

TEXAS HIGHER EDUCATION COORDINATING BOARD
Summary Notes/Minutes
Workforce Education Course Manual Advisory Committee Meeting
1200 East Anderson Lane, Board Room
Austin, Texas
September 20, 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=cYTwkzr4HrA>

Welcome, introductions, and call to order

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

The following appointed Advisory Committee members were present:

1. Joe Arrington
2. Rob Blair
3. Cynthia Casparis
4. Thera Celestine
5. James Chegwidden
6. Troy DeFrates
7. Robin Garrett
8. Cynthia Griffith
9. Phillip Nicotera
10. D' Wayne Shaw
11. Olga Valerio
12. Joyce Williams

The following ex-officio members were present:

13. Frank Graves (TACE)
14. Rafael Brisita (TACTE)

The following members were not present:

15. Mary Adams
16. Ronda Dozier
17. Eileen Hamby
18. Linda L. Head
19. Jennifer Myers
20. Vernell Walker
21. Denny Yarbrough (TACRAO)

THECB Staff present:

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

Election of committee chair and vice chair

Robin Garrett nominated Joyce Williams to be the chair of the advisory committee. The nomination was seconded by Olga Valerio. A motion was made by Joe Arrington and

seconded by Robin Garrett that the nominations cease. Motion passed. A voice vote was held, and Joyce Williams was elected chair of the advisory committee.

Troy Defrates nominated Olga Valerio to be vice chair of the advisory committee. The nomination was seconded by Phil Nicotera. No other nominations were received. A voice vote was held, and Olga Valerio was elected vice chair of the advisory committee.

Consideration and approval of minutes from the May 31, 2017 meeting

The minutes from the May 31, 2018 meeting were reviewed. Motion to approve the minutes as published was made by Phil Nicotera and seconded by D'Wayne Shaw. Motion passed.

Public testimony on agenda items

There was no public testimony provided.

Coordinating Board update

Garry Tomerlin, Deputy Assistant Commissioner, Workforce, discussed internal changes have been made to the WECM database structure and the WECM program inventory update portal. Joyce Williams asked about developing a tutorial for users; Olga Valerio recommended developing an interactive video to provide training for users.

Reports from professional organizations

The representatives from the professional organizations provided their updates.

- TACE – Frank Graves reported that the regional meetings were starting up, with a focus on providing useful information to new members, and planning was underway for the spring TACE conference being held on April 17-19.
- TACTE – Rafael Brisita reported that membership renewals are now due, and reminded the committee that the spring TACTE conference will be held on April 3-5. The title of the conference is "All Aspects of CTE: Faculty, Perkins, Leadership, and Dual Credit."
- TACRAO – Denny Yarborough was not present.

Reports from subcommittees for WECM Advisory Committee

Chair Joyce Williams began the subcommittee reports with a report from the Special Topics and Local Need course review subcommittee.

b. Special Topics and Local Need Course Review

Robin Garrett reported on the Special Topics and Local Need course review procedures that were presented to the committee. The courses will be reviewed at least once a year, or more frequently as needed. These courses serve as a trigger to determine which disciplines should be reviewed for inclusion in the WECM.

a. WECM Protocols

Robin Garrett reported on the work of the WECM Protocols subcommittee. The changes recommended at the last advisory committee meeting have been incorporated into the protocol manual. Additional changes were recommended to the

description of Local Need Course Renewals on page 12, Administrative Course Changes on page 21, and Archiving Courses on page 22.

These changes will be incorporated into the protocol manual and presented at the next advisory committee meeting.

c. Professional Development

There was no report on Professional Development.

d. WECM Comments

No WECM Comments have been received since the last advisory committee meeting.

WECM Course Review Workshop

The committee discussed plans to hold a focused, trigger-based course review workshop to develop courses that would be included in a statewide degree model for cloud computing. This workshop would provide an opportunity for the WECM advisory committee to be immediately responsive to current business and technology needs.

A motion was made by Robin Garrett to approve holding a focused workshop designed to respond to industry needs in cloud computing sometime in early November 2018, to be hosted by the coordinating board. The motion was seconded by Thera Celestine, voted on, and passed.

e. Programs of Study

Twelve (12) Programs of Study and eleven (11) Fields of Study will be presented at the next Committee on Academic and Workforce Success (CAWS) and Coordinating Board meetings for approval. Nominations for additional health science programs of study and programs of study in other career clusters are being processed.

f. Guided Pathways

A tri-agency committee meeting with Coordinating Board, Texas Workforce Commission, and Texas Education Agency is scheduled to be held on November 8. The meeting will include a discussion about guided pathways.

g. McDonald's Initiative

There was no update on alignment activities. The last meeting of this group was held in June or July at Lone Star College.

Lunch

The committee took a lunch break from 12:45 p.m. to 1:15 p.m. and discussed the logistics of planning the WECM course review workshop.

WECM Course Review Workshop (cont.)

Chair Joyce Williams called the meeting back to order at 1:23 p.m., and the committee reviewed the discussions held during the lunch break.

Pre-Work Group: Robin Garrett reported that the group considered reviewing the Special Topics and Local Need courses, as well as existing certifications, prior to the workshop. A question arose about the expectations for the education level of the workers, since most job descriptions for Cloud Computing require a bachelor's degree. Ms. Williams explained that the business representatives she spoke with indicated that they would accept qualified applicants who did not have a bachelor's degree, if they had relevant experience. The group suggested creating a list of

competencies listed in Special Topics and Local Need courses, certifications, and existing WECM and ACGM courses, and submitting the list to the business representatives who will be attending the workshop to ask them what they considered to be the top 10 or 20 competencies. The business representatives would also be asked what certifications they recognize, if any. The group also considered reviewing prior work experience and knowledge requirements from job descriptions, looking at the first two years of the bachelor's degree programs in Cloud Computing, and determining the education level a student would need prior to starting in the Cloud Computing program.

Employer Input Group: Rafael Brisita reported that the group considered the difficulty in scheduling a face-to-face meeting and suggested sending out a survey through college advisory committees and workforce boards asking the employers to list the competencies they require of their new employees. More outcomes could be added to the WECM courses based on the employers' input.

Timing of Workshop: Olga Valerio reported that the group considered when the workshop should meet in light of when the WECM Advisory Committee will be meeting again. The group discussed whether it would be feasible for members to attend the workshop in November and then attend the advisory committee meeting in December. The group considered if it would be more expedient to delegate the approval of the courses to the members attending the workshop, or if it would be necessary to hold a meeting of the advisory committee to approve the courses.

A motion was made by Rob Blair to delegate the authority to approve the courses written and revised at the course review workshop focused on Cloud Computing content to the advisory committee members attending the workshop. The motion was seconded by Robin Garrett, voted on, and passed.

Joyce Williams offered to work on the preparatory work for the workshop with coordinating board staff. James Chegwiddden and Robin Garrett offered to serve as facilitators at the workshop on November 2. Cindy Griffith offered to serve as mentor at the workshop.

Future agenda items and resources required for next meeting

The next meeting is scheduled for December 7, 2018.

Adjournment

Chair Joyce Williams adjourned the meeting at 2:11 p.m.