

**TEXAS HIGHER EDUCATION COORDINATING BOARD**  
**Summary Notes/Minutes**  
**Workforce Education Course Manual Advisory Committee Meeting**  
**1200 East Anderson Lane, Board Room**  
**Austin, Texas**  
**February 26, 2018 10:00 a.m. – 2:30 p.m.**

The webcast of this meeting is available on the CB website, under <http://www.thecb.state.tx.us/apps/Events/>, at the following link:  
<http://www.thecb.state.tx.us/apps/Events/Broadcasts/webcast.cfm?youtube=Nia0aLR75yQ>

**Welcome, introductions, and call to order**

The Advisory Committee convened at 10:00 a.m. Jeff Parks, Chair, called the meeting to order.

The following appointed Advisory Committee members were present:

1. Mary Gallegos Adams
2. Rob Blair
3. Cynthia A. Casparis
4. Thera Celestine
5. James Chegwidden
6. Troy DeFrates
7. Robin Garrett
8. Cynthia Griffith
9. Eileen Hamby
10. Linda L. Head
11. Jennifer Myers
12. Jeffrey J. Parks
13. D' Wayne Shaw
14. Olga Valerio
15. Vernell Walker
16. Joyce Williams
17. Frank Graves (TACE)
18. Rafael Brisita (TACTE)
19. Denny Yarbrough (TACRAO)

The following members were not present:

20. Joe Arrington
21. Ronda Dozier
22. Phillip Nicotera
23. Megan Eikner (resigned)
24. Charlotte Speegle (resigned)

THECB Staff present:

Rex Peebles, Assistant Commissioner  
Garry Tomerlin, Deputy Assistant Commissioner  
Donna Carlin, Assistant Director  
Duane Hiller, Program Director

## Consideration and approval of minutes from the December 1, 2017 meeting

The minutes from the December 1, 2017 meeting were reviewed. Motion to approve the minutes was made by Joyce Williams, seconded by Troy Debrates. Motion passed.

## Public testimony on agenda items

There was no public testimony provided.

## Coordinating Board update

Garry Tomerlin, Deputy Assistant Commissioner, Workforce, discussed the following items:

- Programs of Study – Health Science Program of Study Advisory Committee met on February 13 and recommended 5 programs of study for public comment. Architecture and Construction Program of Study Advisory Committee meeting had to be cancelled due to lack of a quorum; the meeting will be rescheduled soon.
- Call for WECM Course Review Triggers – a letter was sent out on February 16 to submit comments by March 9. A reminder will be sent out to request that colleges submit comments or notify us that they have no comments.
- Baccalaureate Degrees – Rules written to implement SB 2118 were approved by the Coordinating Board at its January 25 meeting. The official rules will be posted on our website when we receive them from the Secretary of State's office. The applications for applying for a Baccalaureate Degree are on our website.

Other – After a 10-minute break, the representatives from the professional organizations were given the opportunity to give their updates.

- TACRAO – Denny Yarborough announced that the summer TACRAO meeting will be held in Austin at the Double Tree on July 19-20. The larger annual meeting will be held in Fort Worth on the week of November 12.
- TACE – Frank Graves announced that the spring TACE conference will be held in Austin at the Omni Southpark on April 17-19.
- TACTE – Rafael Brisita announced that the spring TACTE conference will be held in Austin at the Omni Southpark on April 11-13.

## Reports from subcommittees for WECM Advisory Committee

Chair Jeff Parks rearranged the order in which the subcommittees will be presenting their reports today.

### **d. Programs of Study**

Eileen Hamby reported on the Health Sciences Program of Study Advisory Committee meeting held on February 13.

The Architecture and Construction Program of Study Advisory Committee did not meet in February. The committee will be convened in April.

### **c. Guided Pathways**

Linda Head reported on the Guided Pathways project and the Programs of Study, and how they intersect at the colleges. The next meeting of the Guided Pathways project will be held April 16-18 in Houston.

### **Lunch**

The committee took a lunch break from 12:00 p.m. to 12:50 p.m.

### **Item 5, continued**

After lunch, the committee continued discussing reports from the subcommittees.

#### **a. WECM Protocols**

Robin Garrett reported on the work of the WECM Protocols subcommittee. Rafael Brisita emphasized the need for professional development efforts to keep the field informed about the new WECM processes. Jeff Parks suggested that a subcommittee be established to handle professional development training. Based on the discussions, revisions to the protocol manual with the inclusion of the following four subcommittees will be sent out to the Advisory Committee for feedback:

1. Continuing Education Special Topics/Local Need Course Review Subcommittee
2. General Course Review and Archival Subcommittee (to include course recommendations from program of study subcommittees)
3. Semester Credit Hour Special Topics/Local Need Course Review Subcommittee
4. Professional Development Subcommittee

#### **b. GIPWE**

The GIPWE was discussed during the WECM Protocols subcommittee report.

#### **e. Baccalaureate Degree Programs**

The Baccalaureate Degree Programs were discussed during the coordinating board update (Agenda Item 4c).

#### **f. McDonald's Initiative**

Jeff Parks reported on the subcommittee's activities. A meeting was held September 22 with the North Texas Community College Consortium. In December, another meeting was held at the Coordinating Board offices. A third meeting was held last week, in which college representatives from across the state were divided into four groups:

1. Business, Human Resources, and Management
2. Culinary and Hospitality
3. Logistics, Transportation, and Safety
4. Construction, Engineering, and Welding

Representatives from Texas Department of Transportation (TxDOT) and McDonald's were also present. The groups reviewed the WECM courses to determine which courses would best fit the needs of the business.

Another meeting has been planned that will include more courses, more colleges, and more business and industry representatives.

#### **Future agenda items and resources required for next meeting**

The next meeting is scheduled for May 31, 2018. The following meeting was scheduled for September 20, 2018.

#### **Adjournment**

A motion to adjourn the meeting was made by Linda Head and seconded by Eileen Hamby. Motion passed. Chair Jeff Parks called the meeting to close at 2:12 p.m.