



## CAREER CURRICULUM DEVELOPMENT ASSOCIATION OF MICHIGAN

### Minutes

October 16, 2019  
9:00 a.m. – 2:30 p.m.

Ingham ISD  
2630 W Howell Rd, Mason, MI 48854

- **8:45-9:00 a.m. Member networking/refreshments**  
**Margo Hazelman, Patty Adolfs, Cindy Philip, Chris Eaton, Kathy Dardas. Via Phone: Ben Murray.**
- **Review/revisions of today's agenda, Margo Hazelman**
- **Standing Reports:**
  - Secretary's report, previous meeting minutes, Cindy Philip
    - Ben motion to approve. Chris seconds.
  - [Treasurer's report](#), Chris Eaton
    - Cindy motion to approve. Patty seconds.
  - Office of Career and Technical Education Update, Celena Mills
  - Margo shared email from Celena.
    - List of CEPD's - Margo will upload to CCDA file.
    - Ask Joann if an alternate can attend in place of Kathy. In the future yes - we can send an alternate
    - CBE committee - she passed info that Ben is interested in participating back to the committee. More info to come.
    - Involving legislatures in conversations: briefly discussed. She shared some talking points but there is not much formal material. Fall update is coming.
    - New Updates:
      - Made connections with Competency Based group and getting CCDA members to the table.
      - [See email forwarded from Margo for resources from Celena.](#)
  - **We'd like to stay on top of getting on some of the state committees moving forward.**
  - [Discussion of Credentials list sent from the state and getting information from CEPD's.](#)

- Discussion about a certification grant - Career Pathways Project Competitive Grant
- Discussion about whether we should focus energies on certifications or do we wait until after the fall update to make a decision.
- **Old Business:**
  - [NEPRIS - virtual tours](#)
    - Connecting industry to the classroom
  - New Item - Navigator - OCTE
    - Lee Greenacre did a mock TRAC audit Wilson Talent Center Welding Program
      - Wanted a DART rep on the advisory committee.
      - Wants a detailed list of machines with Name, Model, Serial Numbers, Date of Purchase, and the functionality of the machine. List should be in categories.
      - Comment regarding a lack of textbook.
    - Mark Forbush did a mock TRAC audit on Bio-Science Ag
      - Separate spreadsheet of advisory committee involvement
      - Bulleted list of how safety was taught in the program
      - Detailed info on what students do on tours for work-based learning.
      - [Wants the template for program advisory meeting minutes from the advisory toolkit to be used. \(page 25-26\)](#)
    - Tom Knight and a new person
      - Laptop purchase dates in spreadsheet
      - No excel GAPS, use the PDF one in Navigator.
      - Leadership opportunities included in the syllabus.
      - Want all resources for safety (powerpoints, tests, visitors...)
      - Conference request forms in PD category.
      - You need a minimum of 5 business and industry people on the advisory committee.
      - You no longer need a sign in sheet for advisory. Just track attendees in the minutes.
      - PD in an excel and a tab for each PD
    - Questions for Celena:
      - Can you update us on Navigator? Is it going away?
      - Can we get a toolkit for TRAC that is updated and revised?
        - [Current TRAC Toolkit](#)
    - High Quality Resources Shared by Kathy
      - [Rubric](#)
      - [Framework](#)
    - [Professional Development Calendar from OCTE](#)
  - Review of goals – Margo Hazelman

- Postpone conversation until after the fall update
- Review of website – Patty Adolfs
  - Changes made to update links and resources.

- **Lunch 11:30**

- **New Business:**

- Goals for this year - postpone until after fall update
- Members for committees - postpone until after fall update
- NATEF certification -brief conversation resulting in needing to contact NATEF with questions.
- Segments - discussion of 8 segments in one semester. A lot of unanswered questions that we have to wait for more info from the state.
- Other business
  - PACK - acronym for classroom management

- Chis motions to adjourn. Cindy seconds. Meeting adjourned.

- **Next meeting:**

- Wednesday, November 20, 2019 – Wilson Talent Center