



CAREER CURRICULUM DEVELOPMENT ASSOCIATION OF MICHIGAN

Minutes

September 22, 2021

9:00 a.m. – 2:30 p.m.

Zoom: See Calendar Invite to Join the Meeting

- **8:45-9:00 a.m. Member login to [Zoom](#) (see email invite) and [sign in](#)**

Present: Patty Adolfs, Kathy Dardas, Dan Draper, Cindy Goss, Ben Murray, Jamie Mueller, Randy Sowles, Bill Saunders, Margo Hazelman, Cindy Philip.

- **Review/revisions Agenda, [Membership](#), [Calendar](#)**

- **Standing Reports:**

- [Secretary's report](#), previous meeting minutes (August), Cindy Philip
 - Ben motions to approve. Lindsay seconds. Motion passes.
- [Treasurer's report](#), Kathy Dardas
 - Ben motions to approve. Cindy seconds. Motion passes.
- Office of Career and Technical Education Update, Celena Mills
 - OCTE getting ready to release the WBL guide, but is sending it to MCPA and CCDA first in order to get feedback.
 - Fall Update - they will release instructional design for Aviation & Hospitality with time for discussion and planning.
 - Support for competency programs provided Sunday of CTE Conference.
 - New CIP Grants will be announced Sept. 27th.
 - It will start Sept. 27 and be released in May.
 - Teachers will have a year to implement. (fall 2021)
 - Reporting will begin in 23-24.
 - Current programs can report this year, but are required to report in 22-23.
 - Instructional Design must be reported this year (21-22)
 - Credentials can be reported this year, but must be reported next year (22-23).
 - OCTE looking for some tools to send out to help teachers implement their competencies.
 - OCTE is working on videos to help teachers in smaller chunks.
 - Guidance for when to mark items in the instructional design:
 - Report a competency in the local course section in which the students are evaluated on or receive a grade for the competency.
 - If students are evaluated on or receive a grade for a competency in more than one local course section, then...
 - Report the competency in the local course section in which the teacher expects that 75% of students will demonstrate more than 50% of the knowledge and skills covered by the competency.
 - CCDA is looking for guidance on CTEIS entry and what is required up front for the new instructional design form.

- Needs for Competency programs
 - Education support for YDA
 - The MECA group has some resources - Kathy D is going to share
 - Phlebotomy resources needed
 - Construction - how do we do the pre-builder and still build a house
- **Old Business:**
 - Reinstate fees – Invoices forthcoming
 - 2021-2022 Meetings – Format - Survey Results - Can you travel?
 - Make an attempt to meet in person November 30th and January 12th.
 - Will try to meet at Ingham or Jackson
 - Goals
 - Membership - Focus upon Recruitment
 - Seek CEPD Support - Communication re: mission
 - Each member reach out to unrepresented CEPDs - ask around identify somebody, reach out, get on their agenda for an update/progress
 - Assign CEPD's to each current member
 - [CEPD Admin Regions List](#)
 - [CEPD Map](#)
 - [Perkins Regions Map](#)
 - Shorter meeting timeframe for new members - focus upon support
 - Reduced membership rate
 - Membership plug at the fall update on October 19th.
 - We need to develop talking points.
 - Discussion surrounding the goals, purpose, roles...
 - Talking Points re: CCDA - See notes at the end of this document. Cindy will put it into presentation format for Fall Update and CEPD meeting.
 - Who are we?
 - What do we do?
 - What can we offer?
 - Current Goals.
 - How they can contact us?
 - OCTE needs - still working on
 - Support transition from segments to PCCs
 - Instructional Design first
 - Credentials later
 - [Health Science PCCs by Segment One Page Document](#)
 - [Business PCCs by Segment - One Page Document](#)
 - Performance indicators for some programs are still coming.
 - Auto has changed and the website has been updated - be sure to check there for new resources. The change was made a couple of weeks ago and the info came out about a week ago.
 - Assistance w/ PL by CIP - Celena
 - Support continued Grant Work as necessary
 - Grant works CCDA join conversation – terminology, differences old/new
 - OCTE is still trying to put the gaps together. More to come on that.
 - Changes to Auto CIP Overview
 - The Office of Career and Technical Education (OCTE) distributed an email regarding several updates to the seven programs that have gone through the Career Pathways and credential identification process on September 8, 2021.

OCTE has determined the need to communicate additional details regarding the updated 47.0604 - [Automotive Technology CIP Overview and Instructional Design](#).

- Based on input from teachers from the credential roll out sessions, OCTE has updated the Automotive Technology CIP Overview and Instructional Design spreadsheet to reflect the rearranged competency groupings on the Perkins Competencies Course (PCC) tab.
- These updates were completed in partnership with the Automotive Technology Career Pathway Grantee Team, to reflect suggestions from CTE teachers and administrators. This updated document is located on the OCTE website, under CTE Instructional Resources, by Career Cluster, then click on Transportation.
- o CTE Conference - New teachers Topic Suggestions from August
 - o Cindy Goss and Ben Murray have volunteered to work on creating a session for this.
 - o Help with presessions and also supporting OCTE at conference would be a much needed help. Patty is willing to help if allowed to attend.
- o Instructional Designs, Tip Sheets, Spreadsheet (6 tabs) Career Pathways Grant
- **New Business:**
 - o SCECHs for meetings this year – [sign in](#) Need to record PIC if you want SCECHs
 - o CTE Teacher Curriculum Awards – 2021-2022 steps, amounts and deliver at CTE Conference
 - Celena will ask if we can be added to that section of the conference agenda to present our awards.
 - Do we want to offer to pay for the one day of the conference that they receive the award? Will need to check finances and what we have available.
 - Last year it was sent out in September.
 - [Link to last years application](#) for the Teacher Grant
 - Do we send a couple of teachers to the CTE conference this year?
 - Do we sponsor the pre-conference? Perhaps give prizes to attendees.
 - Kathy Dardas motions that we sponsor the pre-conference. Cindy Goss seconds. Motion passes.
 - Do we have a drawing to award a person to attend the CTE conference for the following year?
 - Do we award a \$100 amazon card to one of the attendees? or maybe multiple cards in different?
 - Revisit the topic of raffle prizes / teacher awards at the next meeting, but we will proceed with the sponsorship of the pre-conference. Celena will let us know what additional info do we need to provide.
 - Celena will send us the pre-conference agenda and CCDA members will provide feedback within the next week.
 - o [Career Readiness Practices Evaluation Scale](#)
 - Presentation / proposal from Dan about a common evaluation scale.
 - Discussion surrounding how to evaluate career ready practices and whether CCDA wants to pursue creating this document for the state.
 - Should we provide a template for teachers to use?
 - Let's bring this idea to CEPD's and see if they like it.
 - o Website Updates
 - Margo and Patty will be making updates and the rest of the CCDA will be checking to see how things are looking.
 - o [By-Laws Update](#)
 - Cindy Philip motions to table this discussion until November. Dan Draper seconds.

- **Lunch 11:30**
- **COVID-19 Roundtable**
- **FUTURE: Afternoon Session**
- Lindsay Pulsipher motions to adjourn. Dan Draper seconds. Meeting adjourned at 2:10 pm.
- **Next meeting:** Wednesday, October 20th, 2021 on Zoom.
 - *Our first in person meeting will be on Thursday, November 30, 2021 @ Jackson Area Career Center (6800 Browns Lake Rd., Jackson, MI 49201), use parking lot "D"*

September 29th Followup discussion re: CTE Conference Presentation

- The 3C's for New CTE Teachers
 - Are you a new CTE teacher? Join us for a time of collaboration, clarification, and community in a workshop style session, as we work together, answer questions, and share best practices in CTE. Session hosted by Michigan CCDA.
- Need to create a business size card to hand out with: (we may already have something)
 - CCDA website
 - Logo
 - Organization name
 - QR Code (only if we own it)
 - Brief description
 - Who are we?
 - We are a curriculum group designed to help support CTE stakeholders navigate and understand CTE curriculum expectations.
 - What do we do?
 - support teachers, enhance understanding of curriculum initiatives, provide professional development, create resources for implementation
- Margo has CCDA swag: 116 blue card holders / 335 pens / 71 tri-fold brochures, but should not be used (need to update)
- Ben and Cindy G will meet 10/1/21 to create some ideas for session details and then report back to CCDA in October for brainstorming.
- Will need to identify what we want people to see or get from our CCDA website.

CCDA Talking Points for Recruitment:

Wanted to communicate - working in bubbles or survival mode for the last few years and want CEPD to know who we are, what we do, where do we go from here

Who are we?

- We are a curriculum group designed to help support CTE stakeholders navigate and understand CTE curriculum expectations.

What do we do?

- support teachers, enhance understanding of curriculum initiatives, provide professional development, create resources for implementation

Current Goals:

- CTE Conference Session for newer teachers
- Support OCTE
 - Providing Feedback and asking questions
 - CTE Conference
 - Sunday Pre-Conference Session surrounding Instruction
 - During conference
 - Support continued Grant Work as necessary
- Career Readiness Practices Evaluation Scale
- CTE Teacher Curriculum Awards
- Supporting staff w/ adjustments to new Competencies and Credentials, system changes in GEMs and CTEIS and completing CLNA for this year.

Who should join?

- Anyone in the isd that supports CTE curriculum: compliance, implementation,

How can they contact us?

*Should include information about where the gaps of representation are around the state. Use the map to show visually where we have representation and where we do not.