



## CAREER CURRICULUM DEVELOPMENT ASSOCIATION OF MICHIGAN

### Minutes

May 12, 2022

9:00 a.m. – 2:30 p.m.

Zoom

- **8:45-9:00 a.m. Log in to Zoom and [sign in](#)**  
Present: Patty Adolfs, Cindy Philip, Margo Hazelman, Jamie Mueller, Kathy Dardas, Dustin Scharer, Ben Murray, Codie Lakin, Joe Phillips, Randy Sowles, Dan Draper.
- **Review/revisions Agenda, [Membership](#), [Calendar](#)**
- **Standing Reports:**
  - [Secretary's report](#), previous meeting minutes (March), Cindy Philip
    - Margo motions. Codie seconds.
  - [May 22 CCDA Treasurer's Report](#) Kathy Dardas
    - Codie motions. Margo seconds.
  - [2021-2022 CCDA Dues Invoice](#) Please complete if you had not previously.
  - Office of Career and Technical Education Update, Celena Mills
    - New toolkits up for revision: WBL, New Teacher, New Administrator, Advisory Committee...
      - Should be on the website by the beginning of August.
    - OCTE is working on the career development model, but this will take some time.
    - Celena is supporting ACA teachers in health science
      - high level instructional strategies
      - how to end your year with less stress
      - direct vocabulary instruction
    - Grantees are wrapping up during the summer and the rollout will be slower and come out in the summer of 2022. Instructors will have 22-23 to look at it and then implement in 23-24.
    - New grants were submitted for 9 additional cip codes - they will be released once approval is finalized.
- **Old Business:**
  - IOWA Partnership for Competency-Based Education - [Link for Information](#) and See [January Minutes](#)
  - Career Ready Practices Competencies 5th Tab (see January minutes - start developing)  
Notes from January Meeting re: competency work:
    - *Career Ready Practices Competencies adding a fifth and tab.*
      - *Can we add a 5th competency to include items required for a talent portfolio: resume, cover letter, mock interviews, portfolios....*

- *Dan suggested that there be a career ready practices course? Or can they be embedded in current courses?*
- *There are concerns attached to career ready practices being its own PCC due to people maybe trying to run a career readiness program unattached to a CTE program.*
- *Really need to find a way to record the career ready practices - can it be required as part of the CIP self-review? Can there be a certain number of career ready practices required to be included for each course? Could it be it's own course U that doesn't count as a perkins course, but still required? For reporting - is there a way to subsection the career ready practices?*
- *When looking at the new competency documents, career ready practices are not on the course page and it's also not on the instructional design sheet either.*
- *We may need to revisit what the actual concern is related to this.*
- *Celena suggested a starting point:*
  - *Career Ready Practices tab - make it prettier*
  - *On Perkins Program Overview - add a career ready practices column (done in office or with grantees)*
  - *Look at best practices and roll it out with a career ready practices workshop.*
  - *Add it to the instructional design so it would be in the CIP self-review.*
  - *Additional codes can be created in future, but not for this current year.*

*Notes from Celena:*

- *Concern that as we move to competencies the requirement of creating a resume, mock interview, etc. have been lost*
- *OCTE has requested a fifth competency be included that encompasses the talent portfolio and job attainment performance indicators*
- *Teachers will still be able to include this competency in any place in the program that they wish (unless dictated by a credentialing body, etc.)*

- **New Business:**

- Memorandum of Understanding between MIACTE, CCDA, CEPD, MDE OCTE, [MOU Link](#)
  - Worked on the memo of understanding document.
- CEPD Council [Information Requested](#)
  - CEPD council has what they need - this document is complete.
- GEMs - Margo
  - Discussion about GEMs system not working properly. CEPD meeting was told that GEMs wouldn't be fully functional until the fall.
  - Should be a memo coming out with info about a Q&A re: GEMs.
  - Patty will be checking in with Celena to see what updates might be available.
    - Celena is checking on the memo re: q&a
    - OCTE has made some requests for changes, but we have to wait for the system to be reset.

- It looks like things won't be deleted from GEMS, but it won't be stored/saved outside of GEMS.
  - Celena will check with Jim to see what answers he might be able to share with us.
  - TRAC Resources from Celena - she will email these to Cindy and she will add.
  - There is also a new process to add credentials to the CIPs that have already gone through the CPG. It's an open app so people can apply at any time.
    - [App Location](#)
  - Health science teachers that filled out a survey should be receiving some resources soon to help with credentials.
- Spring Update Recap
    - Review of programs that will be going through the competencies.
      - training support for new programs starting in June
    - Discussion of the new website and how to navigate it.
      - [Website Map](#)
    - Spring Update Materials
      - [Core Practices](#)
      - [Copy of Credential TA](#)
      - [CTE Teacher Campaign](#)
      - [Perkins 5S1 Slides](#)
- **Lunch 12:00**
  - 2022-23 Officer Voting
    - [By-laws as of 3/2/22](#)
    - Nominations:
      - Patty Adolfs Past-Chairperson
      - Dan Draper Chairperson
      - Cindy Philip Co-Chairperson
      - Ben Murray Secretary
      - Kathy Dardas Treasurer
    - 2022-23 Goals and PD related to MOU with MIACTE/CEPD/OCTE
      - Review of [PD plan](#) from MIACTE, CEPD, CCDA, OCTE sub-committee
      - Goal Ideas:
        - Competency 5th Tab for Career Ready Practices
          - Career Development Model (being updated - keep on the radar)
        - PD - update after large group meeting
          - Based on feedback from career ed conference teachers requested future sessions re: WBL, Job Shadow Procedures, CIP Specific Sessions (popular suggestion), Toolkit Specific, Things New Teachers need to Know, Time for Networking (popular suggestion), CIP Self-Review Support.
        - Continue to increase CCDA membership
        - Competency / Evidence Based / Project Based Approach
        - Support CPG process
        - Possibly/Discuss after shared with Candace & Brian - Support CTE Teacher Certification issues - see idea in Teacher program discussion below
    - 2022-23 Meeting Format and input on Dates
      - Potentially alter length of meetings 9-12:30 some days. 9-2:30 other.

- Alternate in person vs. virtual
- Use sub-committees more effectively to get work done.
- Monday/Wednesday/Friday are not good days.
  - avoid 2nd Tuesdays
  - avoid 2nd and 4th Tuesdays
- Share/Review [Career Ed Conf. session feedback](#) – can help with
- Teacher programs - Margo
  - Credential input:
    - Discussion re: what Jackson is doing. 2nd year students are in ISD SPED rooms 3-4 days per week. Attempting to get students 480 hours.
    - Concerns over the requirements to obtain the credentials in the education cip code.
    - Discussion about how nice it would be for education students to get “credit” for their student teacher experience for their work-based learning experience in their CTE program.
      - We should share this with Candace and Brian
      - Should we create a presentation to some of the colleges to see what we could come up with as far as dual enrollment.

Next Meeting please share:

- Who has teacher program
  - What do they look like
  - How are they going with new competencies
  - Eaton looking to start some in locals - all have day care/early Ed Centers really close
  - Patty motions to end the meeting. Codie 2nds.
  - Meeting Adjourned 2:04 pm.
- **Next meeting:** Virtual Wednesday, June 8, 2022