

Meeting Minutes

LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

LPC Planning Priorities

Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.

Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

CTE Committee 2023-2024

Committee Co-Chairs

Vicki Shipman, CTE Program Manager
Melissa Korber, CTE Liaison

Committee Support

Danielle Bañuelos, CTE Admin Assistant

Voting Members

Traci Peterson, Edu. Partnerships Mgr - P
Nan Ho, VP Academic Services - P
Rajinder Samra, Director RPIE - P
Lilibeth Juarez, Classified A&H - P
Vacant, Classified BSSL
Anne Kennedy, Classified PATH - P
Jean O'Neil-Opipari, Classified STEM - P
Kristi Vanderhoof, Classified SS - P
Jonathan Brickman, Faculty A&H - P
Ana Del Aguila, Faculty BSSL - P
Jeffrey Weichert, Faculty STEM - P
Vacant, Faculty PATH
Jill Oliveira, Faculty SS - P
Gurshan Brar, LPCSG Representative - A

Non-Voting Members

Thomas Orf, Dean STEM
Kevin Kramer, Dean PATH

Voting Members = 14 Quorum = 8

[Career Technical Education Committee](#)

1. Welcome/Call to Order

- Meeting called to order at 1:00 p.m.

2. Public Comment

- There were no public comments at this time

3. Review and Approval of Agenda

- 1/23/2024
- Anne Kennedy motioned to approve the agenda; Kristi Vanderhoof seconded; the motion passed; agenda approved.

4. Review and Approval of Minutes

- [11/28/2023](#)
- Jill Oliveira motioned to approve the minutes; Jean O'Neil-Opipari seconded; the motion passed; minutes approved.

5. SCFF Metrics Presentation – Rajinder Samra

- Our Director of Research - Planning and Institutional Effectiveness, Rajinder Samra gave a brief presentation of the new SCFF* Metrics that will be used to determine funding. (*Student Centered Funding Formula)
- We are currently on Hold Harmless, but beginning in 2025-2026 we will be using the new SCFF metrics,
- **The SCFF Metrics are broken down into three allocation types for points:**
Base – 70%, Supplemental – 20%, Student Success – 10%
- It is important to note that these are district-wide metrics in terms of funding from the state; these are *not* solely LPC metrics.
- **Base Points** (3-year average)
 - Base points make up the largest percentage of the formula because they are based on FTES (full time equivalent students). It is important to note that to be considered full time, students must be enrolled in/have taken 15 units/semester | 30 units/year. 1 FTES = 30 units.
 - We recognize that not all of our students are full time therefore, our part time students are combined together in 30 units increments.
 - In addition to our full time and part time students, we also receive funding for our noncredit students working on a CDCP program of 2 courses or more. (Career Development and College Preparation).
 - In terms of special population students, our dual enrollment and incarcerated students allow us to receive more funding per FTES.
- **Supplemental** (Annual)
 - The second largest percentage of the formula pertains to our underserved students such as our undocumented students, and Pell Grant and Promise Grant recipients.
 - It is important to note with this metric that it only counts if the student used their grant money; just to be awarded the money is not enough. Students that receive both grants get counted twice.

SCFF Metrics Presentation (continued)

- Vicki shared that Student Services' strategy for this metric will be to reach out to the students who were awarded the grant(s) to make sure they actually received it.
- **Student Success** (3-year average)
 - The third, and notably smallest percentage relates to Student Success.
 - Associate Degrees for Transfer (4 points), Associate Degrees (3 points), and Credit Certificates of 16 units or more (2 points) count towards the most points in this allocation type.
 - It is important to note in this area, that students must be enrolled the year they are awarded the credential, and we only get funding for 1 of these per academic year. For example, Student A completes an AA-T, and the following semester completes an AA or certificate, we only get funding for one (the one with the highest point value).
 - A key strategy for this metric will be to start proactively awarding students in Spring by using the highest point value, AD-Ts, and then taking the remaining students and apply their awards to the next semester, Summer.
 - The only downside to this strategy is if/when students apply for their credential themselves; in this case, we have to award them in the same term that they applied.
 - Another metric in this area is completion of transfer level English and Mathematics. We receive 2 points for each student that completes a transfer level English or Math course in their first year at Las Positas College. Note, that Concurrent/Dual enrollment students do not count towards this metric.
 - We receive 1.5 points for students that transfer to a 4-year university. These students must have at least 12 units in our district before transferring and cannot be enrolled in a community college in the year they transfer.
 - We receive 1 point for each student that completes and passes 9+ units in a CTE program that has the SAM code marked as an apprenticeship, occupational, or clearly occupational or a TOP code marked as vocational.
 - We receive 1 point for each student that attains a regional living wage. The state utilizes data from the Insight Center for Community Economic Development to determine the regional living wage (e.g., Alameda County).

6. CTE Curriculum – Melissa Korber/Danielle Bañuelos

- [CTE Curriculum Report](#)
- Credit
- Noncredit
- Apprenticeships
 - AUTO has put forth an apprenticeship proposal; looking into if we have the resources to offer this.
- Credit for Prior Learning
 - The CPL subcommittee has been meeting and is working on best practices, and updating our processes and forms to better align with how other colleges are offering CPL. If you'd like to be part of this committee please reach out to Melissa or Danielle.
 - Melissa has submitted two of her JAMS courses for CPL; she is waiting to go through the curriculum approval process.

7. CTE Funding – Vicki Shipman

- Perkins
 - Faculty Subgrants will be sent out in February, will be due at the end of March, and voted on in April.
 - Comprehensive Local Needs Assessment
 - WestEd SOW: [District Assessment](#)
 - Robin Harrington SOW: [Core Indicators](#)
 - We will have Robin come to our February meeting and give a brief ~20-minute presentation on our core indicators.
- Strong Workforce Program
 - We just closed the quarter ending 12/31

8. CTE Faculty Professional Development

- *Moving forward we will change this line item to “CTE Professional Development” so that everyone is included, and it is not limited to just faculty.*
- \$20,000 Available Spring Semester for CTE Faculty & Classified
- [Process for CTE Professional Development](#)
- Upcoming Events:
 - April 23-26, 2024; California Community College Association for Occupational Education (CCAOE) Spring Conference; Sacramento, CA. www.cccaoc.org
 - May 10, 2024; Academic Senate for California Community Colleges Regional CTE Collaborative Event; TBD Bay Area; [ASCCC](#).
 - June 26-28; Long Beach, CA. [Online Teaching Conference](#)

9. CTE Outreach – Anne Kennedy, Lilibeth Juarez, Jean O’Neil-Opipari

- Anne provided an update on the ACCOE event held last semester and shared that it was extremely successful. We had about 300+ students that were bussed in from 11 different High Schools, and received a lot of good feedback from the event and have had an increase in people reaching out requesting to come visit our campus.
- In addition, to that event, also last semester we were able to have additional CTE program videos created and posted up on our LPC YouTube channel and program websites.
- Anne shared the CTE Outreach Events for Spring 2024
 - Color Coding: Yellow – High School events, Green - LPC hosted events, Blue - Community events.
- Melissa wants to add the Literary Arts Festival taking place on May 11th.
- Lilibeth added that the Commercial Music department will be hosting a “be a music major for a day” event in March.
- Jean shared that we have some STEM events coming up including:
 - Quest Science Center’s 6th Annual *Tri-Valley Innovation Fair* that is taking place on 4/13 at the Alameda County Fair Grounds in Pleasanton.
 - LLNL’s *Science on Saturday* which is taking place on Saturdays in February and open to middle and high school students to come listen to different topics in science.
 - LVJUSD’s *Science Odyssey* taking place on 2/7 and 2/8 for students to showcase their love of science and engineering to our community.
- CTE Summer Camps are in their planning phase and will be coming soon!

10. Career & Employment Center – Kristi Vanderhoof

- Kristi gave an update on LAEP sharing we finally have two interns that started in January! One in BUSN and another in ART.
- The Career & Employment Center is having a big event on 2/14 from 10:00 am to 1:00 pm in 2401 where there will be opportunities for students to get professional headshots, get their resume reviewed, and meet with employers about internships.
- On 3/17 we are having an Employer Fair out on the Quad
- Kristi shared that she is working with the Outreach team to put together an Employer Orientation.
- Also, Suzanne Kohler in Admissions and Records is looking for a CTE Student Success Story. If you know of any students, please send them her way.

11. Other Business

- Nan Ho – introduced Traci Peterson, our new Educational Partnerships Projects Manager, and shared that our Dual Enrollment courses with DUSD started this week! We have ~ 40 students.

12. Good of the Order

- “Concurrent Enrollment” is no longer a term we will use to refer to students in High School taking our courses. We will start using the term “Dual Enrollment” because that is what the state uses and because that is how it is referred to in Ed Code.

Adjournment Jean O’Neil-Opipari motioned to adjourn; Anne Kennedy seconded; Meeting adjourned at 2:13 p.m.

Next Regular Meeting: Tuesday, February 27, 2024 at 1:00 p.m.