

**Cerritos College – TOP Committee Meeting Minutes**  
**Tuesday, March 19, 2024**  
**11:00 am to 12:00 pm - Location: Zoom**

1. **Results of the CLNA Survey:** We received a total of 44 responses with 40 from faculty and 4 from managers. This is a very good response rate as we did not send this to CTE faculty at large. The committee discussed the results.

Participants strongly felt (more than 25% disagree) that we need to make progress in:

- Increasing access to students who want to enroll in CTE programs who are unable to do so under program quality, size, and scope
- Increasing our enrollment to match projected demands in job openings under labor market needs
- Increasing participation of underrepresented groups in CTE programs related to gender
- Increasing performance of special needs groups compared to other groups in CTE programs

Participants also felt (between 10 and 25% disagree) that we need to make progress in:

- Offering a sufficient number of courses and course sections within CTE programs
- Improving processes to train newly hired CTE instructors at the CTX for faculty coming from industry
- Offering substantive professional development opportunities for faculty attending CTE conferences and training

Under comments we received suggestions to:

- Adopt a more unified marketing strategy for all CTE programs
- Provide a data dictionary defining terms used in CTE
- Not confuse access to a program by the underrepresented gender and choice
- Improve the help we provide to students for resume writing

2. **CTE Office Updates:** Following in the footsteps of commercial music and CIS, we encouraged faculty to improve their curriculum to include industry certifications. Conditions for paying for the cost of the voucher to take an industry certification exam:

- The certification is in the curriculum outline of record
- The certification is offered by a third-party organization
- The certification is open to all students taking the class
- The certification is recognized by industry
- The final exam for the class is equivalent to the certification
- There is a condition for the student to receive the voucher (for example, the student must complete 75% of the labs to get the voucher)
- Vouchers cannot be given to anyone else

### **3. Updates**

**LARC regional recommendations** – Update was attached to agenda

**Perkins V 2023-2024:** We reminded faculty that all expenditures are due to the CTE Office no later than June 15, 2024. And that the CTE Office will send out an email regarding the Final Report requirements.

**Perkins V 2024-2025:** We reminded faculty that the application will be released in April 2024, or as soon as the Core Indicator Reports are published by the Chancellor’s Office. The deadline: Applications due to the CTE Office by Friday, May 3, 2024, to the CTE Office. The basis for funding is improvement of Core indicators.

**Strong Workforce 7:** We reminded faculty that it ends June 30, 2024 and that all expenditures are due to the CTE Office no later than June 15, 2024.

**Strong Workforce 8:** We reminded faculty that the deadline for applications is due to the CTE Office by Friday, May 3, 2024. The projects to begin July 1, 2024, and conclude on June 30, 2025. The basis for funding is “more” and “better” in alignment with LA County’s Regional Plan.

**Adult Hourly Staff:** We reminded faculty that employment Request must be complete and clearance from HR before employee can begin working.

**Advisory Committee Meetings (Handout)** We reminded faculty that they must have 2 meeting per fiscal year (Fall and Spring) and to forward the minutes and attendance sheet to the CTE Office.

**4. Professional Development/Conference: Review AP 6900 Travel:** We reminded faculty that:

- In state approval 30-45 days prior.
- Out-of-State approval 60 days prior (SB 447 – State Travel Ban Lifted).
- Conference Reimbursements: All must be received by June 30, 2024, to be processed.

**5. Work Experience:**

- The new chancellor’s office directive will be implemented when AP 4103 is updated. We will update everyone in Fall 25

**6. Road Maps:** We reminded faculty that:

- Departments should continue to update their road maps as needed.
- New Programs – Work with Kelly Kwan
- New Road Map Booklet to be published in 2024

**7. Advisory Breakfast** – We discussed the March 28, 2024, from 7:30 am – 9:00 am in the Student Center advisory breakfast – Our guest speaker is Luke Meyer - Director, Los Angeles Region - Center of Excellence for Labor Market Research

*NEXT MEETING –Fall 2024 In-Person (ME-1) Lunch will be served*