2016 - Tuesday, September 20

- Reminder of requirements for advisory committees: two meetings per fiscal year, must provide a sign-in sheet, agenda and minutes to be turned in to the CTE office as soon as they occur, have a minimum of 3 industry representatives

- Business Administration was used as an example of organized and detailed meeting minutes, with all the correct components

- An updated list of division chairs was verified

- Dates and deadlines for Perkins were discussed:

  o Local Application 2017-2018 – April 7, 2017

  o IPII Applications 2017-2018 – March 31, 2017 (Awards announced by June 15, 2017)

  o Final Report 2016-2017 – May 5, 2017

  o Expenditures – April 15, 2017

- Conference and travel guidelines for Perkins were discussed, based on the handout

- As of now, CTE Program Reports will be emailed out December 5, 2016 and are due February 24, 2017. Including CTE Program Reports as a component of Program Review Plus is in the works. The CTE office will keep the divisions up-to-date if there are any changes made to these dates.

- CTE Program Roadmaps Booklet:

  o The CTE office compiled all the CTE Roadmaps into one booklet. This booklet will be updated as we run out, and will be provided to divisions on a consistent basis, funded through the CTE office.

  o The individual roadmaps are now the responsibility of each division and reprints will not be funded by the CTE office. If any updates need to be made, please work with you dean and graphic designer Kelly Kwan to make those changes.

  o The CTE office will check with Kelly to make sure that any updated roadmaps are included in each new print of the booklet.

- Guest Speaker, Chris Hurd from Cazenovia High School in New York presented on Bridging the Gap, K-12 to Community College

- The Strong Workforce Program was discussed. Dean of Technology, Nick Real and CTE Coordinator, Kathy Hogue are working with CTE Liaison Andrew Maz to get the program started.

- o Applications to receive funds under this grant will become available October 3, 2016

- o The SOC to TOP Crosswalk was discussed, and it's importance under this grant

- A CTE faculty representative for the Basic Skills Committee is needed. The committee meets the 1st and 3rd Tuesday of the month at 2pm

- The date for the 2017 Advisory Committee Members' Recognition Breakfast was announced, April 13, 2017

References:

- WAFC Retail Management/Business Administration Advisory Meeting Minutes
- CTE/Perkins Travel Guidelines
- Bridging the Gap: From High School to Community College, Chris Hurd
- SOC to TOP Crosswalk