



DRAFT CTE Committee Minutes

October 26, 2021 | 1:00 – 2:00 p.m. | Zoom

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

Voting Members

Vicki Shipman
Melissa Korber
Steve Gunderson
Emerald Templeton
Kristina Whalen
Rajinder Samra
Helena Cruz
Anne Kennedy
Daniel Marschak
Daniel Clearley
Keith Level
Scott Miner

Non-Voting Members

Nan Ho
Stuart McElderry
Amy Mattern
Erick Bell

1. Welcome / Call to Order

2. Charge & Membership

The CTE Committee members selected Vicki Shipman to serve as the Chair of the committee, reviewed the [2021-2022 membership](#) and assessed [the charge](#) of the committee then reviewed the [Economic and Workforce Strategic Plan](#).

- Scott Miner stated that he would like for CTE to have a seat at the table for College Council, Vicki Shipman agreed.
- In reviewing the language in the committee's charge, it was recommended to change the language to "*CTE Committee will assist with implementation and make recommendations...*"
 - We will vote on this at the November 23, 2021 meeting.
- In reviewing the 2021-2022 membership, we have several vacancies:
 - Classified Professional – STEM
 - Classified Professional – BSSL
 - Classified Professional – Student Services
 - Faculty* – Counseling
 - LPCGS Representative

3. CTE Curriculum Updates - Melissa Korber

- **Credit**
 - 21st Century Policing - Certificate of Achievement
 - Automotive Hands on Experience - Certificate of Achievement
 - Film Studies - Certificate of Achievement
 - Film Studies - Associate of Arts Degree
- **Non-Credit**
 - Drone Photography, Mapping, and Piloting - Certificate of Completion
 - Automotive Audio Systems - Certificate of Completion
 - Automotive Hands on Experience - Certificate of Completion
 - Automotive NC3 - Certification Certificate of Competency
 - Automotive Powertrain Diagnosis - Certificate of Completion
 - Biotechnology Skills - Certificate of Completion
 - Help Desk Specialist - Certificate of Completion
- **Apprenticeships**
 - Marine Technology Boating 101 - Certificate of Achievement
 - Marine Technology Yachting 101 - Certificate of Achievement
 - Reddaway Heavy Truck Driving - Certificate of Achievement
 - Reddaway Heavy Truck Driving Academy - Certificate of Achievement
 - Information Technology Security Analyst - Certificate of Achievement
 - Accounting Technician – Certificate of Achievement

- [Fall 2021 CTE Curriculum as of October 2021](#)

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4. CTE Funding - Vicki Shipman

- Vicki Shipman reviewed the [LPC Perkins 2021/2022 Application](#) then shared that in early Spring 2022 we will start to work on the 2022/2023 Perkins Application and discuss things like what investments we want to make and what outcomes we would like to achieve.
- Vicki then shared our Strong Workforce Program Plans, 2021/2022 funding applications on NOVA and mentioned that she will setting everyone on the committee up with access to NOVA.
- *The current 2021-2022 plans can be found in our CTE Committee Google drive.*
- Grants Development - We are submitting a California Innovation Apprenticeship Grant in partnership with Robert Half for Cyber Security and Accounting Technician.

5. CTE Outreach Updates - Anne Kennedy and Helena Cruz

- Anne Kennedy shared a PowerPoint presentation with the various outreach efforts Las Positas College offers. We meet monthly with our high school partners and our college and career counselors and share everything from program flyers to new events coming up. We promote Handshake and have increased our social media presence.
- Helena Cruz shared the [new landing page](#) on our website to share out our certificates and industry credentials inclusive of information on licensure, and other important details.

6. Career & Employment Center - Vicki Shipman

- Vicki shared that we are going to be hiring a dedicated Career and Employment Center coordinator that will be focusing on career development here at Las Positas College under Academic Services/Stuart McElderry.

7. Other Business

- Economic and Workforce Strategic Plan Flex Day Workshop on Thursday, 10/28 from 11:00 a.m. - 11:50 a.m.

8. Action Items

1. Revision of CTE Committee Charge language
2. Melissa Korber – “CTE Liaison” category
3. Motion → CTE Committee have a seat at College Council
4. Motion → Campus Grants Office

9. Adjournment

10. Next Regular Meeting – November 23rd, 2021, at 1:00 p.m.