hall – Campus Security
- c) Miles – SLO Assessments ✓
- d) Jim - Senate ✓
- e) Tim -

WITH ALL LOCAL HIGH  
SCHOOL INVITES FOR  
EVENTS - NUMEROUS  
SEMINARS STUDENTS CAN  
ATTEND  
LOOK FOR VOLUNTEERS  
TO ASSIST (STUDENTS) EXTRA  
CREDIT  
1045-1215  
30 MIN  
EACH

1. Curriculum
2. SLO's, SLO Assessments and COR's must match
3. CTE Program Review – Due Tuesday October 31, 2017

3. Tim – Spring 2018 Schedule of classes:

JOB SKILLS CERTS

1. Same when it ended last Spring
4. Keep in mind classes will be added
5. Must be either Degree or Certificate related
6. Spring schedule due Monday September 4, 2017

3. Anything good for the order?

4. Adjournment

SPENCER GIBBE  
SALAZAR  
CARSON - MC  
NO BOOK VOUCHER:

JEC, SEMINARS FOR INDIVIDUAL  
CLASSES FOR CTE -  
OUTSIDERS INVITED TO PRESENT  
INTERNSHIPS (ON ON CAMPUS BUT OFF CAMPUS  
COVER)

CONFERENCES - 30 Days IN ADVANCE  
MUST BE -

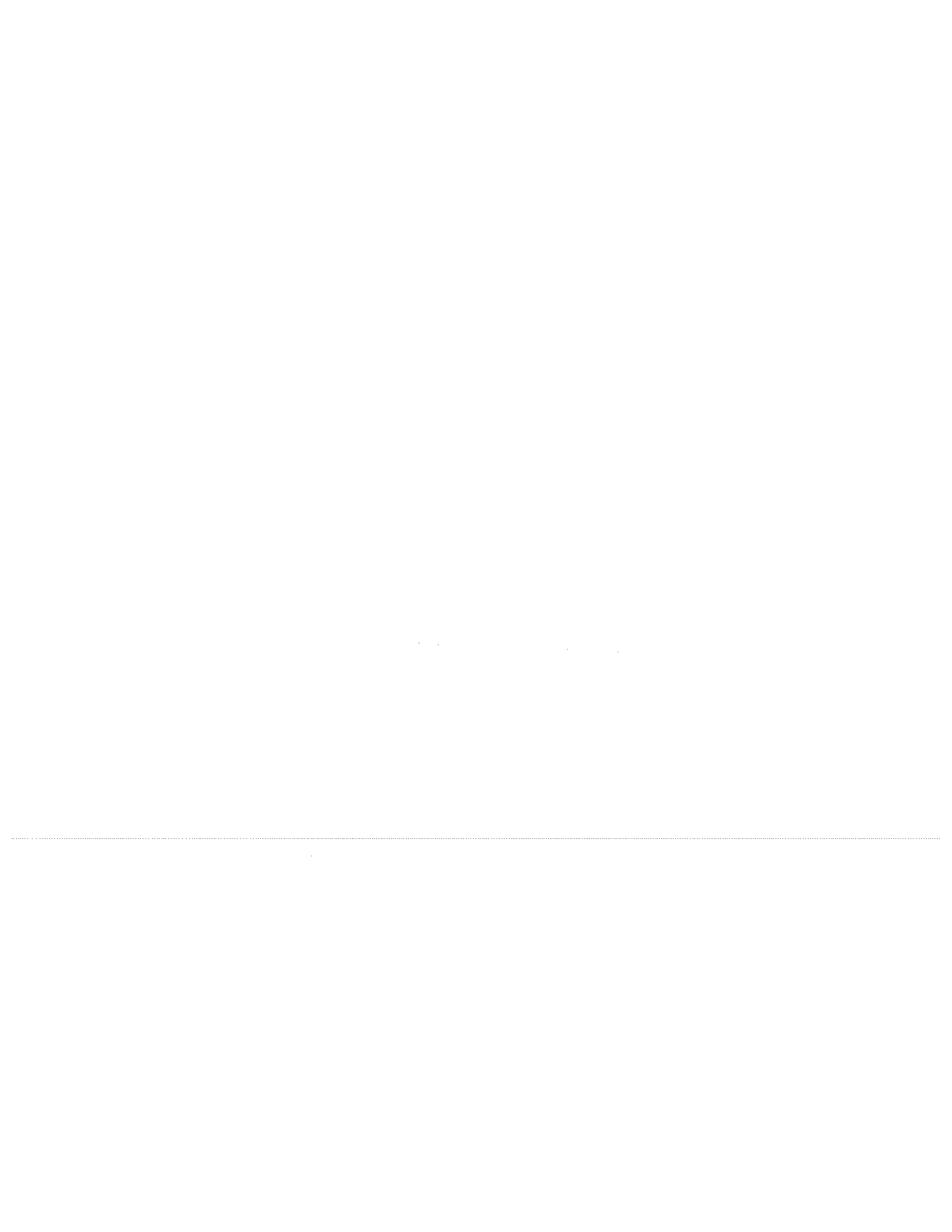
STUDENT TRIPS - TO ME 7 Days IN  
ADVANCE <sup>OR MORE</sup>

SAON -

# Porterville College CTE Division

## Agenda Division Meeting January 13, 2017

1. Call Meeting to Order
  - a. Approval of Agenda
  - b. Review Minutes from August 2016 Division Meeting
2. New Business /Reports/Discussion Items
  - (a) Tim –
    1. SLO Assessments
    2. Senior Day – February 8, 2017
    3. Student Trips – Travel Docs must be to me 15 days prior to event or it will be cancelled.
    4. Curriculum
    5. 2 Year plans – Sent out on 12/23/2016 - Sam would like to have these back by 1/20/2017.
  1. (b) Jim – *INFORMATION SYSTEMS*  
Senate
  - (c) Tim – Summer/Fall 2017 Schedule of classes:
    2. Same when it ended last Summer/Fall
    3. Keep in mind classes will be added
    4. Must be either Degree or Certificate related
    5. Summer schedule due Monday January 23, 2017
    6. Fall schedule due Monday February 6, 2017
3. Anything good for the order?
4. Adjournment



Agenda  
Division Meeting  
January 13, 2017

1:30pm

1. Call Meeting to Order

a. Approval of Agenda

1st m - Craig, 2nd Mary Jo

b. Review Minutes from August 2016 Division Meeting

2. New Business /Reports/Discussion Items

(a) Tim -

- 1. SLO Assessments *get on Google Docs, Miles took over for Sara*
- 2. Senior Day - February 8, 2017 *responsibility of faculty @ booth*
- 3. Student Trips - Travel Docs must be to me 15 days prior to event or it will be cancelled. *if they are first going to meet me there do I need all the documents & Tim will get back to us*
- 4. Curriculum
- 5. 2 Year plans - Sent out on 12/23/2016 - Sam would like to have these back by 1/20/2017.

*get all up to date & go thru it for questions*

(b) Jim - INFORMATION SYSTEMS  
Senate

(c) Tim - Summer/Fall 2017 Schedule of classes:

- 2. Same when it ended last Summer/Fall
- 3. Keep in mind classes will be added
- 4. Must be either Degree or Certificate related
- 5. Summer schedule due Monday January 23, 2017
- 6. Fall schedule due Monday February 6, 2017

3. Anything good for the order?

4. Adjournment

2pm

## DISCUSSIONS

Craig discussed student communication behavior  
different generations

Miles will take over SLO committee

Craig & Jim working on utilizing SLO on google docs

Jim - Sam & Jim re curriculum requirements for technology & completing  
2 year degree w/ tech courses  
needs to be revisited

Intro to Computers P001 (non transfer) need gap training from P100  
address basic computer skills or modify P100 for computers  
Success rate

If they don't know basics it seems they go to JEC

\* Do we need P001 or replacement class for non-transferable student?

Offer a basic/intro keyboard/computer class TBD

Jim - Information Systems

new 3 deg start 2017 summer; definitely in fall 2017  
2 certif

need instructors meeting these new requirements  
computer science etc. Degree v Experience + EQUIV



Agenda

Division Meeting

August 19, 2016

Giardo, Billy Jean, Jim, Sarah, Carl, Craig  
Tim, Miles, Mo, KK  
Absent: Mary Jo

1. Call Meeting to Order

11:50  
M-Craig

a. Approval of Agenda

end miles

b. Review Minutes from Spring 2016 Division Meeting

1st Craig / end-Mo

2. New Business /Reports/Discussion Items

a) Sara -

1. SLO Assessments

- Assessments housed in Google Drive

b) Kailani -

Curriculum -

or Curriculum, O/E Lumen - will find out where it needs to go

2. Dual/Concurrent enrollment

SLO's/COR's

c) Jim -

1. Senate

- Scholar of the Year

Billy Jean - JEC Classroom Visit

3. Tim - Spring 2017 Schedule of classes:

TO HSA will have jobs for Bus + Health careers

1. Same when it ended last Spring

2. Keep in mind classes will be added

3. Must be either Degree or Certificate related

4. Spring schedule due Friday September 2, 2016

5. Committee assignments - Email Jim

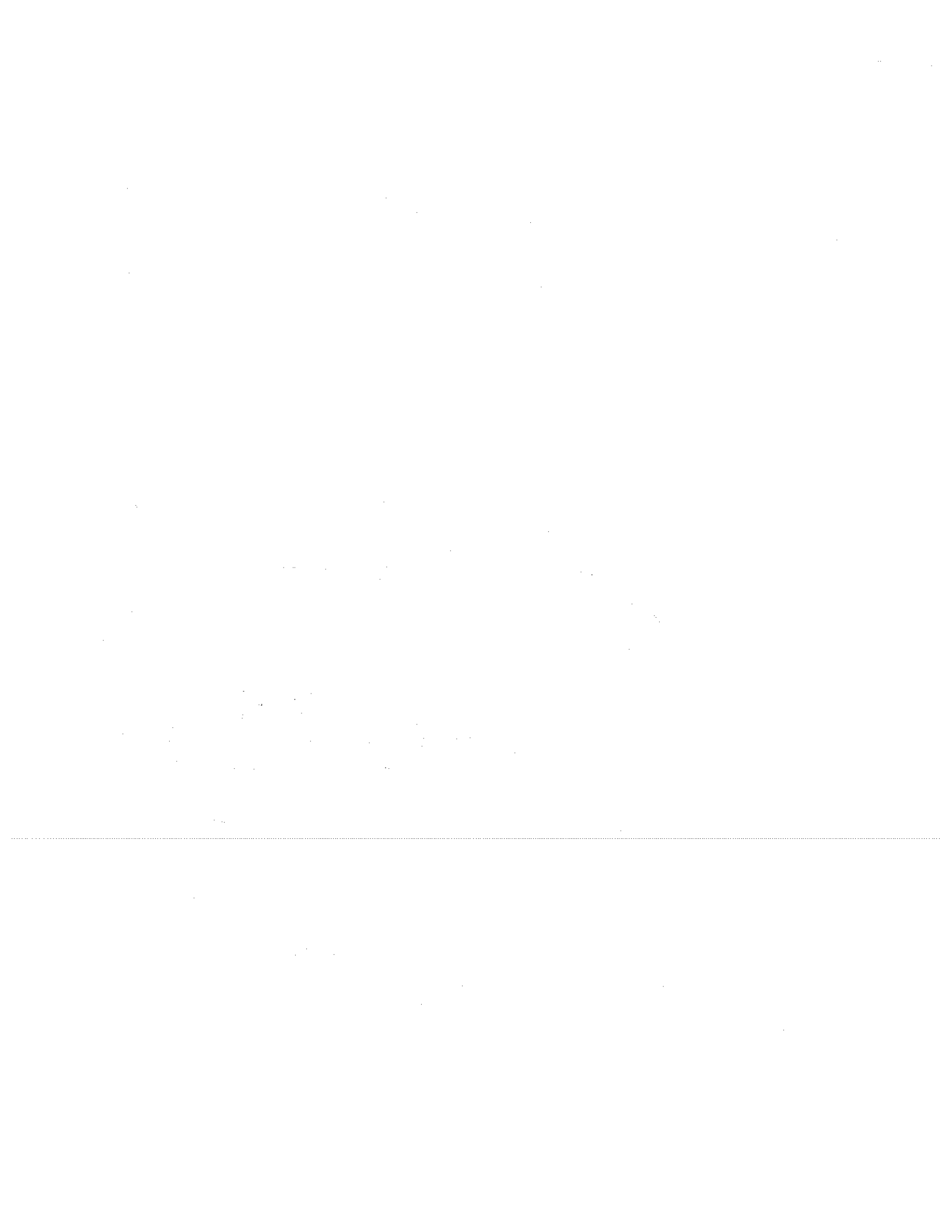
3. Anything good for the order?

6. VIDEOS FOR PROGRAMS which CTE is good to

4. Adjournment

begin our existing videos

17:22pm



Porterville College CTE Division

Agenda

Division Meeting  
January 15, 2016

Tim, Craig, Jim  
Mo, Dana, Mary Jo, Garrett, Patrick, Tom, KK  
Giaco

1. Call Meeting to Order

- ✓ a. Approval of Agenda m-craig z-Carrett Carried
- ✓ b. Review Minutes from August 2015 Division Meeting M-KK znd Craney Carried

2. New Business /Reports/Discussion Items

✓ a) Garrett -

- 1. Job, Entrepreneur and Career Center (JEC Center)
- 2. Pirate Tank 4/14 6P-8P <sup>thru</sup> Billy Jean - Ed Adviser
- 3. Business Pitch Competition
- 4. Community Ed \* \* \* \* \* Giaco - Prog. Tech

✓ b) Kailani -

- 1. Curriculum - workshop list finalized / Direct Students to Billy Jean for Advising
- Classroom Visits

✓ c) Tim - Summer/Fall 2016 Schedule of classes:

- 2. Same when it ended last Summer/Fall 1/28/15 website 2/1
- 3. Keep in mind classes will be added - SBDC
- 4. Must be either Degree or Certificate related - Entrepreneurship Hour
- 5. Summer schedule due Monday January 25, 2016 - 3 new
- 6. Fall schedule due Friday February 5, 2016 Community Eds

3. Anything good for the order?

- Tumba
- Exercise for Communit
- Notary Public

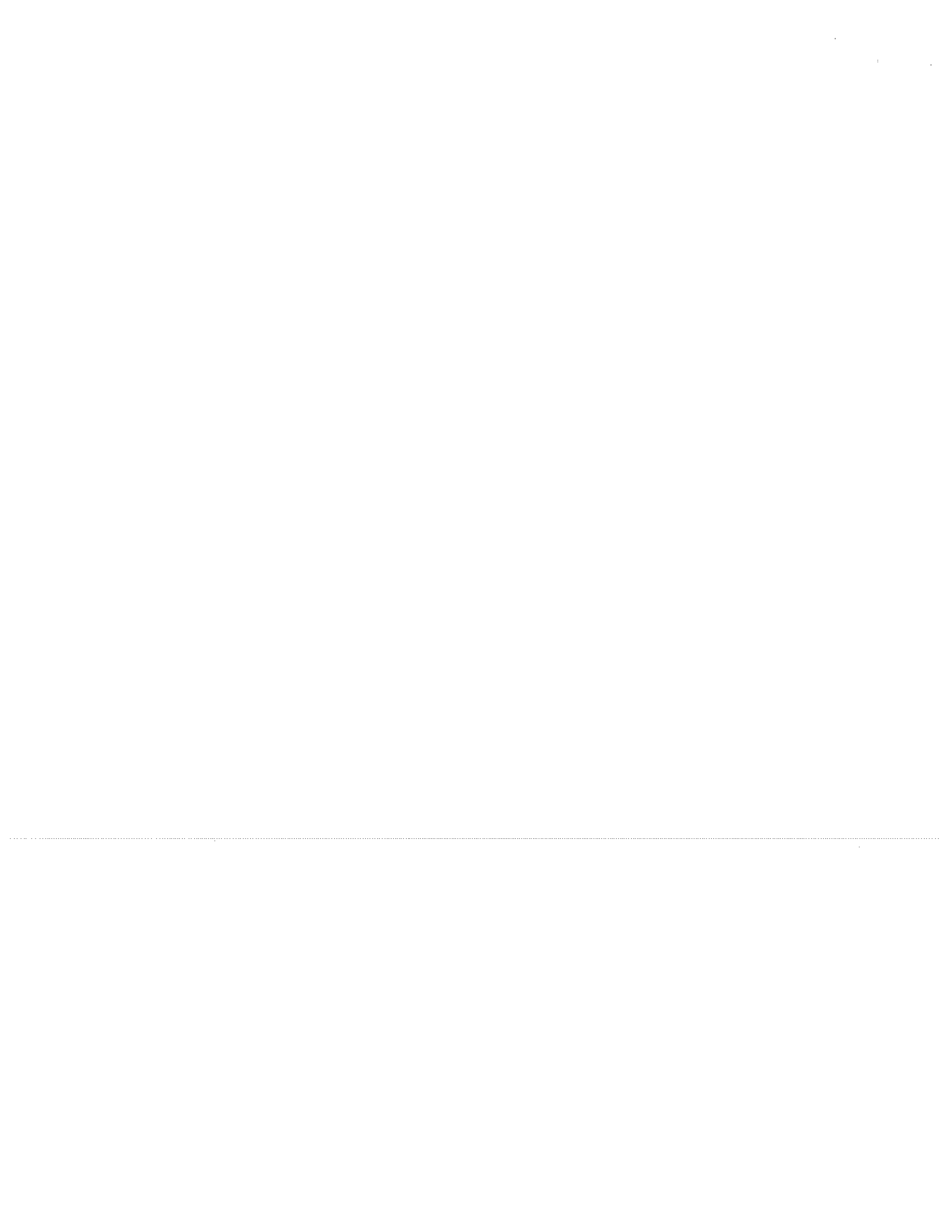
4. Adjournment

Adjourned 1:52

2 year Reviews Due in the Spring

- Email CTE faculty 2 year Reviews

- Sara taking a SLO Committee



POWER  
POINT  
PRESENTATION

Division

10-12-16

DIVISION MTG

ALL CTE PRESENT

INDUST MAIN

10-11-16

SAM

DISCUSSED STRONG WORKFORCE PROGRAM

SARA CRAIG MARY JO  
MILES LISA TIM

DISCUSSED ALLOCATION OF MONEY TO  
HELP IMPROVE CTE

SLIDE 3  
3RD SLIDE

TO HELP IMPROVE SUCCESS, COMPLETION  
TRANSFER, PROPORTION OF STUDENTS  
WHO ATTAINED LIVING WAGES -  
WAITING -

EQUIPMENT, SUPPLIES, STAFFING,  
CURRICULUM

\*  
JIM TAKE  
LEAD -

TEXT BOOKS -

JOHN STERN - LEASE IPAD, ELECTRONIC  
DEVICES

\$75.00 A SEMESTER

BUY EXTRA COPIES

MATERIALS FEE -

COPY TO  
DEAN  
LAST YEAR

ALL SLO'S - DISCUSSION CHARGES, ETC  
WHO IS KEEPING -

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\* LISA LEAD -  
TIME

BETTER JEC PRESENTATION IN  
CLASS TAKE A CLASS OR TWO -

3D PRINTER -

USED TO DEVELOPMENT COURSES -

FRIDAY - PRESENT 2 POSITIONS -  
EMAIL POSITIONS FROM OTHER  
DIVISIONS -

W. notat. 2023/1 201 2023/1  
- 2023/1 2023/1 2023/1 2023/1

2023/1 2023/1 2023/1 2023/1

2023/1 2023/1 2023/1 2023/1

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2023/1 2023/1 2023/1 2023/1



Porterville College CTE Division

Agenda  
Division Meeting  
January 15, 2016

Tim, Craig, Jim  
MO, Dana, Mary Jo, Garrett, Patrick, Tom, KK  
Gracelo

1. Call Meeting to Order

- ✓ a. Approval of Agenda m-craig 2nd - Canett Carried
- ✓ b. Review Minutes from August 2015 Division Meeting m-KK 2nd Craney Carried

2. New Business /Reports/Discussion Items

✓ a) Garrett -

- 1. Job, Entrepreneur and Career Center (JEC Center)
- 2. Pirate Tank 4/14 6P-8P<sup>theater</sup> Billy Jean - Ed Adams
- 3. Business Pitch Competition
- 4. Community Ed \* \* Gracelo - Proj. Tech

✓ b) Kailani -

- 1. Curriculum

✓ c) Tim - Summer/Fall 2016 Schedule of classes:

- 2. Same when it ended last Summer/Fall 1/28/25 website 2/1
- 3. Keep in mind classes will be added - SBDC
- 4. Must be either Degree or Certificate related - Entrepreneurship Hour
- 5. Summer schedule due Monday January 25, 2016 - 3 new Community Ed
- 6. Fall schedule due Friday February 5, 2016

3. Anything good for the order?

4. Adjournment

Adjourned 1:52

- Cumba
- Exercise for Community
- Notary Public

2 year Reviews Due in the Spring

- Email CTE faculty 2 year Reviews
- Sara taking SLO Committee



Agenda  
Division Meeting  
August 21, 2015

1. Call Meeting to Order

- a. Approval of Agenda
- b. Review Minutes from Spring 2015 Division Meeting

2. New Business /Reports/Discussion Items

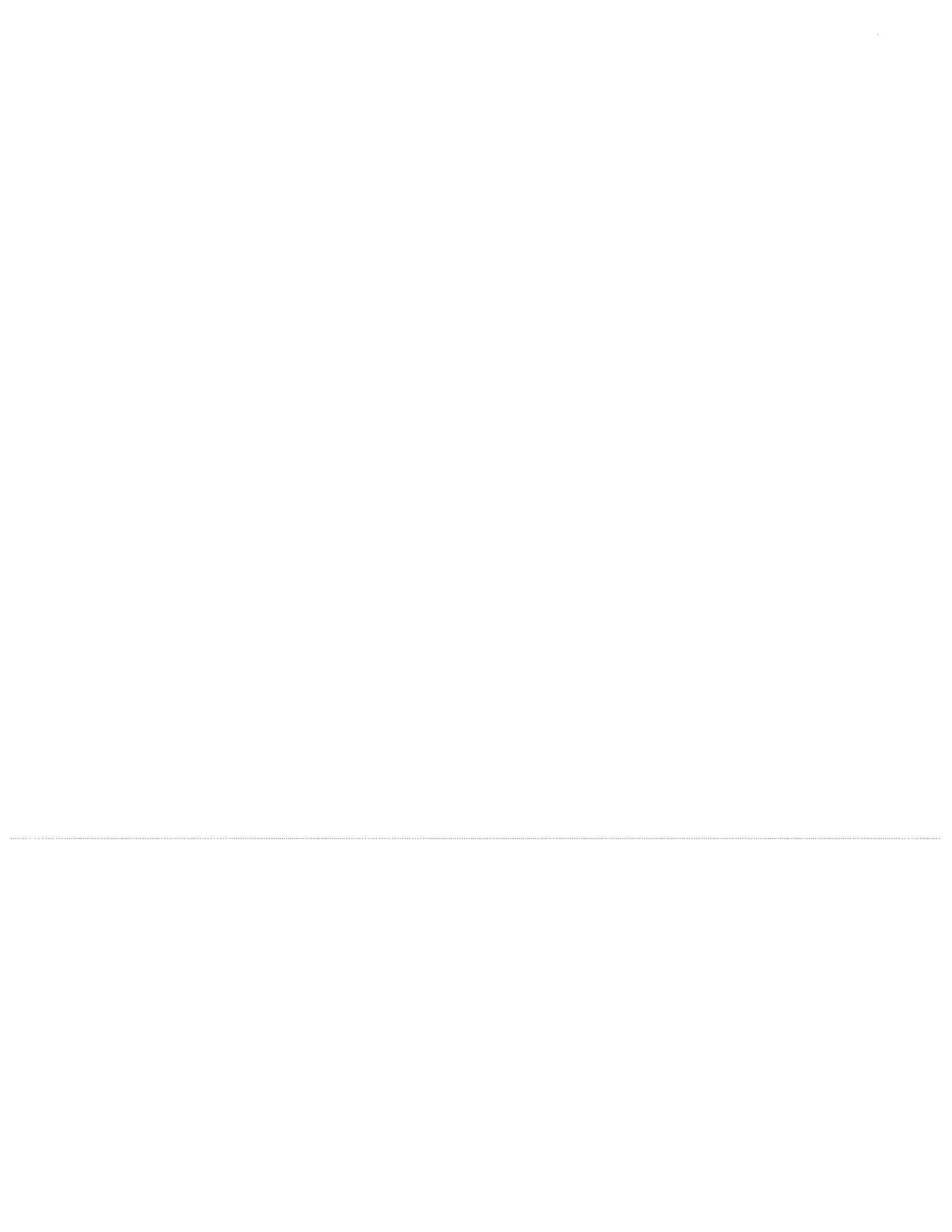
- a) Job, Entrepreneur and Career Center (JEC Center) – Garrett
- b) Curriculum - Kailani & Tim
- c) Community Ed – Garrett
- d) Spring 2016 Schedule of classes- Tim

- 1. Please have completed and returned to me by Tuesday September 8th
- 2. Same unit load as Spring 2015?

- e) Senate Report & Discussion- Jim
- f) SLO'S – Tim
- g) Campus Access – Tim
- h) Committee's – Tim

- 
- i) Parking – Adjuncts - Tim

3. Adjournment



~~CB, JG~~

Craig, Jim, Patrick, Tim, Sara, Garrett  
Mary Jo, Sam, KK

Agenda  
Division Meeting  
August 21, 2015

2 yr Renew forms to Tim

1. Call Meeting to Order 10:08  
 a. Approval of Agenda m-mj 2nd-Craig }  
 b. Review Minutes from Spring 2015 Division Meeting - Table
2. New Business /Reports/Discussion Items

- ✓ a) Job, Entrepreneur and Career Center (JEC Center) - Garrett H Program mgr.  
 ✓ ~~Senior Day~~ - ~~✓~~  
 ✓ b) Curriculum - Kailani & Tim H Hiring  
 - Pray Tech  
 - Ed Advisor  
 - Career Exploration  
 - w/ CTE programs
- ✓ c) Community Ed - Garrett
- d) Spring 2016 Schedule of classes - Tim

Add Classes

1. Please have completed and returned to me by Tuesday September 8th
2. Same unit load as Spring 2015

- e) Senate Report & Discussion - Jim  
 Late Start OK 2nd + 4th Fridays  
 Summer School / New access policy by the month
- f) SLO'S - Tim

- g) Campus Access - Tim  
 Due By 9/4  
 safety issue
- h) Committee's - Tim  
 10:30 pm - 6:00 am - closed  
 Email Tim Committees
- i) Parking - Adjuncts - Tim

Notify Adjuncts of Parking Issues

Adjournment

11:06

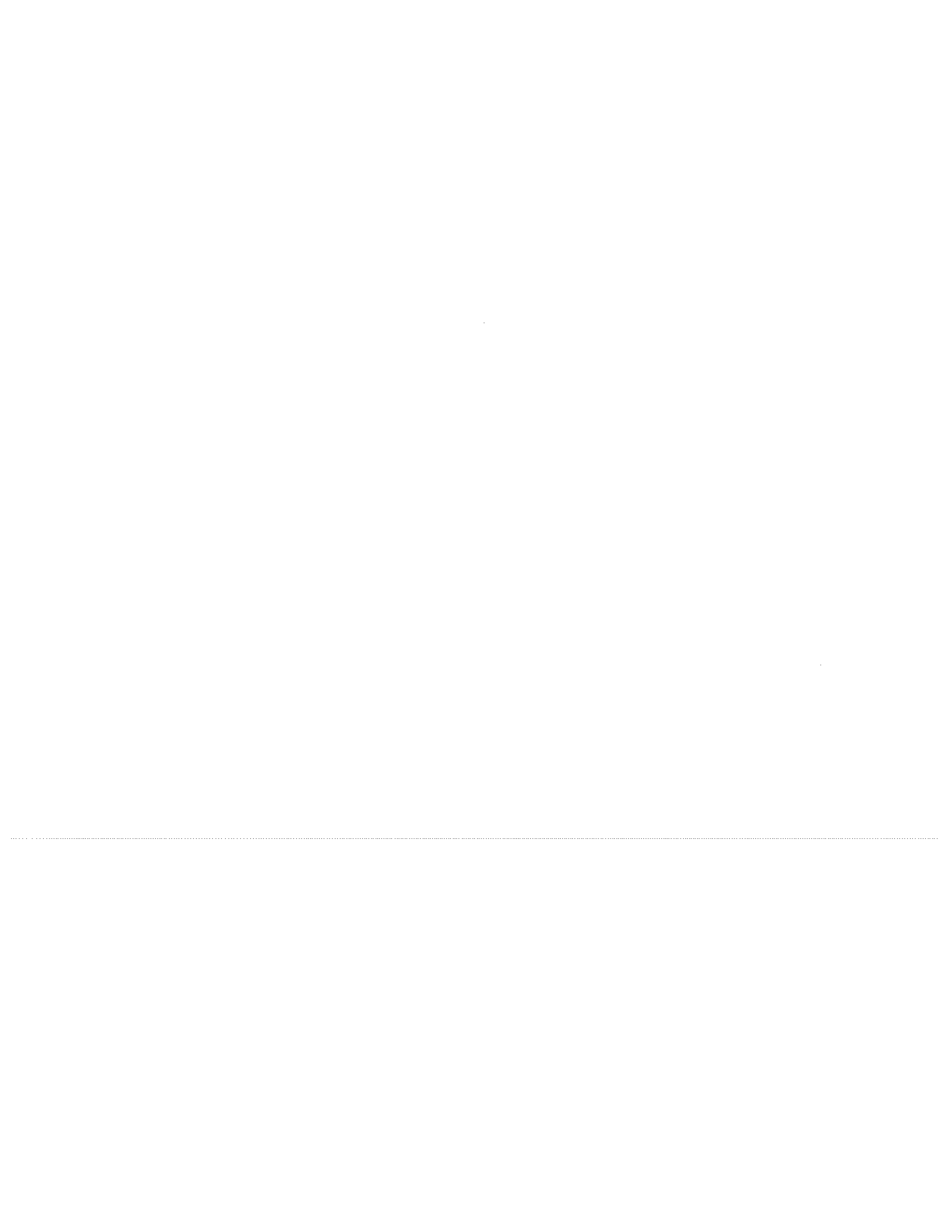
7:30 am  
Friday  
Sat 8-4  
Sun 8-3



Workshop Schedule?  
Classroom visits

- Employment agencies in JECs
- mock interviews
- faculty involvement
- Visibility of JEC

- Sam -
- add more classes
  - Re-vamp TVDT
  - Structured Schedules
  - Late Start



~~C. B. J. G.~~

Craig, Jim, Patrick, Tim, Sara, Garrett  
Mary Jo, Sam, KK, Don Bastady

Agenda  
Division Meeting  
August 21, 2015

2 yr Renew forms to Tim

1. Call Meeting to Order 10:08  
 a. Approval of Agenda m-m J 2nd-Craig }  
 b. Review Minutes from Spring 2015 Division Meeting - Table

2. New Business /Reports/Discussion Items

- ✓ a) Job, Entrepreneur and Career Center (JEC Center) - Garrett H Program mgr.  
 ✓ b) Curriculum - Kailani & Tim H Hiring  
 ✓ c) Community Ed - Garrett - Prog Tech  
 - Ed Advisor  
 - Career Exploration  
 - w/ CTE Programs

d) Spring 2016 Schedule of classes - Tim

Add Classes

1. Please have completed and returned to me by Tuesday September 8th
2. Same unit load as Spring 2015

e) Senate Report & Discussion - Jim

f) SLO'S - Tim

g) Campus Access - Tim

h) Committee's - Tim

i) Parking - Adjuncts - Tim

Notify Adjuncts of Parking Issues

Adjournment

11:06

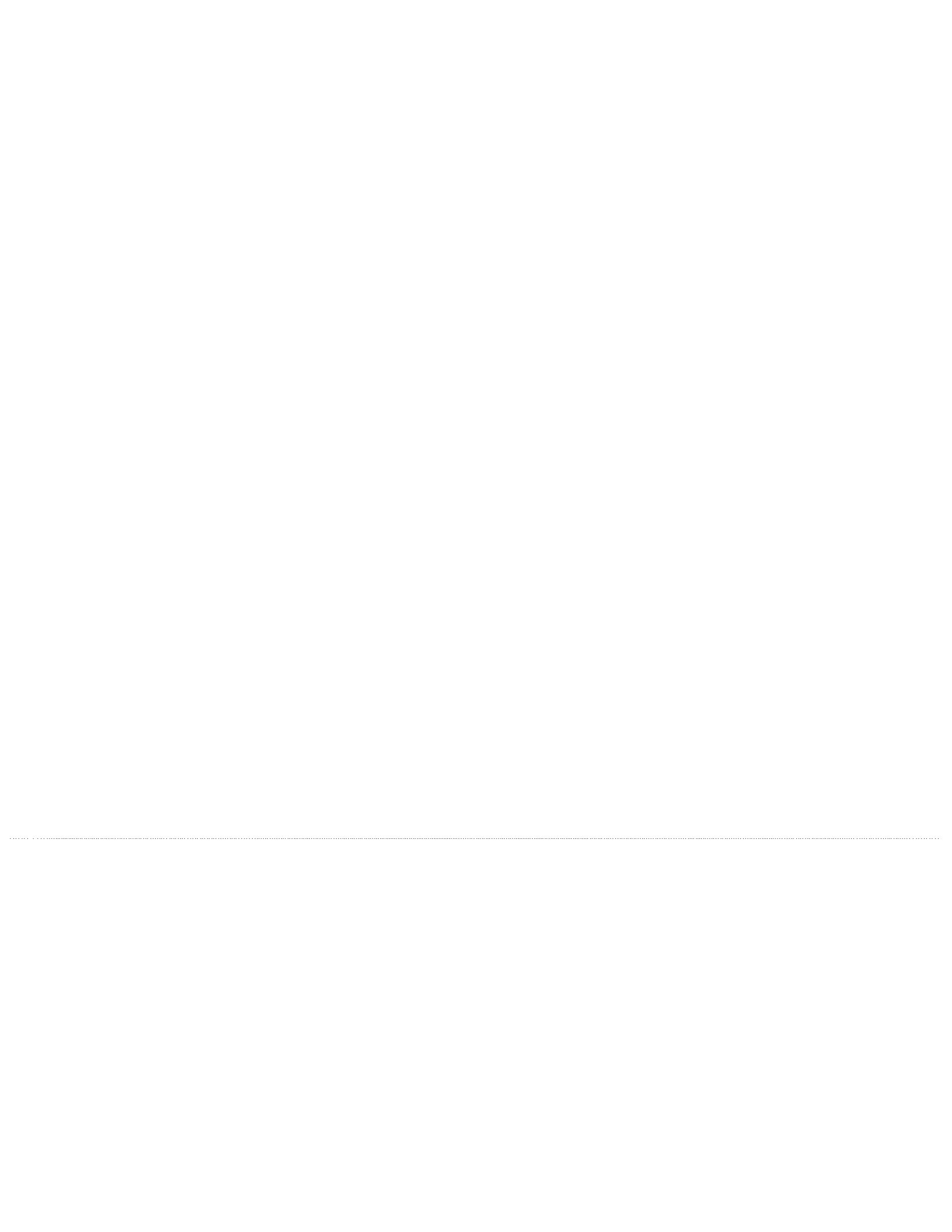
4:30 pm  
Friday  
Sat 8-4  
Sun 8-3  
Sun 3.

- Sam -
- add more classes
  - Re-vamp EUDT
  - Structured Schedules
  - Late Start



Workshop Schedule?  
Classroom visits

- Employment agencies in JEC
- mock interviews
- Faculty Involvement
- Visibility of JEC





CTED Division  
meeting  
1-2pm 3/30/16  
L 405

Goals  
w/ Dr. Carlson & Bill

Present's  
~~Present's~~

Sam, Jim, Bill, Tim, Sara, Dr. Carlson, Ciara, K, Mary Jo

Local  
Feeder School  
to CSUF

- Educational Master Plan

- Brainstorm
- what Key Programs to Keep + Enhance
- what to Delete
- New Programs

- Mktg Emphasis  
 - Econ AST

- Facilities Dreams ☺
- address in Program Review
- FTES
- where do pathways fit in?

- Industrial maintenance / AG mechanics
- Homeland Security Adding Classes
- 2 New CIS + Bus. Info. Systems
  - Need faculty

~~Pro Active~~

TCOE has a Credentialing Program

\* Chinese manufacturing Bio-medical  
 \$500,000 to bring in foreign students  
 - Machining + Automation

