

CCDA Meeting

12/4/13

Present: Carol Clark, Tim Staffen, Kathy Rypkema, Chris Eaton, Margo Hazelman, Kim Fischer, Cindy Kent, Ginger Mason, Lindsay McClain, Sue Maxam **New:** Tommy Cameron - LISD Tech Center

Smarter Balanced Assessment Discussion: tentative in replacing the MME, word is the technology needed for the assessment is not working, doesn't sound like it's going to happen.

Secretary's Report: 10/9/13 minutes reviewed
Carol motioned and Lindsay seconded. Correction Bill Ferrara not Ferran was the guest.

Treasurer's Report: Distributed balance of membership dues and list of CEPD's paying for the math alignments. Great participation from CPEDs in supporting the math alignment. Margo motioned and Kathy seconded. Suggestion to send a copy of who has paid for the math alignment to CPED chair. They will need our report for verification for Perkins funds.

Website is up from the fall Drive In Conference per Sue Maxam. Changed the event to TRAC which generates two buttons; 2008-2013 for prior info and another for 2013-18 with the new CIP Self Review requirements. Sue will make a change to reflect "New 2013 CIP Self Review" instead because it's not stated this document will stay in place for the usual five year period.

Sue also will put up our new membership list as well as meeting minutes and dates.

Chris - suggested changing items to black instead of blue which implies it's a link. Using a different color is fine, just not blue.

Sue would like each CCDA member to double check all items are correct on the website for sample documents.

Discussed the importance of Advisory Committees and the items they need to cover for TRAC compliance. Cindy will send a sample agenda to CCDA and Sue. Need more info on Family and Consumer Science even though there are not many programs. Discussion on how to comply with advisory committee requirements - number attending for a meeting, holding meetings as regional, who are voting members, how to use the post secondary representative, etc. Info was referred to from the Up Date Meeting and the New Program Meeting hosted by OCTE. All educators are non-voting members so the ratio doesn't count.

Middle School Math Alignment: Chris gave the update. Welding and Culinary went very well and was completed quickly. The process was smooth and participants were very pleased with the results.

February 19th the next planned alignment with Kathy Rypkema hosting - Auto Tech, Auto Body and Machining are the areas.

Question on why pursuing middle school math alignment - CCSS are much broader standards, OCTE was only able to pursue the CCSS crosswalk with HS which showed a reduced amount, adding the middle school applied math shows a larger number of math standards CTE handles with advance application in conjunction with the 4th related math requirement. This applied MS math is done at a higher level and appropriate for HS.

Note: We need to ask Patty if the two CAD CIP's could be added to the math alignment she is hosting on **March 13th**.

Sue suggested sending a certificate of appreciation to the teachers who participated in the math alignment (CTE teachers and Math teachers). Bring ideas for the next meeting!

Possibly have students design the certificate?

Drive In Conference Update: Ginger provided evaluation/feedback from the conference. Very positive over all. Cindy suggested looking at comments "least useful" and "additional training/support" and come to the January meeting with suggestions on improving our next Drive In Conference. The financial status of the conference will be presented to CCDA once all costs have been processed. A total of 186 participants participated.

Did you help present at the conference? Any CCDA member receiving an invoice from Wayne RESA for the conference registration fee should indicate on the invoice "served as a presenter" and return it.

Next Drive In Conference, possibly a TRAC 101 for new users or those uncertain of what to do?

Margo - asked how the timing went in the different sections. Some were rushed and others had extra time. Discussed section by section timing. Suggested morning to rotate through sessions and the afternoon could be actual work time on the computers. This seems to be a main request from participants is actual work time on TRAC. Thinking about Clinton County area for the next Drive In Conference to help support regions having the TRAC audit for 2015-2016 on documents from 2014-2015. Members need to look at calendars for the last week of March and email Kim if any dates will work. Margo will look at facility availability.

Question on 20% reporting CIP Self Review - Chris Eaton talked with state, 20 % is just to get everyone into Navigator. Discussion on whether 20% should be submitted or if they can do 100% then not worry about it. Some said even if submitting 100% you'll still have to submit 20% the next year. Districts are doing things differently - some 100% annually and others only 20% annually. Carol sent an email to Norma Tims for clarification on this and advisory committee questions.

Michigan Career Ed Conference 2014:

Discussed changing the format to stadium/classroom style to accommodate more participants and quicker presentation of content.

Cindy will contact Ferris (with copy to Halyna) with the request to change the format and technology needs for the session. * Request 100 chairs, larger room, ability to project power point on large screen for viewing.

Break-out sessions last year were 1 hour on the schedule. We'll plan for 50 minutes to allow for questions.

Tentative Planning Notes:

Cindy - contact Denise and Zena for input on the session content.

1. Introduction: Kim Fischer - Show CCDA website, disclaimer info, purpose of session

2. GAP: Cindy Kent

3. Syllabi: Carol Clark

4. Safety: Margo Hazleman

5. Work-Based Learning: Chris Eaton

6. Student Leadership: Michelle Radcliffe

7. Wrap Up and Questions: Patty Adolf & Ginger Mason (collect question cards)

~ ask questions in between the sections

~ #2-#6 allow for 6 minutes each presentation

~ Lindsay McClain will prepare one power point for the entire session. Please try and get your documents to her by December 13th if possible so she can bring information to the January meeting for us to review and fine tune. Send these documents to Sue Maxam at the same time for the website.

~ Suggested to print the power point with note taking sections as handout for participants. Room set up for 100 participants but print 125 copies to be sure.

~ Suggested to add a last page to the handout showing links to the specific documents referred to in the presentation.

~ Possibly add a front page with CCDA information?

~ Possibly add a page with state CTE consultants info/contact information?

~ Do we want to show how to get to the CIP Self Review to up load documents?

Auto NATEF Meeting: No update at this time. Muskegon Community College does not follow NATEF per Lindsay.

Assessment Committee: Need a chairperson to head this committee to continue looking at the state assessments. IT assessment is postponed for 2013-2014. Education assessment cannot use Perkins funding to pay for the full on line assessment. Need to work on a white paper from CCDA regarding assessments. Sue, Carol, Kim and Margo are on the committee with Sue volunteering to be chairperson. Sue is preparing a draft for January meeting.

Graphic and Printing Tech and Radio Broadcasting assessments are through Skills USA. If you had students in Skills USA last year you can order the assessments for \$10 rather than the usual \$20 each.

Marketing, you need to use the promo code through NOCTI (MBA2014) for the lower cost of their assessment tests. NOCTI has a different way of ordering this year (Heidi). No further information at this time.

ASE Auto Body assessment this year for the first time.

Health is through Precision Tests this year.

Upload dates are January 10th and March 26th to pull off from CETIS. May 16th is the deadline for all testing.....all assessments HAVE to be done by this date.

Tip sheets are on the websites.

CETISreports.com has a report for who is eligible for taking these tests.

Suggestion was made to inform our legislators of the problems with assessments in CTE along with writing a white paper with CEPD backing to present to Patti Cantu.

New Business: Lindsay - Kristan (sp?) data person from OCTE is coming to her center to present to the staff on CPI's.
Tim – Any programs having CDA offered at the end of Early Childhood program participation? Most reported they don't do this anymore.

Next Meeting: January 8, 2014, Capital Area Career Center