

## **Perkins Annual Retreat– May 6, 2016**

- (1) Five-year strategic local plan
  - i. Reference – CTE Perkins Local Plan FY16
  - ii. What have we accomplished?
    1. We are on target for completing our five year goals. All goals have been met or exceeded except for the list below.
  - iii. What shall we focus on for next year?
    1. Strategic Plan 4: 70% of business and industry surveys, done through our CTE program advisory committees, will report satisfaction with our CTE graduates
    2. Strategic Plan 6: 80% of CTE faculty will receive professional development in Plans of Study either face to face or online (Christine Smith Olsey and Kaylah to work on this)
    3. Strategic Plan 7: Annual employer surveys will be sent to 100% of identified, certificate or degree specific employers to evaluate graduate preparedness for the workplace
    4. Strategic Plan 8: We have completed the goal that 100% of our CTE programs will market to our internal organizations to expand awareness of our programs. However, this needs to be a renewed focus, as there seems to be some drop off.
      - a. Ensure the programs are on the digital signs
      - b. Include them on the Flip of the website
      - c. Create and load up videos – arch. Tech. and CIS both have good stories to tell
    5. Strategic Plan 12: At least 40% of our CCD Faculty PD funds will be used for CTE programs.
    6. How will advisory committees help determine need for next year: it will be an agenda item on all advisory meetings, and we will invite committee members to bring up advancements in the industry that may lead to identifying needs
    7. Colorado Implementation Strategy 7: Ensuring Effective Strategies for Special Populations
    8. Colorado Implementation Strategy 5: Integrating Academic and CTE Skills and Knowledge
- (2) How did we succeed/fail in our initial local improvement plan FY15

data?

- i. Reference – CTE Perkins Local Plan FY16
- ii. What are we going to do next year to improve
- iii. Write a final local improvement plan Response Below
- iv. Student Retention
  1. Arch. Tech. is working with their advisory board to align certificates to meet industry needs
  2. ECE is also realigning their certificates
  3. CPLAC is increasing, and CCTE has now 40 students who received credit, all captured on D2L
  4. CHS is working on right sizing their cohorts for success
  5. Looking at gateway courses for relevance and currency, also being intentional and re-evaluating which courses should be included in the GE part of each CTE program
- v. Non-Traditional Participation
  1. ESL scholarships offered for ECE students
  2. ECE pilot for Spanish speakers was successful and being broadened
  3. We need to reach out to Crystal Hernandez about how we should identify our displaced homemakers and single parents, also Tim Huggins has some information
  4. We are on track with the Warren Village initiative, and the Nurse Aide Spanish MOT class
  5. DEH is exploring their nitrous certificate to target some of their sub-pops
  6. Tutoring is working on emphasizing ESL students by hiring bilingual tutors for ECE 101
  7. Our P-tech partnership with Denver Health and Manual High School will bring in minority students
  8. Mi Casa Resource Center is providing assistance for women to take NUA with supplies and child care
  9. Financial aid is offering scholarships for ECE programs that are not Title IV eligible
  10. The Mile High Youth Corps is providing assistance for NUA students
- vi. Non- Traditional Completion
  1. Explore going to the high schools and assisting students in completing the graduation paperwork
  2. We must streamline the graduation process (see below)

- (3) Go over this year's measured outcomes from this year's plans
- i. Reference - Will be provided by recipients
  - ii. Should this data be on our website
    1. Not discussed
  - iii. How can we ensure that this is done?
    1. Any not done have a completion date, and will be reviewed at next year's Retreat
    2. New proposals should include a date by which the assessment will be complete
  - iv. Results:
    1. ACC Computers - assessment completed, participation increased
    2. NUA Virtual Phlebotomy Kit - will be complete May 2017
    3. NUA SimMan Essential Manikin - will be complete Septemeber 2016
    4. DEH Nomad Portable Radiology Unit - will be completed December 2016
    5. AMC Rotary Screw Compressor - will be completed May 2017
    6. AEC Studio and Digital Enhancements - assessment completed, attendance increased significantly
    7. CTE tutoring -assessment completed, 85% of students received an A, B, C
    8. RTE Pediatric Phantom - will be completed May 2017
    9. DEH surgitel surgicam Pro - will be completed December 2016
    10. NUA Conference - will be completed May 2017
    11. CIS computers - will be completed May 2017 - must coordinate with new dean/chair
    12. VET Rescue Jerry and Fluffy - results not included in outcomes report
    13. VET Conference - assessment completed
    14. WiFi in CHR - assessment completed - complaints about wifi has dropped

(4) Website Revisions

- i. The vision is to have a web page called Career and Technical Education Administration with the following child pages
  - a. Faculty CTE Credentialing
  - b. Perkins Grant Management
  - c. CTE Program Management
- ii. Thoughts?

1. This was agreed upon
  2. A ticker of available funds should be on the website
  3. The Perkins time line should be visually shown on the website
  4. Reminder that IT and facilities should be invited to advisory meetings where purchases that may impact them are being discussed.
- (5) Write our One Year Goals for FY17
- i. Reference – Work already done today
  - ii. Reference – CTE Perkins Local Plan FY16
  - iii. Reference – Colorado Perkins Implementation Strategies
  - iv. Please see (1) our Five year goals for the explanation of this.
- (6) Performance Metrics and VE-135
- i. Reference – Performance Metric
  - ii. Reference – Perkins VE-135 Reporting Form
    1. The VE-137 procedure was identified as needing revision
  - iii. Reference – HLC 4C
    - 4.C. The institution demonstrates a commitment to educational improvement through ongoing attention to retention, persistence, and completion rates in its degree and certificate programs.
      1. The institution has defined goals for student retention, persistence, and completion that are ambitious but attainable and appropriate to its mission, student populations, and educational offerings.
      2. The institution collects and analyzes information on student retention, persistence, and completion of its programs.
      3. The institution uses information on student retention, persistence, and completion of programs to make improvements as warranted by the data.
  - iv. Reference – HLC 4A6
    - 4.A. The institution demonstrates responsibility for the quality of its educational programs. 6. The institution evaluates the success of its graduates. The institution assures that the degree or certificate programs it represents as preparation for advanced study or employment accomplish these purposes. For all programs, the institution looks to indicators it

deems appropriate to its mission, such as employment rates, admission rates to advanced degree programs, and participation rates in fellowships, internships, and special programs.

- v. How they are distributed
- vi. How they should be used
- vii. What can we do next year to improve the use of these
- viii. It was decided that this needs to be part of an all CTE chairs/deans meeting in the fall, which is discussed below.

(7) Evaluate Projects for FY 17

- i. Reference – Applications
- ii. Work on each one to improve and strengthen
  - 1. This was done for the five proposals that had representatives present
- iii. Talk about PD
- iv. CACTA for next year
  - 1. We did not discuss this. Do folks see this as of value?
- v. How do we prevent the scramble to spend the money
- vi. The vote for the proposals has already been sent out

## Proposed Fall Meeting

### Agenda

1. We need to reach out to Crystal Hernandez about how we should identify our displaced homemakers and single parents
2. VE – 135 (6) and the procedure needs to be discussed by all
3. CTE chairs, whether or not they accept Perkins dollars, needs to be on the same page with VE-135 plan and with the Local Improvement Plan which considers all CTE programs throughout the college
4. Strongly believed that Provost must be present at this meeting, along with all CTE chairs and CTE deans
5. What we have committed to
  1. Strategic Plan 4: 70% of business and industry surveys, done through our CTE program advisory committees, will report satisfaction with our CTE graduates
  2. Strategic Plan 6: 80% of CTE faculty will receive professional development in Plans of Study either face to face or online (Christine Smith Olsey and Kaylah to work on this)
  3. **Strategic Plan 7: Annual employer surveys**

- will be sent to 100% of identified, certificate or degree specific employers to evaluate graduate preparedness for the workplace
4. Strategic Plan 8: We have completed the goal that 100% of our CTE programs will market to our internal organizations to expand awareness of our programs. However, this needs to be a renewed focus, as there seems to be some drop off.
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  5. Strategic Plan 12: At least 40% of our CCD Faculty PD funds will be used for CTE programs.
  6. How will advisory committees help determine need for next year: it will be an agenda item on all advisory meetings, and we will invite committee members to bring up advancements in the industry that may lead to identifying needs
  7. Colorado Implementation Strategy 7: Ensuring Effective Strategies for Special Populations
  8. Colorado Implementation Strategy 5: Integrating Academic and CTE Skills and Knowledge

#### Streamline Graduation Meeting

Proposed Attendees: Jan Masters, Chris Arcarese, Christine Smith-Olsey, the deans, Provost, Earnie Post

Agenda: We need to make it easier for students to complete the graduation paperwork. FRCC does it completely online, can we model a system after theirs?