



## CAREER CURRICULUM DEVELOPMENT ASSOCIATION OF MICHIGAN

### Minutes

November 30, 2021

9:00 a.m. – 2:30 p.m.

Jackson Area Career Center

- **8:45-9:00 a.m. Report to Jackson Area Career Center - if must attend virtually login to [Zoom](#) (see email invite) and [sign in](#) Virtual Attendees only. In-person, please sign hard copy sign-in sheet**  
Present: Patty Adolfs, Kathy Dardas (virtual), Dan Draper, Ben Murray, Cindy Philip, Margo Hazelman, Jamie Mueller, Lindsay Pulsipher (virtual), Codie Lakin.
  
- **Review/revisions Agenda, [Membership](#), [Calendar](#)**
  
- **Standing Reports:**
  - [Secretary's report](#), previous meeting minutes (October), Cindy Philip
    - Margo motions. Codie seconds.
  - Treasurer's report, Kathy Dardas [CCDA Treasurer's Report November 21](#)
    - Cindy motions. Codie seconds.
  - **Office of Career and Technical Education Update, Celena Mills -**
    - **unable to attend. may check in virtually.**
  - Enrollment issues?
    - Jackson is having lower enrollment and higher number of drops at trimester, expecting drops at semester.
    - Clinton county seems to be trending that way as well.
    - Lenawee is trending strong. Added Exercise Science class and it filled immediately. Counselor connecting is strong and seems to be helping with enrollment as well.
    - Van Buren is consistent. 10th grade visits scheduled to be in person at this point to help with enrollment.
    - Muskegon seems to be steady. Increased number of students taking academic credit option.
  - COVID discussion
    - [Teacher Permit Options](#) - Discussion about how to effectively cover classes.
      - "If the district would like to place a paraprofessional in a CTE classroom as a substitute when the teacher of record is not available, the district must apply for either an ACA or Daily Substitute Permit." [Annual Career Authorization](#)
    - 10th grade visits - sharing of practices in order to get students in the building.
      - (Lenawee, Eaton & Van Buren)
      - Eaton doesn't have regular students in the building the day of the visits. Only guests.
      - Limiting programs that are being visited, limiting number of students in the building, extending the visit times.

- Muskegon cancelled their in person visits and are working on something virtually. Enrollment has been steady, so unsure of what the impact will be moving forward. Last year we used this: <https://247virtualtours.com/153-career-tech-center-tour>
    - Clinton has postponed and looking at a limited option in the spring.
    - Hillsdale will proceed like normal. 10th grade visits are conducted for 6 weeks on Wednesdays. They do 10th grade tours. Presentation, walk thru all programs for about 5 minutes. Prior to coming they fill out an interest survey. Then they are divided into the programs they expressed interest in and spend about 15 minutes in each of those programs for extended visits. Each student is given a dot with their name on it and they post it on their favorite programs on the wall. (good visual representation) Instructors are required to be masked. Students are not. 7 programs. 9 districts.
  - Sports Med / Physical Therapy / Exercise Science run under 51.0000
    - Athletic trainer certification for teacher
    - Certifications for students is a struggle.
    - Could this be a good 2nd year program for students who've done a general health class?
- **Old Business:**
  - List-serve update - Celena item / did not discuss
  - Discussion about competency CIP's
    - Seems to be a disconnect between the teachers and the grantees during the process.
  - Goals
    - OCTE needs
      - Career Ed Conference Pre - 3 C's, Business Size Card completed - Dan display, Prizes, Swag being brought to January Meeting
      - Career Ed Conference Presentation Update Ben and Cindy G
      - Pre-Conference Further Details - Celena - doesn't have a lot of info right now, more information to come in the next month or two.
        - facilitate rooms, creating competencies in new groups, sharing best practices
        - 12-2:30 5 CIPs
        - 3:30-5 5 CIPs
        - [Pre-Conference Information](#)
        - [Checklist for writing competencies from Celena](#)
        - CCDA snacks ordered - [link for prices](#)
    - Members attending:
      - Patty, Cindy, Ben, Margo,
        - Annlyn from Muskegon will be attending and could facilitate a room if needed per Lindsay
      - Wait until January to decide what we need to do.
- **New Business:**
  - December 10th CCDA/CEPD/ACTE/OCTE meeting
    - Membership give-away

- [Complete Document](#) - CCDA Copy
    - Evaluation Scale
  - By-Laws Update
  - Fall Update Updates
  - MDE OCTE List-Serve Discussion
- **Lunch 12:00 by Big Guys Catering** (super deliciously amazing)
  - **COVID-19 Roundtable** - notes above
  - **Afternoon Session**
    - Introduction of Jackson Dean of student services (Lauren)
      - Ceremony for student of the month
        - yard signs, gift cards to subway, certificate
      - Student advisory committee
      - Communication specialist from Jackson is helping highlight programs on social media coinciding with national days (ie: Teacher Appreciation Week)
    - Tour of JACC Programs
    - Sample CBE (co-op ready) of precision machining class
    - Sample CBE of sales & marketing class and badges in Schoology
    - Competency code tracking in Schoology for Cosmetology
    - Talent Portfolio creation and revision between 11th and 12th grade

Cindy motions. Codie Seconds. Meeting adjourned @ 2:22 pm.

- **Next meeting:** Wednesday, January 12, 2022 Packard Charlotte 1790 East Packard Highway Charlotte, MI 48813 (Packard Office for Eaton RESA)