

Advisory Committee Meeting Record Template

CHAIRPERSON: Paula Barnes		
MEETING DATE: November 10, 2022	MEETING TIME: 11:00 am-12:00 pm	MEETING PLACE: Virtual Meeting
RECORDER: Recorded by WebEx		PREVIOUS MEETING: November 5, 2021 - Virtual

MEMBERS: (P=PRESENT) Add nonmembers present to bottom of table with heading “Others Present” (OP)

(P/OP)	Name and Title (List all members) Email Address and Ph #	Business Affiliation	Name and Title
P	Maria Lewis, Dept. Chair, Professor mtlewis@ctcd.edu	Central Texas College	Maria Lewis, Dept. Chair & Professor
P	Laurie Adams, Program Director laurie@texasaeyc.org	T.E.A.C.H.	Laurie Adams, Program Director
P	Paula Barnes, Child Care Quality Improvement Coordinator Paula.barnes@workforcesolutionsctx.com	Texas Workforce Commission	Paula Barnes, Child Care Quality Improvement Coordinator
Absent	Kim Daniel, Director kdaniel@hccaa.com	HCCAA Head Start	Kim Daniel, Director
P	Vicky Flores, Teacher Vicky.flores@ctcd.edu	Central Texas College	Vicky Flores, Teacher
Absent	Dr. Tracy Hanson, Principal/Founder Tracy@oakcreekkillen.org	Oak Creek Academy	Dr. Tracy Hanson, Principal/Founder
Absent	Dr. Laura Lamper, Online Manager Laura.lamper@ctcd.edu	Central Texas College	Dr. Laura Lamper, Online Manager
P	Jennifer Lee, Teacher Jennifer.Lee@killenisd.org	K.I.S.D.	Jennifer Lee, Teacher
P	Veronica Martin, Associate Dean VMartin@ctcd.edu	Central Texas College	Veronica Martin, Associate Dean, Career and Technical Instruction
P	Keisha Holman, Director KLHolman@ctcd.edu	Career Center Services, CTC	Keisha Holman, Director
P	Eva Hutchens, Associate Dean EHutchens@ctcd.edu	Enrollment Services, CTC	Eva Hutchens, Associate Dean
P	Ann Marie Rabara, Guidance Counselor Ann.marie.rabara40@gmail.com	Ft. Hood	Ann Marie Rabara, Guidance Counselor
OP	Kimberly Dugger, Office Assistant II Kimberly.dugger@ctcd.edu	Central Texas College	Kimberly Dugger, Office Assistant II
P	Teresa Zinke, Director teresa.zinke@ctcd.edu	Central Texas College	Teresa Zinke, Director
OP	Bryan Oaks, Career Dev. Specialist CTC Career Services	Central Texas College	Bryan Oaks, Career Dev. Specialist CTC Career Services
Absent	Reyna Noland Reyna.noland@workforcesolutionsctx.com	Workforce Commission	Child Care Quality Improvement Program Spec.,
Absent	Linda Black (fill in for E. Casey) linda.black@tamuct.edu	Texas A&M	Linda Black (fill in for E. Casey)

P	Lisa Youngblood lyoungblood@harkerheights.gov	Director	Lisa Youngblood, Harker Heights Library
Absent	Tina Tamplen Tina.tamplen@killeenisd.org	TAFE	Tina Tamplen, ED?Rising Advisor
Absent	Janie Poe Janie.Poe@killeenisd.org	Teacher	Janie Poe, KISD
Absent	Theresa Morgan MorganT@ccisd.com	Teacher	Theresa Morgan, CCISD
Absent	Dr. Elizabeth Casey j.casey@tamuct.edu	Associate Professor	Dr. Elizabeth Case, Curriculum and Instruction Texas A&M University, CT
P	Anneli Hill Anneli.hill@ct4c.org	Director	Anneli Hill Director FCA
P	Jerry Smith jsmith@ctcd.edu	Central Texas College	Jerry Smith, Program Coordinator & Adjunct Professor
P	Jinette Campbell <u>Jinette.Campbell@ctcd.edu</u>	Central Texas College	Jinette Campbell, Director, Instructional Program Support Services

AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Introductions:	Ms. Lewis introduced Jerry Smith to the Team. Ms. Barnes had the attending members introduce themselves as well.	Ms. Lewis Ms. Barnes

MINUTES

Key Discussion Points	Discussion
Old Business: Scholarships are being offered through Texas Workforce Matching Grant	There is money available for scholarships so we need to encourage students to apply. They can apply for 2 scholarships as long as they are in good standing with the college.
New Business: Posted 1 CDEC and 1 TECA instructor positions. New OER for Child Growth and Development was used for Fall face to face.	Had 7 applications to review for the CDEC and TECA instructor positions. OER does not have to purchase a book. Laurie Adams, Program Director for TEACH, spoke about the TEACH program. TEACH provides scholarships to anyone who can attend the virtual classes. Ms. Adams also spoke about the various courses and degrees they offer to students.
Curriculum Decisions: Child Development opened up for the students to do their lab hours. Had to close it earlier due to COVID.	Child Development no longer does virtual lab hours. Lab students participated in several events such as the Fall Festival, Costume Parade, Trick or Treating, and Haunted House. The CTC Psychology students also come to Child Development to observe for their courses.
Other: Received Perkins Grant of \$47000.00.	The Hatch computers arrived and are being used with the children in Room 104 and Room 110. CDC also issued bonuses for Teachers, Aides, and Administrators with the grant. Maria Lewis, Department Chair, spoke about the professional development training received by the staff at the center. An Air BNB was rented 8-18 to 8-20-22 in Kingsland, Texas. Staff received training from Lisa Youngblood, TWC, and the staff from the Gym before leaving town for training. Trainers came to the Air BNB both nights and taught several classes over team building as well as some of the staff.

Advisory Committee Required Functions

<p style="text-align: center;">GIPWE Required Functions</p>	<p style="text-align: center;">How/when did the Committee address this function? At this meeting or a prior meeting?</p> <p style="text-align: center;">Please add to “ACTION ITEMS” below if necessary to show that this function is or will be addressed.</p>
<p>Evaluating the goals and objectives of the program curriculum</p>	<p>The department did not hire an infant teacher because the center is having the center align for ADA compliance. However, there were three work-study students and two aides hired.</p>
<p>Establishing workplace competencies for the program occupation(s)</p>	<p>Vicky Flores, a teacher at CTC, gave 3-4 NAEYC Standards/program competencies. She said CTC is a role model for children and students. CTC also likes to involve the community when they can. Daily goals are posted as well as promoting quality curriculum daily. CTC uses conflict resolution with the children to problem solve.</p>
<p>Suggesting program revisions as needed</p>	<p>Ms. Lewis stated this is the first time to have teachers teach dual credits. Two Copperas Cove teachers have been hired to teach Dual Credit in the High School--both are teaching the EDUC 2301- Introduction to Special Populations, and Ms. Morgan will teach the EDUC 130-Introduction to Teach in the Spring.</p>
<p>Evaluating the adequacy of existing college facilities and equipment</p>	<p>Hold off until next meeting.</p>
<p>Advising college personnel on the selection and acquisition of new equipment</p>	<p>Teresa Zinke spoke about the new playground equipment that was ordered to be in ADA compliance. Grant funds were used to pay the equipment. The playground will also be redesigned so that it will be able to be an outdoor classroom.</p>
<p>Identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities</p>	<p>Ms. Holman stated that Ms. Veronica Martin would like to make more connections with the community on how to help the students get in to the industry. She asks that everyone provides the names of people that can possibly help to Maria Lewis.</p>
<p>Assisting in promoting and publicizing the program to the community and to business and industry</p>	<p>It was mentioned that TWC could possibly get NAEYC Centers to help with promoting accreditation. Ms. Zinke also suggested visiting some NAEYC Centers to let everyone learn from each other.</p>
<p>Representing the needs of students from special populations</p>	<p>Updating playgrounds to be ADA compliant would help the children with special needs along with suggestions and ideas from their parents. The CTC Library helps students with special needs with their assignments. Ms. Hutchens, Ms. Rabara and Ms. Adams said to reach to them for additional resource if anyone knows of families or students that need help.</p>

CHAIRPERSON SIGNATURE (or designee): Paula Barnes <i>Paula Barnes</i>	DATE: 12/7/22	NEXT MEETING: May 11, 2023
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