



MARIN

COLLEGE OF MARIN

Career and Technical Education Committee (CTEC)

Meeting Minutes

Wednesday, March 25, 2026

12:40-1:30pm

Attendees: Julian Solis, Angela Olmanson, Wende Bohlke, Byron Ramey, Melanie Palomino, Heather Rahman, Kathleen Antokhin, Henry Faust, Gina Cullen, Beth Patel,

Charge: The Career Technical Education Committee (CTEC) will support College of Marin's commitment to providing equitable opportunities and fostering success for all members of our diverse community by supporting information gathering and sharing, communication, coordination, and cohesion around college-wide efforts, challenges, and other matters related to CTE programs and funding including but not limited to state and regional efforts and priorities, marketing, program development, grants and categorical allocations, countywide partnerships, and employer engagement.

Meeting Purpose

1. Review the Strong Workforce Program (SWP) application and align on committee processes.
2. Regular committee business
 - a. GRC evaluation
 - b. SWP evaluative rubric
 - c. SWAC group to review SWP applications

Discussion

Strong Workforce Program Application

- SWP Applications Due April 17: Proposals for innovative projects advancing student success and workforce outcomes are due. The application is built to mirror the state's NOVA system, simplifying data entry for the committee.

- PDF application is on the Career Education page, word version is available from Kathleen A if need be.
- Funding Caps & Scope: The committee will award up to \$75,000 total, with a \$25,000 maximum per project. Funding is for new, short-term (1–3 year) initiatives, not equipment or curriculum development.
- Inappropriate uses of funds:
 - Equipment-should route through IEC for anything over \$250 and to the Deans/Chairs for anything under
 - Professional Development- should use existing PD funds (e.g. PD committee for CSEA or UPM)
 - Curriculum development: this is a standard faculty responsibility per the CBA. However, pre-development work (e.g. industry viability research) is an appropriate use.
- New Rubric Approved: The committee unanimously approved an updated scoring rubric with more specific language (e.g., replacing "reasonable" with "clear, but lacks detail"), ensuring consistent and objective evaluation.
 - Language: Replaced subjective terms with specific criteria (e.g., "clear, but lacks detail" instead of "reasonable").
 - Work Plan: Adopted the SMARTY framework (Specific, Measurable, Achievable, Relevant, Time-bound, Inclusive, Equitable).
 - Budget: Emphasized a clear connection between spending and proposed activities/outcomes.
 - Approvals: Broadened criteria to "All required approvals provided" instead of specifying department endorsement.
 - Removed: "Proposal demonstrates institutional readiness and support," as it was an inference, not a direct application field.
- Decision: The committee unanimously approved the updated rubric for use in the current review cycle.
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- SWAC Reviewers Confirmed: All voting members—Byron, Melanie, Ron, and Paul, opted into the Strong Workforce Application Committee (SWAC) to review proposals after the deadline.

GRC Evaluation Process

- Process: The Governance Review Council (GRC) requires each participatory governance committee (PGC) to conduct a self-evaluation to ensure the system's effectiveness.

- This Year's Method: A self-reflection on the committee's work, building on last year's anonymous survey data.
- Action: Ryan will provide CTEC's specific feedback from last year's survey to serve as a starting point for this year's reflection.

Committee Business & Logistics

- Student Representation: Melanie proposed recruiting students directly for committee membership, as they are often more responsive to personal invitations than general ASCOM announcements.
 - The Chair will send out invitation to CEWD students to participate on the committee and will reengage ASCOM.
- Next Meeting: The next meeting will be scheduled for a Wednesday at 10:00 AM to avoid the campus-wide COMHour.
 - Prepare to review SWP applications after the April 17 deadline.