CTE Dept. Chair Meeting

minutes

8/22/14

1. VTEA funds: Herb, mentioned that it would be nice to have a list of due dates on VTEA deadlines.
   Gilbert, will look into talking with Michelle and try to set up a schedule of due dates for VTEA requirements. List will be sent out ASAP to all departments.

2. SLO,PLO’s: assessments needed for all classes should be on track.
   Gilbert, Cosmetology is working on assessing SLO’s for each class by individual instructors. Should be done this semester.

3. Aviation: Herb, Already in session everything is going well so far.

4. Child Development: Pat, Adjusting with changes due to having to give up office space in the CD building.

5. General: We will continue to have individual dept. meetings with our staff and bring issues up as needed during CTE Dept. meetings.

Attending: Gilbert Ramirez,
Herb Spinner,
Pat Henrickson,
Mary Hoshiko Haughey
MINUTES

1. MINUTES: Pass

2. SLO’S & PLO’S: Curriculum group stressing these items. Gilbert and Susan Dodd went over all of the SLO’s during break time and fixed them. Each item must be measurable to the course curriculum. Monday will be the beginning process to the “C” forms for the SLO’s. Esthetics is out of date needs to be updated. Gilbert will doing 5 of the items and each person will be working on one. Please be sure they match and measure to the curriculum. Lets make sure they measure up to and we create our assessments. Thank you for working on them, now lets change the numbers that we have on our curriculums. As long as we are meeting SLO’s we are good. PLO’s we will work on them together and make sure they are measured by our PLO’s. To include and support Passing State Board, passing the courses. The President is pushing hard for everyone to finish the PLO’s on time. Julian Kerns is our Liaison, he can offer information to help make sure you have proper action words and verbiage that is correct, no longer state “that students will pass.” Change the language for a positive outcome.

3. Items For Ordering: Think about making kits for COS 201 and 203, Items send an e-mail request any Office supply or extra items you want to order.
   a) Cos 200 & Esthetics have kit items updated no later than March Be sure to speak with Michael from Marianna and get an accurate quote for the new kit price.

4. Future Education Classes for Instructors: Maree- Improvement of the program that every Instructor should be sent to an Education class in order to keep up with Current event and information. Like a color symposiums, or Barbering classes. Gilbert, Yes we should however we need at least One month notice needs to be turned in, plus a substitute needs to be in place. No last minute Conferences will be granted. All conferences need to be approved by Dean Sherrean Carr and Gilbert. Advanced Notice must be given, we need to check our funding and make sure we have the funds available.

5. Computer for Classroom: Computers and printers have been ordered for each classroom and each office. Gilbert we need to add a sixth computer.

6. List of Credits For Operations: Gilbert has already spoken to Cosmo 201, 202 and 203 about the list of credits for the operations they complete, that way there is no confusion.
ANNOUNCEMENTS:
Sylvia Friday - FEB 21st. First Day of Clients for Esthetics Dept., Clients who want multiple bookings can only book once a month. Service days will be Wed-Friday. Gilbert- Cosmo students will take messages for Esthetic apt. and Esthetic Dept, will call back and make appointments. (Have an evening procedure sheet ready to view in case there is Sub.)
Dora- Gift Certificates do we have them
Alicia- Date for the Show, tickets, Advertising, selling refreshments. Secure theme no student can change their theme at the last minute.
Nicolette- Cosmo club, T-shirt fit fine. Continue with candy and water sales.
Raffle Basket for Mother’s Day, Put in some products and sell tickets. $2.00 clipper cut days. Recycle days to raise money put the bottles in the blue recycle bin. Male package/spa day fund raiser. Valentine grams purchase a sucker and sell them $.50 cents.
Buddy/ Mentoring hour to help the freshmen learn from a mentor and help create. Recognition board of students who pass State Board privacy issue.
Neena- do students need to clock out.. only afternoon break on monitor side.

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