

**CCDA****August 8, 2013****Livingston Educational Service Agency****MEMBERS PRESENT**

Kim Fischer, Halyna Biaczek, Kathi Rypkema, Karen Robyn, Margo Hazleman, Sue Maxam, Carol Clark, and Michelle Radcliffe

**Guests:** Susanne Reaume, Bonnie Hall, and Ginger Masons

**MINUTES**

A motion to approve the minutes with the addition of Lindsay's last name (McLane) and Scott's last name (Jakob) was made by Michelle Radcliffe, seconded by Carol Clark. Motion passed.

**TREASURER'S REPORT**

CCDA has a current balance of \$8,049.36. The balance includes CEPDs payment towards the math common core cross walk as well as the profits from the Spring Drive in Conference.

**COMMITTEE REPORTS**

**Web Page** – no updates

**Middle School Math Alignment – Michelle Radcliffe**

CCDA completed the first math alignment in the area of Finance in May, 2013. Teachers, both CTE and Academic, felt the process went well.

- The next alignment is to take place October 3 at Livingston RESA.
- Additional potential alignments to include programs having completed the Review and Revision process.
- Scott Jacobs and the CTE Academics group will be assisting CCDA in the delivery of the Math Core Alignment. Mary Fudge will connect the Common Core Standards with the CTE Math Concepts.
- It is suggested the rating of the standards from “strongly present” to “minimally present” be done by the CTE Academic Core group separate from CCDA’s workshop.
- The site hosting the next alignment workshop should attend the October meeting to learn more about the process.

**TRAC Drive In Conference, November 5 – Margo Hazleman**

- Location: Wayne County Community College River (Down River)
- Wayne Community College can hold up to 280 people.
  - Attendees to include 15 – 20 non registering participants
- Communication
  - Margo will work with Bonnie Hall in revising last year’s flyer
  - The goal is to have the flyer ready for CCDA’s September 11 meeting for final approval.
- Registration
  - Attendees will register through Wayne RESA.

- Wayne RESA will be in charge of CEUs.
- Registration to include questions about the participant's role, so groups can be divided accordingly.
- Remuneration
  - Registration to be \$40 per person
    - Includes lunch
- Food is to include: (Halyna will check into the possibilities and get back with Margo)
  - Continental breakfast
  - Lunch
  - Snack
- Agenda
  - The division of how to breakdown the CIP discussion will be covered during the September CCDA meeting
- Wayne Community College
  - Space – Need to check on how many tables and seats are actually available and compare to number of registrations

#### **OFFICE OF CAREER AND TECHNICAL EDUCATION UPDATE -Denise Teague**

- The annual Navigator shutdown will take place sometime the week of August 11. When completed, the CEPDs will get notified.
- Changes in OCTE:
  - Glenna will officially retire August 15. Norma Timms has been identified as the Interim Supervisor.
  - Dianna Bailey is retiring the end of October. Pat Talbot and Deb Lonnic are retiring at the end of December.
  - With all the changes, so are the current job descriptions. Patty's goal is to have the new hires work with those leaving, before they leave.
- New Program Applications
  - Technical assistance will be held Oct 2<sup>nd</sup> at the Henry Center.
  - Oct 2<sup>nd</sup> – Dec 6<sup>th</sup> is the new program application window of opportunity.
    - Patty is having a referent group meet on August 15<sup>th</sup> to discuss program application changes.
    - Changes will be aligned with TRAC.
  - TRAC's CIP self-review is getting modified; however Navigator's TRAC CIP Self Review will need to take place over time.
  - Training for programs going through the TRAC audit during the "13-14" school year will be held August 16 at the Henry Center from 9:00 am to 2:30 pm.
  - X107 Report– "12-13" data is populated, however not public yet
  - New teacher workshop with program consultants will be Sept 17 & 18 at the Henry Center
    - Agendas to include teacher certification, DATA, TRAC, Navigator and Q & A.
    - ½ CIPS on Tuesday; the other ½ on Wednesday
      - The agenda should be published next week
    - Registration will be held through Ferris

- Review and Revision Update
  - Health
    - Initial research has been completed, however next steps depend on Denise's timeline and may need to go into 2014-15 school year.
    - Carol Stacey is meeting with a new vendor for the Health Assessment.
  - Cosmetology will update according to the State's Cosmetology expectations.
  - Army & ROTC will update according to the State's ROTC expectations
  - Home Furnishing is yet to be determined.
  - Bio-technology is being revisited by OCTE, as it is currently held under more than one CIP

Diana Bailey has created a work based learning document which has been posted to the OCTE webpage [http://www.michigan.gov/mde/0,4615,7-140-6530\\_2629\\_53968-220470--,00.html](http://www.michigan.gov/mde/0,4615,7-140-6530_2629_53968-220470--,00.html).

### **NEW BUSINESS**

Common Core State Standards (CCSS), Career Ready Practices, and Common Career Technical Core (CCTC)

- NASDCTEc/NCTEF Career-Ready Practices are being included into programs that went through the R & R during the "12-13" school year.
- CCTC includes the cluster, pathway and career ready practices.
  - Each cluster and pathway have standards, and all areas have 12 common career ready practices.
  - MI has control over the technical standards.
  - More information can be found at [info@careertech.org](mailto:info@careertech.org).

### **NATEF**

- NATEF changed their standards and now CIP approved teachers need to have all eight certifications
- Questions surfacing:
  - Does CTE need to pay for additional teacher certifications?
  - What happens next year when existing instructors don't have all eight certifications?

### **2013-2014 CCDA meetings**

- Meetings are to be held the same day as CEPD Director Meetings.
- CCDA meetings to include a CEPD report.
- CCDA's future meetings to include a focus areas. i.e. Common Core's future, 10 literacy & 10 writing technical standards, and career readiness
- CCDA will continue to send agenda and minutes to CEPD Directors
  - Possible common lunch
  - CCDA will ask a CEPD Director to attend CCDA meetings on days CEPD Directors do not meet.

CCDA's next meeting is scheduled for September 11, 2013 at Capital Area Career Center. Networking from 8:45 – 9:00. Meeting from 9 – 2 pm.