

TEXAS HIGHER EDUCATION COORDINATING BOARD
Summary Notes/Minutes
Workforce Education Course Manual Advisory Committee Meeting
1200 East Anderson Lane, Board Room
Austin, Texas
May 31, 2018 10:00 a.m. – 2:30 p.m.

The webcast of this meeting is available on the CB website, under <http://www.theccb.state.tx.us/apps/Events/>, at the following link:
<http://www.theccb.state.tx.us/apps/Events/Broadcasts/webcast.cfm?youtube=HrigJX7lrTI>

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 Adams
2. Rob Blair
3. Thera Celestine
4. Troy DeFrates
5. Ronda Dozier
6. Robin Garrett
7. Eileen Hamby
8. Linda L. Head
9. Jennifer Myers
10. Phillip Nicotera
11. Jeffrey J. Parks
12. D' Wayne Shaw
13. Olga Valerio
14. Vernell Walker
15. Joyce Williams

The following ex-officio members were present:

16. Frank Graves (TACE)
17. Rafael Brisita (TACTE)
18. Denny Yarbrough (TACRAO)

The following members were not present:

19. Joe Arrington
20. Cynthia Casparis
21. James Chegwiddden
22. Cynthia Griffith

THECB Staff present:

Garry Tomerlin, Deputy Assistant Commissioner
Duane Hiller, Program Director
Sheri Ranis, Program Director
Marissa Garza, Program Director

Consideration and approval of minutes from the February 26, 2018 meeting

The minutes from the February 26, 2018 meeting were reviewed. Motion to approve the minutes was made by Robin Garrett, seconded by Mary Adams. 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 – The Architecture & Construction Advisory Committee didn't have a quorum for the meeting scheduled for February 9, 2018, so the meeting had to be rescheduled. The Electrical, Plumbing and Pipefitting Subcommittee meeting was held May 17-18. Twelve program of study proposals will be sent forward to the September CAWS / October Board meeting – seven from the Architecture and Construction POS Advisory Committee and five from the Health Science POS Advisory Committee. The POS Outlines will be provided at the next WECM Advisory Committee meeting. If approved, they will be available for implementation in fall 2019. Two new staff members have been hired to work on programs of study development.
- Call for WECM Course Review Triggers – A request for comments was sent out to presidents, chief instructional officers, and liaisons of community, state and technical colleges on February 12; comments were due by March 9. A follow-up email was sent out on May 14 to colleges that didn't respond. All but 12 colleges responded to the original request or to the follow-up. In all, 13 colleges submitted comments, which will be discussed later in today's meeting. The course-review trigger process was also discussed at the CTSC Liaisons Meeting, emphasizing that triggers may be submitted at any time through the WECM comments process and not just when the letter is sent out. The possibility of sending a letter out more than once per year was discussed, but concerns with staff time limitations and the number of communications sent out from the Coordinating Board to institutions were expressed.
- Baccalaureate Courses and Degrees – Plans are in place to add the baccalaureate degree courses to the WECM database and have them flagged as upper-division courses.
- Apprenticeship Crosswalks – A handout on "How to Use an Apprenticeship Crosswalk" and three sample crosswalks that were developed as part of a Perkins leadership project were provided for discussion. The final copies of the twelve crosswalks that were developed will be posted on the Perkins deliverables web page.
- Advanced Technical Credit (ATC) – Robin Garrett presented information on the Advanced Technical Credit program, a program where high school classes were crosswalked to college courses. The program has been funded by TEA, but it will be discontinued after this fiscal year.

Reports from professional organizations

The representatives from the professional organizations provided their updates.

- TACE – Frank Graves reported that there were 240 participants at the spring TACE conference held on April 17-19, with 41 identifying themselves as new to the field.
- TACTE – Rafael Brisita reported that the pre-conference to the spring TACTE conference held on April 11-13 was sold out. The TACTE board will be meeting in Dallas on June 21 to discuss next year's conference – only one conference will be held each year. Ronda Dozier added that there were 246 participants at the spring conference.
- TACRAO – Denny Yarborough reported that the community college summer TACRAO meeting is coming up on July 19-20.

Lunch – Jeff Parks announced that he was resigning as chair, and would turn the meeting over to Joyce Williams after lunch.

The committee took a lunch break from 11:45 a.m. to 12:30 p.m.

Reports from subcommittees for WECM Advisory Committee

Chair Joyce Williams called the meeting back to order at 12:30 p.m.

a. WECM Protocols

Robin Garrett reported on the work of the WECM Protocols subcommittee. A copy of the revised WECM Protocol Manual was emailed to the committee prior to the meeting. Updates to the manual include descriptions of the course review trigger process, the Special Topics/Local Need course review process, and the WECM comments review process. The subcommittee was instructed to draft a process for the review of Special Topics / Local Need courses and administrative course changes/corrections. The Protocol Manual will be updated and presented for approval at the next advisory committee meeting.

c. Guided Pathways

Linda Head reported on the Texas Pathways Institute meeting that was held April 16-18 in Houston.

f. McDonald's Initiative

Linda Head reported on the regional meeting held in the Houston area to discuss the articulation being developed between workforce at community colleges and McDonald's training and its broader application to employer training articulating to college credit at community colleges.

b. GIPWE

The GIPWE subcommittee did not have anything to report.

d. Programs of Study

The Programs of Study subcommittee did not have anything to report.

e. Baccalaureate Degree Programs

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

Future agenda items and resources required for next meeting

The next meeting is scheduled for September 20, 2018.

Adjournment

Chair Joyce Williams adjourned the meeting at 1:41 p.m.