

## CTE ADVISORY COMMITTEE MINUTES

January 19, 2016

**In Attendance:** Kevin Burton, Michele Coffman, Shaylee Karmona - proxy for Lee Coyle, Laura Evans, Tom Grane, David Remick, Ronnie Campbell, Sherri Chapman

**Absent:** Francis Carragher, Buddy Gritz, Esteve Mede, Daniela Rodriguez, David Serensits, Tommy White

**Guest:** JM Janukatys

David Remick called the meeting to order at 4:35 with introductions and asking each member why they felt CTE was important. The meeting agenda was adopted and the minutes from the October 20<sup>th</sup> meeting were approved. David then shared some data from the Alexandria/Arlington Workforce Council regarding third quarter job openings in the area. Retail Trade was the highest with nearly three times the openings as the next highest area, Health Care. The report also included the most requested Hard/ Soft Skills and required certifications and credentials. This data will be shared with the CTE teachers at the next department meeting on January 20<sup>th</sup>.

### Old Business:

**Enrollment Data:** Micki shared the enrollment data for CTE. There are currently just under 3000 students enrolled in a CTE class at TC Williams. This data was pulled from a report run by the IT department in mid-September. There was a question regarding the low number of students doing Co-op. This is also a concern for the CTE department chairs and there are multiple reasons for the decline. First other areas, such as Special Education, the International Academy and Urban Alliance (UA) are offering work based learning experiences that do not require the number of hours as co-op and students are doing those. Sherri is meeting with Urban Alliance on January 20<sup>th</sup> and will be discussing more UA students being in Co-op. Arlington requires UA student to be listed as co-op. ACPS has tried doing co-op with UA however, many of their positions start mid-year and the student's schedules can't be adjusted to meet the time requirements.

**CTE Advisory Committee By-Laws:** The ACPS School Board has request all sub-committees to review and update their bylaws and that all committees follow similar policies and procedures. The CTE bylaws were reviewed and the following changes were made.

- Membership would not exceed 17
- Term of Office, 2 years and can be renewed twice, except for required members such
- Ex Officio Members include the ACPS CTE Coordinator and the School Board Liaison

Micki Coffman was appointed as Secretary.

**CTE Strategic Plan:** Sherri then shared the draft CTE Strategic Plan. On January 6<sup>th</sup> Sherri met with the CTE department chairs to update the plan based on the revised ACPS Strategic Plan. The previous CTE plan was 28 pages and very detailed. The new ACPS Strategic Plan is only six pages and takes a more global approach. The committee is asked to review the plan and email Sherri any comments or suggestions by March 1<sup>st</sup>. The final revised plan will be voted on at the next CTE meeting on March 15<sup>th</sup>.

### New Business:

David Remick is going to identify a business representative to attend meetings and the related CTE program will be highlighted at that meeting.

No Announcements by members

The meeting adjourned at 5:30

The next meeting is March 15<sup>th</sup> in the Culinary Arts room and dinner will be served.