

## 2015 - Tuesday, September 29

- Discussed the need for pull sheets, all CTE programs should have them available for students. They should include program information from the catalog and a title banner is required.
- A presentation was given by Raquel Lizarraga discussing articulation agreements. This is a way for high school student to get college credit for classes they are taking at their high school as well as encourage them to transition to Cerritos College
- Reminded participants to inform the CTE office of any events they attend to recruit high school student, this can be included on the final report.
- Informed faculty about TOP, SOC, and CIP. They need to verify that SOC codes are correct. **Please have all revisions completed by the end of the Fall 2015 semester.**
- Reminded participants that 2 advisory committee meetings are needed per year. There must be a sign-in sheet, agenda, and minutes for the meeting. These **must** be turned in to the CTE office **as soon as they occur**. Also, industry representatives need to be in attendance.
- Discussed the Student Success Scorecard, which compares us to other community colleges in the region.
- Reminded participants that all purchases for this fiscal year are to be made by April 15, 2016
- Encouraged faculty to attend conferences related to their programs. Reminded them of the procedures for conference approval. Out-of-state travel should be submitted for approval at least 2 months in advance.
- Reminded participants that CTE Program Reports are due to the CTE office by March 31, 2016.

### References:

- [Articulation Agreement Presentation](#)
- [IPEDS - CIP Code](#)
- [Bureau of Labor Statistics - SOC Occupations](#)
- [Student Success Scorecard Handout](#)