



## Workforce Workgroup (WWG)

### MINUTES

**Date:** 12/3/13

**Time:** 2:30-4:00pm

**Location:** Room 3201

### Attending

Mark Anderson, Catherine Ayers, Skip Barnes, Rober Cormia, Daniel Dishno, Reg Duhe, Alexandra Duran, David Ellis, Liane Freeman, Lauren Hickey, Ken Horowitz, Kurt Hueg, Gay Krause, Robbie Kunkel, Elaine Kuo, Keith Lee, Allison Lenkeit Meezan, Don Mac Neil, Charlie McKellar, John Mummert, Nanette Solvason, Chris White, Donna Wolf

**Revision: Added, Jeanne Thomas in attendance**

### Discussion Items

Topic	Discussion Leader
1   Approval Nov. 12, 2013 minutes	Mark Anderson
2   New CTE Programs- checklist, recommendations	Mark Anderson
3   Recommended template for Employer Survey	Mark Anderson
4   Perkins: Funding Rubric, Budget Narratives Due 1/10/14	Charlie McKellar
5   For the Good of the Order	John Mummert

### Discussion Detail

1. Approval of Minutes: Noted addition on attendance list, Jeanne Thomas. Minutes approved by general consensus.

2. New CTE Programs: John Mummert reviewed New Program Creation Checklist and process. Don MacNeil presented updates for two new Kinesiology programs: "Certificate of Achievement- Fitness Instructor" and "Certificate of Achivement-Personal Trainer." Nanette Solvason presented a new BHS program, "Certificate of Achivement-Interventional Pulmonology." Allison Lenkeit Meezan presented new BSS programs which included "Certificate of Achievement in "Geographic Information Systems I," "Certificate of Achievement in Geographic Information Systems II," "Certificate of Achievement in Geographic Information Systems III," and "Associate in Arts in Geographic Information Systems Technology." Reg Duhe presented seven new programs in Apprenticeship including; "Associate in Science in Air Conditioning & Refrigeration," "Associate of Science in Steamfitting & Pipefitting Technology," Associate of Science in Plumbing Technology," Certificate of Achievement in Steamfitting & Pipefitting," "Certificate of Achievement in Residential Plumbing," "Certificate of Achievement in Refrigeration & Air Conditioning Mechanical Service," and "Certificate of Achievement in Commercial Plumbing." Copies were provided to all members and all new programs were recommended to proceed through the approval process.

3. Recommended Template for Employer Survey: The Geographic Information Systems Technology (GIS) employer survey, a draft created through Survey Monkey was reviewed and discussed. Elaine Kuo reviewed this with the group and discussed the mandatory requirement for new program creation. Even though the content of most of the survey questions were dictated by the state, there is still flexibility to include additional questions. It was recommended a sub-committee be formed to design a list of needs, create some standardization, and draft a

template for review. Volunteers for sub-committee include WWG tri-chair Robert Cormia, Daniel Dishno, Reg Duhe, Lauren Hickey, Elaine Kuo and Don MacNeil.

4. Perkins: Perkins Funding Rubric Template was presented, discussed, and adjusted. The revised rubric template addressed guidelines for determining appropriateness of Perkins funding, whether or not criteria is met, whether additional documentation is needed and a comments section. Discussion ensued: advisory boards were recommended to include at least 50% industry professionals, tracking of equity and special populations was advisable, whether or not faculty release time can be approved, whether new program short lived seed funds can be approved, whether guidelines should be ranked, which guidelines are mandatory, what allowable uses and requirements for use of Perkins funding are mandated by the grant among other questions. The revised template will be sent to PaRC for approval.

Members were reminded that that previously emailed Perkins Budget Narratives forms for 2014-2015 are due back to Donna Wolf by Friday, January 10, 2014.

5. For The Good of the Order: Ken Horowitz said he is hoping to develop a Geriatric Home Health Care Certificate of Achievement and found the discussion of new program process very helpful. He discussed the need for health careers with the rise in elderly health care and the rise in those diagnosed with Alzheimer's disease and dementia.

### Documents/Handouts

1	Program Process Checklists and updated documents for new programs in Kinesiology, BHS, BSS, and Apprenticeship.
2	Draft rubric for determining Perkins funding with attached Career Tech Ed Resource Guide for Perkins funds
3	Geographic Information Systems Technology Employer Survey

### Important Dates

12/04/13	Internship Summit@ DeAnza
1/10/14	Perkins Narrative Budget Requests 2014-2015 <b>DUE</b>
1/14/14	WWG Meeting- President's Conference Room