MJC Career Technical Education

Division Instructional Programs Meeting

Meeting Notes
February 19, 2016
2:00PM – 3:30PM
Location: Sierra Hall

DATES & EVENTS:
- Manufacturing Summit: March 3
- MJC CTE Annual Meeting: March 10
- MJC Graduation Application Deadline: March 6
- Occupational Olympics: March 24
- CCCAOE Conference: April 19 – 22
- Fire Academy Graduation: April 28
- CAT Conference (MJC Automotive): April 29 - 30
- MJC Graduation: April 29
- TechEd Graduation: May 4

DIVISION OR COLLEGE PROCEDURES/DEADLINES
- Curriculum
- Outcome Assessments – Lumens Training

PROGRAM REVIEW [DUE MARCH 2016]: Discussion about the distinction of Program Review, PLO, CLO, Curriculum COR, Curriculum Program Review occurred. There is confusion about the various processes and how they fit together. P Mendez was asked to provide information on the processes, links and time line information. See Below

Program Review: Provides typical 3-5 year plans for the Instructional Area. Updated annually and comprehensively re-written every 3-5 years. Area program reviews are found in www.curricunet.com/mjc. This is the item referenced by Academic Senate President C Martin which is due from Faculty on March 30, 2015.
- Chair: Curtin Martin
- Submitted thus far: Automotive and Welding
- ACTION ITEM -- Need to be updated and submitted to Division Office: AUBDY, CMPET, ELTEC, LOGST, MACH, CTE Division, WRKC, COMED, and RFTC.

Outcome Assessment: http://www.mjc.edu/instruction/outcomesassessment/. Web Site houses information on courses rotation of CLO Assessment Schedule and Program PLO review schedule. This information is now reflected on larger plan above “Program Review.” Also note:
- Chair: Nita Gopal
- Representative: Gerald Wray and Sonny Gumm
- CLOs Course Learning Outcome Statements are produced during the Curriculum COR creation or update process.
- PLOs Program Learning Outcome Statements are produce during the Curriculum COR creation or update process.
- ELumens is the system that has been discussed recently converting where we house Outcome Assessment information. Presently, we are not able to update Curricunet
System for Outcome Assessment Analysis; however, faculty are still being asked to keep CLO Assessment Information for scheduled courses.

**Curriculum:** [http://www.mjc.edu/governance/curriculum/](http://www.mjc.edu/governance/curriculum/) and [www.curricunet.com/mjc](http://www.curricunet.com/mjc). Where faculty introduce or update course outline of records (COR) and programs.

- Chair: Barbara Adams
- Representative: Jeff Beebe (15/16FY) and Adrian DeAngelis (16/17FY)

### ADVISORY MEETINGS – Obligation as CTE Programs (Standard: 2x Year)

<table>
<thead>
<tr>
<th>Have not met CTE Obligation</th>
<th>Scheduled</th>
<th>Have met CTE 1X</th>
<th>Have met 2x or More</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Comp Electronics</td>
<td>• Auto &amp; Auto Body</td>
<td>• Electronics Emergency Med</td>
<td>• Logistics Fire Science</td>
</tr>
<tr>
<td>o Machine Tool</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Welding</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### COLLEGE COMMITTEES AND COUNCILS

- Instruction Council – **Vacant**
- Facilities Council – Jim Howen, Angie Vizcarra, Pedro Mendez
- Student Service Council – Araceli Zarate (SSSP), Marla Uliana
- Resource Allocation Council – Judy Wagner
- College Council – **n.a.**
- Academic Senate – Jim Howen
- Curriculum – Jeff Beebe, Pedro Mendez, Ron Cripe
- Outcome Assessment Workgroup – Gerald Wray
- CTE Perkins Campus Committee – Pedro Mendez
- College Technology / Distance Education Committee – Tim Vaughan