

CTEC Meeting Minutes

April 23, 2025

Attendees: Lauren Servais, Dean of Arts & Humanities at COM; Angela Olmanson, Allied Health; Elisabeth Doermann, Architecture; Ivan Diaz, K12 Pathway Coordinator - Marin County Office of Education; Alicia Bright, Nursing Director; Shawn Nelson, Instructor MMST; Thomas C. Padron, Instructor, Hospitality Management; Sara Moynier, Admin of Justice; Araceli Nunez, North Bay Regional Director with the Bay Area Community College Consortium; Sarah Frye, KTD Librarian & Library Department Chair/Coordinator; Padraig McGee, Welding Dept; Holley Shafer, PRIE, Director of Institutional Effectiveness; Heather Rahman, Program Coordinator, Career Education - CTEC Resource, TPC co-Chair; Sarah Nordin, Admin of Justice; Grant Kerr, Instructor, Machine and Metals Technology, CNC, CAD, CAM; Lyza Myers, Maternal Child Nursing; Nancy Willet, Instructor Business, Accounting, Real Estate, Hospitality & Statistics; Aubrey Wade, CNA/HHA;

12:00-12:10 Welcome, call for nominations/voting of a co-chair, general updates

- Pass on nominations for a co-chair due to lack of quorum
- 2 CTEC student rep positions are open
- CTEC includes programs under the Career Education division as well as other programs at the code level considered to be CTE courses
- Strong Workforce Program (SWP) is categorical funding from state of CA
- Career Technical Education Outcomes Survey (CTEOS)- employment data from surveyed students
- BACCC Updates:
 - o Mission is to help the colleges create pathways from education to employment by coordinating strategies, investments, and employer partnerships
 - o Two Strong Workforce Program Funding Streams: SWP (2016) regional joint ventures and K12 SWP (2018)
 - o BACCC supports programs like Netlabs to create a remotely shared ICT lab for colleges, Regional Virtual Production Academy Project to create a flexible pathway to a certificate in virtual production
 - o Upcoming North Bay Clinical Placement Convening at COM on June 2
 - o Regional Joint Ventures (RJVs) funding: need to demonstrate in proposal how the work is regional in the county, underspent opportunity. Connect with Araceli Nunez to learn more.

12:10-12:30 Dr. Holley Shafer, Director of Institutional Effectiveness– CE data, trends, and connections to the upcoming EMP-Vision 2030 Plan

- DataVista reports that track COM's metrics in relation to Vision 2030 goals.
https://datavista.cccco.edu/data_views/vision_2030_report
- COM CTE Report: https://datavista.cccco.edu/data_views/swp_report
- Career Technical Education Outcome Survey:
<https://cteos.santarosa.edu/sites/cteos.santarosa.edu/files/documents/College%20of%20Marin%20%E2%80%93%202024%20CTEOS.pdf>
- COM is developing new 2030 Educational Master Plan and Strategic Priorities
- Career Education enrollment is up 7%, many from Dual Enrollment

12:30-12:50 Ivan Diaz, Assistant Special Projects Manager, K-12 Pathway Coordinator – Summer Academies 2024 & K-14 efforts

- MCOE expanding summer career academies to provide multiple CTE experiences for high school students
- Goal of equity when choosing SCA students, more equitable when compared to Marin public high school student demographics
- Current academies include game design, graphic design, and health occupations
- Most academies cap at 30 students; some at 22-23 due to hands-on nature
- Waitlisted students often accommodated due to changing summer plans. If a class is full, students are reassigned to other academies with space.
- Potential new academies in health organized by Counseling and business with MCOE being considered based on demand
- Summer Career Academy 2025 applications close May 1
- K14:
 - o Articulation: Trying to funnel ROP students to SCAs
 - o School to Career Internships: Feed into dual enrollment classes and SCAs
- Seeking collaboration ideas for new or existing academies (e.g., general career exploration, guest speakers)
- Look into connecting Terra Linda High's Marin School of Environmental Leadership MCEL with current MCOE programs

12:50-1:00 Cari Torres, Assistant Vice President of Instruction, & Ron Palmer, Automotive Faculty, Department Chair, – Updates on outcomes for previously funded projects. Others?

- On-Site High School Counseling Program

- Strong Workforce-funded program placing COM academic counselors at four area high schools
- Services include one-on-one student meetings, dual enrollment support, application workshops, and classroom presentations
- Bilingual counselors reaching out to English Language Development (ELD) classes
- Program helps normalize college connection for high school students and builds goodwill between COM and high schools
- Supports high school counselors with large caseloads (250-400 students each)
- Auto Dual-Enrollment
 - 2nd year of the program
 - Submitted SWAG proposal for NC3 Snap-On Certification. 3-year funding but now that equipment and certificates are purchased, the certification can go on indefinitely
 - Over 200 NC3 Snap-On certificates earned by students this year
 - About 50% of summer Auto students are dual-enrollment students
 - ASC certification joining with NC3 for future testing

1:00-1:30 Kathleen Antokhin, Program Coordinator- Workforce Projects – Overview of the Strong Workforce Application Funding Cycle, updated SWP application, review of scoring rubric, and collection of feedback

- Funding focuses on "more and better CTE" - increasing enrollment, completion, and job placement
- Application aligns with state, college, and regional strategic goals
- Strong Workforce application linked on the COM Participatory Governance web page
- NOVA – fund management system for Chancellor’s office, components of the strong workforce application are pulled directly from NOVA
- Rubric emphasizes clear rationale, impact, connection to goals, and transparent investment plan
- Projects can be 1-3 years, with potential renewal based on progress
- \$25,000 maximum annual funding per project
- Application deadline: May 5th; funding notifications by May 16th
- Funding period begins July 1st
- SWAC committee to review and score applications using the proposed rubric
- SWP funds are limited so if funding runs out this year, will put other submitted projects on hold for future year.
- No vote on the rubric as no quorum, SWAC members to review and vote on the strong workforce application rubric via email.

- Aubrey Wade to connect with Ivan Diaz regarding finding a partner high school for CNA program and apply for Strong Workforce Funds