



CAREER CURRICULUM DEVELOPMENT ASSOCIATION OF MICHIGAN

Agenda Minutes

**October 19, 2016
9:00 a.m. – 2:30 p.m.**

**Capital Area Career Center, Room 206
611 Hagadorn Rd., Mason, MI 48854
517-244-1360**

In attendance: Tim Staffen, Ginger Mason, Chris Eaton, Nicole Lord, Margo Hazelman, Dan Draper, Wendy Smith, Patty Adolfs

- 8:45-9:00 a.m. Member networking/refreshments
- Review/revisions of today's agenda, Margo Hazelman
- Standing Reports:
 - Secretary's report, previous meeting minutes, Lindsay McClain
 - Minutes accepted as amended moved - Tim Staffen, second, Patty Adolfs
 - Treasurer's report, Chris Eaton
 - Balance for alignments is \$3,092, Margo will get a list from Michelle to verify that all alignments done are on the website.
 - Looked at possible CIPs left – we will create a list
- Committee Chair Reports:
 - Career Ed Conference, Tim Staffen
 - Proposal was submitted and haven't heard back yet – Margo will check with Michelle
 - Tim has a person at his location that is certified in Project Based Learning – she will be of great help
 - Basic makeup of presentation is: Define PBL through the CTE lens, why would you be interested in it and how it fits, standards and assessments with some takeaways.
 - Tim will meet with the group to work on the presentation
 - Possible table – sounds like it will be free, looking into what we want to put on the table – information/membership sheet, promotional materials. Do we need to man it the whole time?
 - Spend about \$400 on promotional materials? Ideas: phone stands, stylus pens, credit card holder for cell phone... Chris will look into items and pricing.
 - New Teacher Mentorship
 - Email was sent to everyone about the new teacher mentorship through Western Michigan University by Robert (Adam) Manley
 - ELA Alignment
 - Would it be used? How would it be used? Is it of value? Jackson shared how students are using it.

- How is it used – Calhoun the ELA Consultant is used more like a coach for Accuplacer remediation.
 - Can we create a needs assessment to see what is actually being used? Talk with Mark and Shawn.
 - Would we want ELA samples/lesson plans/best practices for CTE – show them what is currently getting hits on the website.
 - Possible to present at MASSP conference? Get a h.s. principal to support us and CEPD approval. Also could go to new administration training – 4 times per year it is offered.
- Math Alignment
 - Need new chair
- New Program Updates
 - Advisory meetings are really getting looked at
 - CIP specific conversation during meetings if joint, can meet as a region but need to reflect each program, put minutes out individually.
 - CIP Self Review – don't need enrollment data
- 61B Money
 - Can get it for dual enrollment now
- MEMCA - Jackson
 - EMC wanting MEMCA certification there is a rubric – based on academics, non-core skill development and social maturity development – it is a self-assess program
 - Present for about an hour to a board of mostly college reps, put together a presentation to show reasons why they should be approved, explained program.
 - Told they will know in a few days
 - Requirements are 15 credits, 40 hours job shadow or wbl/career development
 - Asked a lot about what is done for low to middle achieving students.
- Lunch 11:30
- New Business:
 - Website
 - Doodle for everyone to pick a section to work on for the next meeting. Send email to Lindsay or Patty to get them the information before we meet and allow them time to upload it (if possible).
 - Next meeting we will review and update website
- Meeting adjourned for committee work: 1:00 PM, Nicole and Tim, 2nd by Chris
- Next meeting: November 16, 2016 at Genesee GCI 5081, Torrey Rd Flint.