

**CCDA regular meeting  
2014-09-10**

**In attendance:** Karen Robyn, Cindy Kent, Patty Adolfs, Kim Fischer, Margo Hazelman, Lindsay McClain, Ginger Mason, Michelle Radcliffe, Carol Clark, Tommy Cameron, Chris Eaton, Dorothy Farrell, Tim Staffen, Mark Pogliano, Jennifer Branch, David MacQuarrie, Patti Gabos (by Skype)

- 1) Review/revision of today's agenda, Michelle Radcliffe
  - a) Please contact Michelle with contact information updates
  - b) Meeting Dates – if you need a copy, contact Michelle
  - c) Overview for new members
- 2) Standing Reports
  - a) Secretary's Report, previous meeting minutes, Lindsay McClain
    - i) Response to last June's questions has been attached to the minutes
  - b) Treasurer's Report, Chris Eaton
    - i) Report passed out to membership for review
  - c) OCTE Update, David MacQuarrie
    - i) Looking forward to Review & Revision process – looking at modeling the format to be like Medium Light Repair (MLR)
- 3) Old Business
  - a) Goal Committee Chair Reports:
    - i) CCDA website, Patty Adolfs
      - (1) Bylaws on website
      - (2) Website is updated [www.miccda.weebly.com](http://www.miccda.weebly.com)
        - (a) Karen Robyn moves to purchase up to \$50 for domain, second by Cindy Kent. Voted in my membership
      - (3) Please take time to check and see if there is anything that needs to be updated or changed or added
      - (4) Presented at the Administrator's
      - (5) CIP Self-Review only has one or two documents as samples
        - (a) We need to look at best practice for any of the areas
        - (b) Link to video from OCTE? Are they going to breakdown the existing video? – waiting for response from OCTE admin team
        - (c) Old site is still up – add a link to old site for things that are relevant
      - (6) Our meeting dates are on the website – need to fix ability to view them
    - ii) Middle School Math Alignment, Michelle Radcliffe
      - (1) Completed 9 CIP alignments last year – these are posted on the website
      - (2) Need to schedule 3 dates – 3 CIPs being aligned at each date
        - (a) Dates
          - (i) October 20th (backup Nov 3)– Battle Creek (Calhoun) – TBD (possibly 2 IT (digital, networking) & Mechanical CAD)

- (ii) December ? –
      - (iii) Spring – Genesee (Education, Construction, )
    - (b) Possible Locations
      - (i) Battle Creek
      - (ii) check with Dave Cox for his area
      - (iii) Genesee
  - (3) Will still focus on 4<sup>th</sup> math
  - (4) Possible CIPs
    - (a) BMA
    - (b) Mechanical CAD
    - (c) Architectural CAD
    - (d) Construction
    - (e) 4 IT CIPs
    - (f) Education
  - (5) Review of process for new members
  - (6) Time is approximately 9:00 - 2:00 (depending on location and distance)
  - (7) Please contact Michelle by email with which programs in the above that could participate in the alignment
  - (8) Get list of CIPs running from CTEIS reports
  - (9) Host of each site send the invite to find out who can participate
- 4) Lunch 11:30
- 5) New Business:
- a) Goals for the year
    - i) Common Core ELA/Literacy – Chair/Committee, Goals?
      - (1) Committee members – Ginger, Cindy,
      - (2) Goal: How are we addressing ELA Common Core literacy standards for technical programs? Should we take an afternoon of one meeting to have a guest come in and help us?
    - ii) Common Career Technical Core
      - (1) In the next 5 years review & revision will be switched from Career Standards to CCTC
      - (2) We should work on educating the CCDA group.
      - (3) Ask Denise Teague (OCTE) for guidance
    - iii) Career Ready Practices – Chair/Committee – Goals?
      - (1) Replace MI employability standards
      - (2) Chair – Margo; Members - Karen, Cindy, Tim
      - (3) Look for resources - Michigantalent.org, Soft skills curriculum, College readiness program
      - (4) It would be beneficial to ask Counselors to give input on this.

- (5) Instructors need guidance on how to quantify/assess career ready practices.
- iv) CCDA Organizational goal – improve internal & external communication, focus on CCDA's relationship with CEPD & OCTE
- b) Professional development
  - i) Survey - Yellow sheet will be sent electronically – Margo will create it (possibly as an e-survey through Google?)
  - ii) Tim Staffen – will do Google training in CCDA's November meeting. The following are ideas on how it could be useful for CCDA members: follow up surveys, articulation, PLC/PD surveys & planning. If you do not have a Gmail based account, but are interested in trying it out, you can create a personal one so that you can follow along.
- c) The Career Ed Conference – Chair, Topics?
  - i) Proposals are due Oct. 20<sup>th</sup>
  - ii) Propose for input to CEPD on October 8<sup>th</sup> – Recommendations from group members include:
    - (1) CCDA best practices
    - (2) CCDA organizational update
    - (3) Resources for teachers from CCDA – math, career ready practices, etc.
    - (4) Get feedback on which PD topics CTE instructors want and focus on those
    - (5) Could do a roundtable covering: ELA, and other ideas from the group
- d) Membership Dues for 2014-2015
  - i) Patty Adolfs made a motion to adjust the amount for membership from \$120 to \$100. Second by Margo Hazelman - passed unanimously
- e) Post-Secondary Alignments/ agreements
  - i) Make sure in statewide agreements that you add your PSN. If you do not, it can cause problems with the GEMs/ CIP, etc.
  - ii) Update from Lindsay about MKG's articulation/ concurrent enrollment grant presentation. Most of the day centered on concurrent enrolment, educating different stakeholders on what it is, introducing the Michigan Concurrent Enrollment Partnership (MiCEP) Chapter. Lindsay presented on current practices in her area regarding articulation, how it tends to work for students, and the issues that students, secondary staff, and post-secondary staff run into.
- f) Legislation changes – questions, information from members, etc.
  - i) Assessment changes –
    - (1) Culinary – no test
    - (2) Graphics – waiting for analysis
    - (3) Others - will be out during Fall Update

- ii) Standards updates
  - (1) Graphics standards – no update
- iii) MCCT – Pre Process document- changes for teacher certification test – information came out 9/09/2014 – Michelle will forward to group
- iv) MMC
  - (1) Documents have been released by MDE explaining the new MMC graduation requirements and options.  
[http://www.michigan.gov/documents/mde/Complete\\_MMC\\_FAQ\\_August\\_2014\\_467323\\_7.pdf](http://www.michigan.gov/documents/mde/Complete_MMC_FAQ_August_2014_467323_7.pdf)
  - (2) Questions that arose from the group –
    - (a) verbiage of CTE – pg. 17 of 8/14 document
    - (b) High school counselors must include CTE options in the EDP process
    - (c) Double & triple dipping is allowed
  - (3) Do the Academic standards on navigator have a crosswalk that could help with the Algebra II requirements?
  - (4) Science – 3<sup>rd</sup> science replacement
- v) MME testing window - No longer has 3 days, now up to 8-week window depending on paper or computer based testing.
- vi) CTEIS questions – Will fiscal agents will have access to completer lists from previous tests?
  - (1) Need more information about CTEIS reports and how do they work
  - (2) Need clarity about segments, is there a better way to track student completion
  - (3) New Perkins
    - (a) List of concerns built by CCDA
    - (b) Discuss with your CTEIS people what they find is the biggest problem

Meeting adjourned 1:29

Next Meeting: Wednesday, October 8, 2014

- MMC – keep learning about
  - Algebra II
  - 3<sup>rd</sup> science
- Assessment issues
  - Accurate completers
  - funding