

# Cerritos College – TOP Committee Meeting Minutes

## Tuesday, October 15, 2024 - 11:00 am to noon on Zoom

### 1. Core Indicators:

Disproportionate impact analysis using RP group “Using disproportionate impact methods to identify equity gaps” published July 2017 by Giovanni Sosa (see attached). We need improvement in ensuring students earn their postsecondary credential, students enroll in nontraditional fields, and employment. We met the targets in postsecondary retention and placement. Get ideas from the best programs on campus for each core indicators. We then transitioned to presenting the best in class for earned postsecondary credentials was discussed. Data was presented to show that some programs like Medical Assisting, Commercial Music, Child development and Paralegal that are not necessarily cohort based can get good results. Learning from those programs is a good idea in an attempt to improve this core indicator. Finally, we described the best in class for non-traditional program enrollment was also presented. This data was presented to show that some programs do a really good job at enrolling non-traditional students.

We have more narrative examples and information here:

[https://www.cerritos.edu/cte/How\\_to\\_Improve\\_Your\\_CTE\\_Program.htm](https://www.cerritos.edu/cte/How_to_Improve_Your_CTE_Program.htm)

### 2. Strong Workforce expenditures summaries:

The are available online for years 1 to 7 <https://www.cerritos.edu/cte/strong-workforce.htm> The aggregate expenditure was sent recently via email. The graphic was presented to ensure everyone knew which programs got what. The audience was reminded that in the first few years of Strong Workforce, many CTE programs did not apply so the programs who seemed to have gotten a lion’s share of this aggregate money have applied every single year since the inception of the grant.

### 3. CTE Office Procedures for Perkins V and Strong Workforce:

The procedures that exist were briefly reviewed. More will follow during the school year. A download of those procedures is available here:

[https://www.cerritos.edu/cte/CTE\\_Office\\_Procedures.htm](https://www.cerritos.edu/cte/CTE_Office_Procedures.htm)

Hourly Employee Employment / Professional Development - Travel and Conference / Equipment Purchase

### 4. LARC Dashboard :

An image of the dashboard was presented to show that the link provides great data about K-12 CTE pathways. Knowing which sector, one’s program is remains key in using regional dashboards.

To get there: <https://losangelesrc.org/dashboards/college-career-opportunity-map-builder/>

### 5. Perkins V 2024-2025:

Everyone was reminded that the last Day for Requisitions to be submitted in the BEST System by Friday, February 28, 2025. All supplies and equipment must be received and invoiced by June 15, 2025. All expenditures due to the CTE Office no later than June 15, 2025. The CTE Office will send out an email regarding the Final Report requirements.

### 6. Perkins V 2025-2026:

Everyone was reminded that the application will be released in April 2025, or as soon as the Core Indicator Reports are published by the Chancellor's Office. The deadline for applications due to the CTE Office will be Friday, May 2, 2025, to the CTE Office. The basis for funding is improvement of Core indicators.

**7. CLNA Update:**

The implementation of Perkins V is driving significant progress toward equal access to high-quality career and technical education (CTE) for all students, particularly those from special populations. Central in our effort was the Comprehensive Local Needs Assessment (CLNA), which our college conducted to identify gaps in access and performance. By requiring tailored support services and targeted outreach initiatives, our college aimed to address the unique challenges faced by underrepresented groups, ensuring that diverse student needs are met. We have greatly improved our website to provide details on how to address the gaps and will go to diffusion of this information at our CTE advisory committee meeting. Andrew Maz, our CTE liaison, is working with Kolleen Kalt to create modules in Canvas for new part time instructors who are new to teaching and new to the community college system. Stay tuned for news regarding this project.

**8. Strong Workforce 8:**

The last Day for Requisitions to be submitted in the BEST System by Friday, February 28, 2025. All supplies and equipment must be received and invoiced by June 15, 2025. All expenditures due to the CTE Office no later than June 15, 2025. The CTE Office will send out an email regarding the Final Report requirements.

**9. Strong Workforce 9:**

The audience was reminded that the deadline for applications will be due to the CTE Office by Friday, May 2, 2025. The projects will begin July 1, 2025, and conclude on June 30, 2026. The basis for funding is "more" and "better" in alignment with LA County's Regional Plan.

**10. Advisory Committee Meetings (Handout)**

Chairs were reminded that we must have 2 meeting per fiscal year (Fall and Spring). We are now using MS Teams. Call Liliana if you have any questions.

**11. Work Experience:**

The new chancellor's office directive did not provide any guidance regarding the forms that are to be kept on record. We will keep using the existing forms until we get guidance. The automotive department has updated the forms we used to have to what is practical for them. Nick has forwarded them to LARC for feedback. Once feedback is received, we will connect with the project monitor to ensure we are compliant. We should be able to have standard forms available in Spring 2025.

**12. Advisory Breakfast**

The tentative date is Wednesday March 26<sup>th</sup> from 7:30 am – 9:00 am in the Student Center. Our tentative guest speaker is Kevin Fleming. Our next TOP committee meeting will be February 18, 2025 In-Person (ME-1) Lunch will be served