



CAREER CURRICULUM DEVELOPMENT ASSOCIATION OF MICHIGAN

Minutes

October 20, 2021

9:00 a.m. – 2:30 p.m.

Zoom: See Calendar Invite to Join the Meeting

- **8:45-9:00 a.m. Member login to [Zoom](#) (see email invite) and [sign in](#)**

Present: Patty Adolfs, Kathy Dardas, Lindsay Pulsipher, Dan Draper, Cindy Goss, Ben Murray, Jamie Mueller, Celena Mills, Randy Sowles, Cindy Philip, Margo Hazelman.

- **Review/revisions Agenda, [Membership](#), [Calendar](#)**

- **Standing Reports:**

- [Secretary's report](#), previous meeting minutes (September), Cindy Philip
 - Kathy motioned to approve. Cindy Goss seconded.
- Treasurer's report, Kathy Dardas [Treasurer Reports](#)
 - Margo motioned to approve. Cindy Philip seconded.
- Office of Career and Technical Education Update, Celena Mills - TENTATIVE - 9 possibly & 10-10:30
 - [Please see email and documents she provided](#)
 - To Do: Feedback on WBL Guide, Review Conditionally Awarded CPGs and supporting documents, and Review Career Ed Pre-Conference information and update our plans.
 - Summary of Feedback on WBL :
 - Missing table of contents
 - We like the level of detail
 - Should the checklist for getting started for employers included in there - maybe add it as an appendix.
 - If you choose an appendix approach, add the myth vs. fact document as well.
 - Best Practice title under Career training but no info. Title not included under exploration, prep and awareness. Title and info included under apprentice section.
 - Several formatting issues - different size titles, missing info on numbers (page 23, numbers 3 and 6 are blank)
 - Could there be a quick checklist for the teachers, similar to the one for employers.
 - Could there be a more robust example document?
 - Celena will be sending us the FAQ's for WBL to review as well.
 - If we see anything else, we should email Celena directly.
 - Pre-Conference support: Kathy, Patty, Cindy P, Bill, Ben, Cindy G., maybe Margo.
 - facilitate rooms, creating competencies in new groups, sharing best practices.
 - [Pre-Conference Information](#)
 - [Checklist for writing competencies from Celena](#)
- [Fall Update Notes from](#) [Cindy Philip](#)

- **Old Business:**

- Dues Invoice [2021-2022 CCDA Dues Invoice](#) **COMPLETE IF YOU DID NOT LAST MONTH**
- 2021-2022 Meetings – November and January in-person see calendar above
 - Need to RSVP by November 16th for the November 30th meeting in Jackson.
 - RSVP so far: Patty, Cindy P, Cindy G, Bill, Randy, Margo, Jamie, Dan, Ben, Codie, Kathy, Celena, Mark P guest, Lauren Guest
- CTEIS Entry for new instructional design
 - Discussed new system and the issues surrounding the updates.
 - Also - you can customize courses by clicking on competencies
- Needs for Competency Programs
 - YDA - MECA group resources - Kathy D
 - Big push to joining my registry because it's free and it's a good resource. Intention is to move students and their opportunities forward. This credential can be quite challenging, but there's a large push for this CDA.
 - Dan shared that instructors seem to like the YDA because it appears more applicable.
 - Both credentials are approved. CDA is early childhood focused, and YDA is more k-12 focused.
 - Discussion surrounding CDA and the registry. Why the big push for this credential? Seems to be related to the need for qualified staff in daycares and preschools.
 - Phlebotomy Resources - Celena will be working to try to bring some resources and support to the pre-conference session.
 - Celena is trying to get some arms and also EKG trainers, but it's a process and is going to take some time.
 - Construction - pre-builder and still build a house?
 - Goals
 - [Membership - Focus upon Recruitment](#)
 - Seek CEPD Support - November 19th, from 9-11 am.Meeting - Revisit Plans
 - Give away a free 1 year CCDA membership to the CEPD's at this meeting.
 - Cindy and mayb Dan attending?
 - PPT used at Fall Update and to be used in November
 - OCTE needs - Also see Standing Reports To Do
 - Career Ed Conference Pre - 3 C's, Create Business Size Card, Prizes, Swag being brought to January Meeting
 - New CCDA QR - owned by VBISD, will not expire.



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- [Business Card File](#) - Dan will have Jackson students print
- Career Ed Conference Presentation Update Ben and Cindy G
- Assistance w/ PL by CIP - Celena
- Support continued Grant Work as necessary
- Grant works CCDMA join conversation – terminology, differences old/new
- Auto Tech CIP Status
- Prizes to deliver at CTE Conference - to see gathered information from Celena see first document Email in this [folder](#)
 - Offer a few types of gift cards: \$10 coffee cards, \$25 or \$50 Amazon gift cards, \$100 gas card?
 - We can decide what we want to give away at the conference and just let Celena know.
- Career Ed Conference Sponsorship Costs - waiting to hear from Celena about how many people are attending the pre-conference
- Career Readiness Practices Evaluation Scale - bring to CEPDs in November
- Website Updates - Review Changes Made
- **New Business:**
 - By-Laws Update
 - Fall Update Updates - discussed earlier in meeting. See OCTE update section above.
 - MDE OCTE List-Serve Discussion' - OCTE not really using them because they are outdated. Working on providing info to the right people. More to come on this as they get updated.
 - Do you want to learn more about JACC on Nov. 30th? Campus tour? Current initiatives? Just want to have time to organize prior to Nov. 30th.
 - Food order is being redone for 15 people instead of 20 people
- **Lunch 11:30?**
- **COVID-19 Roundtable**
- **FUTURE: Afternoon Session**

Cindy motioned to adjourn. Margo seconded.

- **Next meeting:** Thursday, November 30, 2021 Jackson Area Career Center - 6800 Browns Lake Rd, Jackson, MI 49201 - Parking Lot D