

## CCDA Meeting Minutes 10/08/14

**Attendance:** Jen Branch, Margo Hazelman, Dan Draper, Carol Clark, Halyna Bialczk, Ginger Mason, Tommy Cameron, Tim Staffen, Pam Dudley, Dorothy Farrell, Karyn Robyn, Cindy Kent, Michelle Radcliffe, Kim Fischer

### 1) Review and revision of today's agenda:

Michelle Radcliffe asked for additions or deletion, and none were made.

### 2) Standing Reports:

#### A. Secretary's Report:

Tim Staffen motioned to accept the minutes from the September 10, 2014 and Cindy Kent provided the second, and the motion passed.

#### B. Treasure's report:

A report was not available, Chris Eaton, was not able to attend this October meeting.

#### C. Office of Career and Technical Education Update:

A report was not available; there was no OCTE representative available to attend this October meeting.

### 3) Old Business:

#### A. Membership Dues for 2014-15, invoices sent:

Michele reviewed the cost of dues for year 2014-15; they have been reduced from \$125 to \$100. This motion was passed at the September 2014 meeting.

#### B. Goal Committee Chair Reports:

##### 1. CCDA Website, Patty Adolfs:

Members: Carol Clark, Lindsey McClain

Patty Adolfs was not able to attend. Michelle Radcliffe discussed the costs of having the Weebly removed from the CCDA web site domain; the cost was more than the \$50.00 discussed at the last meeting. Tim moved to spend up to \$150 to eliminate the Weebly part of the CCDA web address. Carol Clark provided the second and the motion carried unanimously.

##### 2. Middle School Math, Michelle Radcliffe:

Members: Margo Hazelman, Tim Staffen, Carol Clark, Patti Gabos

October 20, 2014 will be the first middle school math alignment meeting, Tim Staffen will host at Calhoun Area Career Center.

Programs to be aligned will be Mechanical Drafting, Digital Multi Media, Networking, six CTE teachers and four Math teachers are needed per CIP. The question was asked, can Mechanical Drafting and Architectural Drafting be done at the same time? Carol and Kim will ask their teachers who have experience teaching both. Most members felt that the Mechanical and Architectural standards had several standards in common and that they could be completed at the same time.

Carol Clark from The Genesee Career Institute will host the second middle school math alignment group on Wednesday, March 25, 2015. Programs to be aligned will be BMA, Graphic Communications, Construction and Education

Patti Gabos, from Charlevoix-Emmet ISD is considering hosting a third middle school math alignment session in April or May with Dave Cox, CEPD from Cadillac Career Center. Travers City would be the closest area to have a CTE Math Consultant, Lindsay at Muskegon may also be able to provide a CTE Math Consultant. The date of this alignment session is TBD. Programs to be aligned may be ag.

**(Michelle Radcliffe left to report out to the CEPD council @10:45 a.m. /Margo Hazelman, CCDA Co-chair, took over as of the meeting chair while Michelle Radcliffe was gone.)**

#### **4) New Business**

1. Professional Development Survey:

Margo presented her version of the Professional Development Survey. Members discussed changing some of the words that were confusing. Margo plans to make a few tweaks and send the survey out to CCDA members so they can complete it. The results will be shared at the November meeting.

2. Career Ed. Conference – Choose Topic and Chair/committee:

( ? ): was selected as the chair.

Members: Cindy Kent, Carol Clark

The following ideas were submitted as Career Conference Sessions to be presented by CCDA. Tim projected them on the screen as follows:

#### **Brain Storm Ideas**

***Suggested Protocol: Put your name in ( ), followed by your idea/input. See example below.***

**(Tim Staffen) Should we do a round table to gather input and information from those we serve? What topic? (Carol Clark) See below.**

## **New Business Continued:**

**(Carol Clark)** Perhaps we can highlight the projects we worked on last year and ask for input on the needs of the teachers to choose our goals for next year. Example: Ask if an online Algebra 2 class would help get more students into CTE.

**(Carol Clark)** How about a Teacher Resources session showing multiple web sites and resources for CTE teachers to use with a paper listing of the sites for later retrieval - including our site.

**(Cindy Kent)** Best practices for CCSS English in the CTE programs to support academic credit.

**(Karen Robyn)** discussed the idea of developing a Live Binder with resources for ELA, Soft Skills, College Career readiness etc.

After discussion and brainstorming CCDA members favored a combination of the proposal from Carol Clark and Cindy Kent. The session title was selected as Easy Button for Incorporating Literacy in CTE. The ELA committee will work at the end of today's session to plan a presentation. It is to be targeted toward teachers. A teacher centered room arrangement with round tables so that teachers to sit on one side are favored.

### 1. Microsoft IT Academy Presentation at Thornburg with CEPDs (11:30-noon):

CCDA members moved to the CEPD council meeting to hear a presentation from Roger Archbold, Microsoft Strategic Alliance Manager for the public sector. His contact information is:

[rogerar@microsoft.com](mailto:rogerar@microsoft.com), cell: (313) 942-0165, Home Office: (231) 378-2338

Members held a round table discussion about the possible curriculum applications of Microsoft Academy after the presentation. Margo Hazelman will send members the picture of the Microsoft Academy flow chart via email. Kim Fischer will contact Roger Archbold for a copy of his Microsoft Academy slide show for CCDA members , particularly those who were not able to attend today's meeting.

### 2. Common Core ELA/Literacy- Finalize Chair/Committee-Goals:

Committee Chair: Carol Clark

Members: Cindy Kent, Ginger Mason and Michelle Radcliffe

The Literacy Committee will work with the Career Conference presentation committee to put together a presentation entitled Easy Button for Incorporation of Literacy in CTE. CCDA members will review the requirements for literacy standards and provide best practice and grab

and go lessons for teachers to use in the classroom. Teachers will want to know how the literacy standards fit with what they are already teaching.

### **New Business Continued:**

3. Career Ready Practices- Finalize Chair/Committee, Goals:

Committee Chair: Tim Staffen

Members: Karen Robyn, Cindy Kent, and Margo Hazelman

Tim plans to have the committee meet after the regular CCDA meeting today.

4. CTEIS Reporting:

Members had a lengthy discussion about the use of segments as a data strategy versus a curriculum planning tool and the impact on students becoming completers and concentrators. Karen Robyn wondered if the CTEIS data was real time or live and other members discussed that the data was uploaded twice per month.

5. Share TRAC review :

Cindy Kent shared that the TRAC review process was positive, helpful and supportive, not punitive as the previous reviews had been. OCTE Consultants spent a good amount of time in the Technical Center Programs with the teachers. Teachers were very positive about their experience. Consultant Dana Hughes stopped in to see every teacher in her area. No findings were mentioned according to the verbal report presented at the end of the review, only suggestions for improvement. Consultants have very positive things to say about the teacher's knowledge, and they were impressed with the student's soft skills. One consultant thought the syllabus format was fabulous and another criticized it and said it was way too much, too detailed and too much information. Consultants still show their differences in philosophy and interpretation. Cindy stressed that it was important to contact your consultant with questions for clarification about TRAC requirements.

Pamela Rimpson- Dudley, CTE Director at Benton Harbor High School reported that the TRAC review audit did not stay on the set time schedule, for example the broadcasting program was scheduled for two hours and lasted for four hours. There was only one finding, the Health work training agreement at the Hospital was set up for an annual WBL Training Agreement and it should have been set up for each student every three weeks. It is uncertain if findings will be filed.

6. Committee Work:

Members brainstormed and planned the Career Conference session on literacy. Cindy Kent will complete the Career Conference Application.

Carol Clark requests that members send one CTE literacy hot link for a lesson or activity to be considered for the Literacy Easy Button presentation for the Career Conference presentation.

**NEXT MEETING: WEDNESDAY, NOVEMBER 12, 2014**