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| **CoE Director's Meeting: Fall 2011** | | | | | | **Wednesday, 10/19/2011**  **9:30a.m. to 4:30 p.m. 6 Hours, 45 Minutes**  **South Puget Sound Community College**  **Building 22, Room 200A** | | | | | | |
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| Meeting called by: Maureen Majury | | |  | Type of meeting: CoE Director’s Meeting | | | | | |  | | |
| Facilitator: Maureen Majury | | |  | Note taker: Caryn Fosnaugh | | | | | |  | | |
| Timekeeper: Caryn Fosnaugh | | |  |  | | | | | |  | | |
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| Attendees: | |  | | | | | | | | | | |
| Name | Title | | | | Organization | | | Email Address | | |
| Ann Avary | Director | | | | Marine | | | ann.avary@skagit.edu | | |
| Mary Kaye Bredeson | Director | | | | Aerospace | | | mbredeson@everettcc.edu | | |
| Mike Campbell | Director | | | | Homeland Security | | | mcampbel@pierce.ctc.edu | | |
| Caryn Fosnaugh | Director, Co-Chair | | | | Transportation | | | cfosnaugh@highline.edu | | |
| Barbara Hins-Turner | Director | | | | Energy | | | bhins-turner@centralia.edu | | |
| Bob Lawrence | Executive Director | | | | WEC | | | blawrence@pencol.edu | | |
| Paulette Lopez | Acting Director | | | | Allied Health | | | plopez@yvcc.edu | | |
| Maureen Majury | Director, Chair | | | | ITC | | | maureen.majury@bellevuecollege.edu | | |
| Shana Peschek | Director | | | | Construction | | | speschek@rtc.edu | | |
| Mindy Stevens | Acting Director | | | | Agriculture | | | mind.stevens@wwcc.edu | | |
| Erik Tingelstad | Director | | | | Education | | | etingelstad@greenriver.edu | | |
| Pat Ward | Program Administrator | | | | SBCTC | | | pward@sbctc.edu | | |
| Please read: Summer 2011 CoE Director Meeting Notes distributed by Caryn Fosnaugh in August 2011. | | | | | | | | | | | |  |
| Please bring: Your PPT if you are a “Center of Excellence: In the Spotlight”; Mary Kaye – A 2011-2012 draft budget of the $5,500 CoE WA website project; A PPT outline and/or hand-out if you want to take 10 minutes for “It's My Turn: 10 Minutes to Talk @ Your Center”. | | | | | | | | | | | |  |
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| **Agenda** | | | | | | | | | | | | |
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| 9:30 a.m. Centers of Excellence: In the Spotlight | | | | | | | Mike Campbell | | 20 | | | |
| 9:50 a.m. Centers of Excellence: In the Spotlight | | | | | | | Caryn Fosnaugh | | 20 | | | |
| 10:10 a.m. Centers of Excellence: In the Spotlight | | | | | | | Mary Kaye Bredeson | | 20 | | | |
| 10:30 a.m. What's New? From the SBCTC | | | | | | | Pat Ward | | 15 | | | |
| 10:45 a.m. What's New? From WEC | | | | | | | Bob Lawrence | | 15 | | | |
| 11:00 a.m. Break | | | | | | |  | | 15 | | | |
| 11:15 a.m. From WEC's Perspective: CoE WA Website- Resource Library | | | | | | | Caryn Fosnaugh | | 15 | | | |
| 11:30 a.m. From WEC's Perspective: Committee Assignments | | | | | | | Caryn Fosnaugh | | 10 | | | |
| 11:40 a.m. From WEC's Perspective: CoEs in the Spotlight Presenting at WEC | | | | | | | Caryn Fosnaugh | | 10 | | | |
| 11:50 a.m. From WEC's Perspective: CoE Work Plan Submission Time Line | | | | | | | Caryn Fosnaugh | | 10 | | | |
| 12:00 p.m. Luncheon & Networking with South Puget Sound's Workforce Team | | | | | | | Everyone | | 120 | | | |
| 2:00 p.m. CoE WA Website: Budget Plan for 2011-2012 (to include budget for possible IBEST database) | | | | | | | Mary Kaye Bredeson | | 30 | | | |
| 2:30 p.m. While We Are Thinking About It: What's New w/PLA? | | | | | | | Caryn Fosnaugh | | 15 | | | |
| 2:45 p.m. CoE Assessments: They are Coming | | | | | | | Pat Ward & Caryn Fosnaugh | | 30 | | | |
| 3:15 p.m. It's My Turn: 10 Minutes to Talk @ Your Center | | | | | | | Everyone | | 60 | | | |
| 4:15 p.m. Farewell for now… | | | | | | | | | | | | |
| **Additional Information** | | | | | | | | | | | | |
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| Resource persons: | |  | | | | | | | | | | |
| Special notes: | | Absent: Ann Avary (Maureen M proxy), Mary Kaye Bredeson (Susan B, proxy), Mike Campbell (Linda C, proxy), Erik T, Bob L, Ag Center  9:30am – Welcome and short discussion with Dr. Pumphrey, President of SPSCC. Brief history of his familiarity with Centers in WA and other states.  Discussion of assessment, presentation at WAC, helping people find jobs  Summer Meeting minutes – Linda move to approve, Caryn second, unanimous approval | | | | | | | | | | |
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| **CoE Director's Meeting: Fall 2011** | | **10/19/2011**  **6 Hours, 45 Minutes**  **South Puget Sound Community College**  **Building 22, Room 200B** | | | |
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| **Minutes** | | | | | |
| **Centers of Excellence: In the Spotlight** | | **Mike Campbell** | | **20** | |
|  | Discussion: (Linda Crerar for MC) – ppt; new furniture, office equipment!, discussion/explanation of Career Pathways | | | | |
|  | (first responders HSEM), Education Pathways (Pierce College cert program), Economic Development (business training), | | | | |
|  | Community/Individual Resiliency (community group volunteer training), College Preparedness (campus emergency training), | | | | |
|  | Conclusions: Clary Act training, Dec 1-2, Clover Park, $150pp, more information to come | | | | |
|  |  | | | | |
|  | Action items: | | Person responsible: | | Deadline: |
|  | Idea: post these to coewa website | | Caryn F | | When mins are posted |
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| **Centers of Excellence: In the Spotlight** | | **Caryn Fosnaugh** | | **20** | |
|  | Discussion: ppt; highlights of soft skills modules, Logistics course sharing w/ Tacoma and Spokane Falls CC’s, LWIT | | | | |
|  | Transportation/Logistics program development, Rail Safety & Operations program possibility , and Spokane area | | | | |
|  | Transportation/Distribution/Logistics skill panel | | | | |
|  | Conclusions: n/a | | | | |
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|  | Action items: | | Person responsible: | | Deadline: |
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| **Centers of Excellence: In the Spotlight** | | **Mary Kaye Bredeson** | | **20** | |
|  | Discussion: (Susan Bradshaw for MKB), ppt; overview of Aerospace Curriculum Alignment Team, ctc programs aligned w/ | | | | |
|  | Boeing job codes; job cluster teams/meetings, grant collaboration (TAACCT, WIA); Job/Career Expo; current outreach | | | | |
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|  | Conclusions: | | | | |
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|  | Action items: | | Person responsible: | | Deadline: |
|  | Next meeting spotlights: ICT, Construction, Health | | Maureen | |  |
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| **What's New? From the SBCTC** | | **Pat Ward** | | **15** | |
|  | Discussion: Gearing up for Nov special session of legislature. Will not likely pull any base funding; trying to get | | | | |
|  | performance funding out asap so it’s not on the table during session; 5 work plans reviewed | | | | |
|  |  | | | | |
|  | Conclusions: Annual reports can be published on websites now. Positive feedback on workplan/reporting formats! | | | | |
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|  | Action items: | | Person responsible: | | Deadline: |
|  | Review/approve work plans  Send Caryn annual report doc or link to it on your CoE site | | Pat  Directors/Caryn | | Nov 15  Nov 15 |
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| **What's New? From WEC** | | **Bob Lawrence** | | **15** | |
|  | Discussion: absent; no report | | | | |
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|  | Conclusions: | | | | |
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|  | Action items: | | Person responsible: | | Deadline: |
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| **Break** | |  | | **15** | |
|  | Discussion: | | | | |
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|  | Conclusions: | | | | |
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|  | Action items: | | Person responsible: | | Deadline: |
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| **From WEC's Perspective: CoE WA Website- Resource Library** | | **Caryn Fosnaugh** | | **15** | |
|  | Discussion: WEC Executive team idea of resource library page for coewa – videos, reports, etc | | | | |
|  | Question – at what point does it become duplicate efforts? – page is meant to be static, | | | | |
|  |  | | | | |
|  | Conclusions: positive response; idea: implementing an archive page | | | | |
|  |  | | | | |
|  | Action items: | | Person responsible: | | Deadline: |
|  | Create template page with criteria, send to Directors; responses/additions | | Caryn | | Jan 1, 2012 |
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| **From WEC's Perspective: Committee Assignments** | | **Caryn Fosnaugh** | | **10** | |
|  | Discussion: Committee 1: Caryn F and Allied Health; Committee 2: Erik T and Agriculture ; Committee 3: Maureen M and | | | | |
|  | Shana P ; Committee 4: Mary Kaye B and Barbara H-T ; Committee 5: Mike C and Ann A | | | | |
|  |  | | | | |
|  | Conclusions: | | | | |
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|  | Action items: | | Person responsible: | | Deadline: |
|  | Caryn will send updates to Directors | | Caryn | | Oct 21 |
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| **From WEC's Perspective: CoEs in the Spotlight Presenting at WEC** | | **Caryn Fosnaugh** | | **10** | |
|  | Discussion: Idea of shortened version of “Spotlight” presentations to WEC each meeting. | | | | |
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|  | Conclusions: positive feedback; great to have “dry run” for CoE feedback prior to WEC | | | | |
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|  | Action items: | | Person responsible: | | Deadline: |
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| **From WEC's Perspective: CoE Work Plan Submission Time Line** | | **Caryn Fosnaugh** | | **10** | |
|  | Discussion: submission of work plans to Pat by the end of May each year. Feedback and approval by end of June | | | | |
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|  | Conclusions: Based on positive feedback, work plans will be due to Pat May 31. | | | | |
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|  | Action items: | | Person responsible: | | Deadline: |
|  | Submit annual work plan to Pat | | Each CoE Director | | May 31 |
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| **Luncheon & Networking with South Puget Sound's Workforce Team** | | **Everyone** | | **120** | |
|  | Discussion: | | | | |
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|  | Conclusions: | | | | |
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|  | Action items: | | Person responsible: | | Deadline: |
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| **CoE WA Website: Budget Plan for 2011-2012 (to include budget for possible IBEST database)** | | **Mary Kaye Bredeson** | | **30** | |
|  | Discussion: Overview of attached budget for coewa. Discussion re: payment of agreed administrative costs to ITTL. | | | | |
|  | Discussions will continue due to the work occurring in the past. | | | | |
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|  | Conclusions: | | | | |
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|  | Action items: | | Person responsible: | | Deadline: |
|  | Caryn will follow up with Mary Kaye and Sue to resolve | | Caryn | | Nov 30 |
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| **While We Are Thinking About It: What's New w/PLA?** | | **Caryn Fosnaugh** | | **15** | |
|  | Discussion: Overview of Oct 5 meeting minutes and action items related to CoE’s – crosswalks/examples will continue to | | | | |
|  | be used and the CoE’s will continue to be called on as resources | | | | |
|  | November 15, 9am-3pm, Primary Point of Contact meeting to discuss the legislation, examples, and resources | | | | |
|  | Conclusions: Keep ears open for further requests re: PLA | | | | |
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|  | Action items: | | Person responsible: | | Deadline: |
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| **CoE Assessments: They are Coming** | | **Pat Ward & Caryn Fosnaugh** | | **30** | |
|  | Discussion: Recap of CoE meeting with John Martens. Pat will follow up with John to discuss what the IC is looking for, | | | | |
|  | what the CoE’s are looking for, making it meaningful/helpful, and creating a successful process. Nothing will be decided | | | | |
|  | without Center feedback/input | | | | |
|  | Conclusions: Spring 2012 – Agriculture, Aerospace, Allied Health, ITTL, Marine | | | | |
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|  | Action items: | | Person responsible: | | Deadline: |
|  | Pat meets with John Martens | | Pat | | Nov |
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| **It's My Turn: 10 Minutes to Talk @ Your Center** | | | **Everyone** | | **60** | |
|  | Discussion: ICT – a) Programs of Study: creation of model/template to assist CTC’s with articulation to 4-yr; expect to use | | | | | |
|  | national template and prior work – goal to complete March 2012 (working with aerospace, agriculture, and health) | | | | | |
|  | More information available on ICT Center website; b) Common Course Numbering : Help Desk Technician- 20 campuses- | | | | | |
|  | matrix in development; project for next 1-3 years | | | | | |
|  | ITTL – request for advice/best practices re: industry event that includes education; posting list of jobs hiring for; MK | | | | | |
|  | hoping for another event in Spring (follow up with her); site selection is valuable; CWU event planning service; company | | | | | |
|  | event planning team | | | | | |
|  | Marine – Advisory board WIKI/ITV – good feedback; Caryn and Barbara will follow up; remind her to present on her | | | | | |
|  | Talk radio blog! | | | | | |
|  | Construction - 5 colleges and 2 high schools will be taking field trips to Z-Home townhome projects | | | | | |
|  | Energy – Careers in Energy Week; K12, Apprenticeship, tours, workshops | | | | | |
|  | Allied Health – hiring update; advisory board feedback requests (engagement, roles/responsibilities, delivery) – use | | | | | |
|  | prof/tech model, freedom to manage themselves as advisors/board, more structured w/ length of service, bylaws, invite | | | | | |
|  | guest speakers, subcommittees; | | | | | |
|  | Conclusions: | | | | | |
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|  | Action items: | | | Person responsible: | | Deadline: |
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| **Additional Information** | | | | | | |
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| Resource persons: | |  | | | | |
| Special notes: | | Next Meeting: Wednesday January 11, Bellevue College | | | | |
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