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**CAREER CURRICULUM DEVELOPMENT ASSOCIATION OF MICHIGAN**

**Minutes**

**May 13, 2020**

**9:00 a.m. – 12:00 p.m.**

Zoom - Virtual Meeting

* **9:00 a.m. Member networking**

Margo Hazelman, Patty Adolfs, Cindy Philip, Chris Eaton, Celena Mills, Dan Draper, Ben Murray, Kathy Dardas, Cindy Goss, Randy Sowles, Codie Lakin, Lindsay Pulsipher.

* **Review/revisions of today’s agenda, Margo Hazelman**
* **Standing Reports:**
* Secretary’s report, previous [meeting minutes](https://drive.google.com/open?id=1WmZUs9TkUy0RVAUDEFf16oNVcLwvs3pYCC4M566xda4), Cindy Philip
  + Dan motions to approve. Ben seconds.
* Treasurer’s report, Chris Eaton
  + Updated report will be added to the drive later today.
  + Dan motions to approve. Ben seconds.
* Office of Career and Technical Education Update, Celena Mills
  + CIP Self-Review Updates
    - Moving to GEMS.
    - C01 - pretty similar but expectations made more clear
    - C02 - PD will probably become Professional Learning. Annual PD rather than every 5 years. They will need 1 thing from the list every year or CIP specific PD every year. DPPD language will be updated. (Celena will talk to Tom about this and about how to guide teachers and districts through the DPPD process.)
      * Dan asked if something could be added in regards to supporting 4 pillars of DPPD? (Celena will check on this)
    - C03 (used to be C06)- They will be adding links here to the OCTE toolkits that are being revised. Mostly the same - some of the explanations are more clear. When it comes to equipment - they are looking for a detailed list (like what you’d use for an insurance claim). If you capture attendees in the minutes and you have a current roster, the sign-in sheet should not be needed. (Celena will clarify with OCTE)
    - C04 (used to be C10) - Curriculum & Instruction Only. Will include GAP, instructional design form, CIP specific safety training, detailed syllabi for all courses in the program ([new example syllabus in this document](https://www.michigan.gov/documents/mde/mi_new_cte_teacher_technical_tool_kit_2017_598158_7.pdf)). GEMS is secure enough that we will not have to hide student data.
      * Can instructional design form be a fillable PDF? Celena will look into this.
    - C05 (used to be under C10) - Work-Based Learning. Each program provides opportunities related to the CIP area. Should be on the WBL continuum. Also needs to include work site specific safety training (evidence will be a completed training plan or training agreement). We won’t need to upload ALL plans, but we will need to include a sample or 1 actual TA. Updating toolkits and OCTE is developing examples.
      * WBL Continuum is still in draft. OCTE is still working through a few areas.
    - C06 (used to be under C10) - Leadership. Must include documentation of participation, including activities and dates. (OCTE is considering categories, much like WBL Continuum, this is just in discussion at this point.)
    - C07 - Equity and Access. Room arrangement accessible for all students (photos, purchases), classroom environment non-bias(statement and photos), program recruitment strategies free of bias(all recruitment materials, district equal opp compliance statement appears on all recruitment materials).
      * Do we still have to get non-bias from curriculum providers (Celena wil check)
    - C08 - Secondary-PostSecondary Sequencing, Credentials and Credit Agreements. They used to require 1 of these items, now they are requiring all of these items. Program of study (CIP specific). State-approved industry recognized credentials (perkins V verbiage). Industry recognized credentials available in the program (recognized by advisory committees). Current credit agreements (program specific agreements).
    - If we have questions or ideas, we should email Celena with feedback.
    - OCTE would like to roll this out in July to allow schools to start reporting accurately in the fall.
  + Career Pathways Grant Conversation
    - CIP Codes: Health Science (Kent), Auto Tech(Lewis-Cass), Business 52.0299 (Lewis-Cass), Electrical (Genesee), and Construction (Genesee).
    - Parallel Projects: Celena would like to work with Coz. Candice is working with Education General - looking to have 2 different focuses (early childhood with credential and also school-age students with [miSAYD](https://misayd.gennet.us/) credential). Dana is working on a project with Drones.
    - Phase 1: Current Standards > Competencies & Identify Credentials > Courses > Academic Credit Alignment > Academic Credit Recommendations
      * Moving in the direction of competencies - standards will stay in the background, but focus will be on competencies. This process is slow going.
      * Looking to report on competencies mastered rather than segments completed. Unsure if this will be reported by student or by program (Celena will follow-up with Jill on this process).
      * Also a conversation about how competencies align with post-secondary partners.
  + [Virtual Learning in CTE](https://www.michigan.gov/documents/mde/CTE_Virtual_Delivery_687356_7.pdf)
  + [COVID-19 MDE Memos](https://www.michigan.gov/mde/0,4615,7-140-37818_53456_98453-523558--,00.html)
  + Conversation about how grades will be entered into CTEIS for 2nd semester.
  + Resources from Celena shared via email after the meeting
    - [Competency Based Grading Courses](https://www.2revolutions.net/opencontent)
    - [Career Pathways Project Overview Presentation](https://drive.google.com/open?id=1n446ZsnmoF143O861Jis-RPKdkaTUco5)
    - [Creating Competencies for CTE Presentation](https://drive.google.com/open?id=1vT3nk5r9a1_cDF1iv830p9n_tyC_1sME)
    - [Pathway Grant Flowchart](https://drive.google.com/open?id=1I4dbJtA82dYX2Rr1HlYJ8pfL4CZwU0qO)
    - [Perkins Mindset Change](https://drive.google.com/open?id=1oPBHcWj7kMhvZvU4N4CT-dp_K44y5kT3)
    - [CTE MME Exchange Credits](https://drive.google.com/open?id=1wf203Y78xNUY1V-Xz3DQcIQcXrq72-aH) Please review and provide feedback to Celena re: this document.
* **Business:**
* SCHES - Margo will email the forms to us. We need to email those forms back.
* 30 hours granted in MOECS - it is automatically uploaded for you in MOECS.
* [COVID-19 Resources](https://www.michigan.gov/mde/0,4615,7-140-28753_65803---,00.html)
* [Oakland COVID-19 Resources](https://www.oakland.k12.mi.us/covid-19-resources)
* CCDA Board Elections / Nominations
  + Cindy nominates Dan for co-chair. Chris seconds.
  + Patty will move up to chair for the 20-21 year.
  + Margo nominates Cindy to stay secretary for 20-21 year. Patty seconds.
  + Cindy nominates Chris to stay secretary for 20-21. Lindsay seconds.
  + [PLEASE COMPLETE ELECTION FORM](https://forms.gle/6EaJeNd8b983wAyH6)
* Dan: mentioned working with teachers in CIP specific areas across the state. Is this happening?
  + If anyone hears anything about this, please reach out and share with group.
  + Can we help facilitate this process? Create a format? Questions? Meetings? Framework?
* Celena will send an email out with request for support
  + Competency resources
  + Meeting with group virtually to help facilitate discussions
* Cindy motions to dismiss. Codie seconds. Meeting adjourned at 12 pm.
* **Next meeting:**
* Meeting goals from last meeting - we will table this until the next school year: create survey, brainstorming on pd days, find dates, brainstorm resources.