

Advisory Committee Meeting Record Template

CHAIRPERSON: Paula Barnes (Reyna Noland)		
MEETING DATE: November 9, 2023	MEETING TIME: 11:00 am-12:00 pm	MEETING PLACE: Virtual Meeting
RECORDER: Recorded by Teams		PREVIOUS MEETING: November 10, 2022 - 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
A	Paula Barnes, Child Care Quality Improvement Coordinator Paula.barnes@workforcesolutionsctx.com	Texas Workforce Commission	Paula Barnes, Child Care Quality Improvement Coordinator
P	Kim Daniel, Director kdaniel@hccaa.com	HCCAA Head Start	Kim Daniel, Director
A	Vicky Flores, Teacher Vicky.flores@ctcd.edu	Central Texas College	Vicky Flores, Teacher
A	Dr. Tracy Hanson, Principal/Founder Tracy@oakcreekkillen.org	Oak Creek Academy	Dr. Tracy Hanson, Principal/Founder
P	Dr. Laura Lamper, Online Manager Laura.lamper@ctcd.edu	Central Texas College	Dr. Laura Lamper, Online Manager
A	Jennifer Lee, Teacher Jennifer.Lee@killeenisd.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	William Jones William.jones@ctcd.edu	Central Texas College	Director, Career Services CTC
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
A	Teresa Zinke, Director teresa.zinke@ctcd.edu	Central Texas College	Teresa Zinke, Director
A	Bryan Oaks, Career Dev. Specialist CTC Career Services	Central Texas College	Bryan Oaks, Career Dev. Specialist CTC Career Services
P	Reyna Noland Reyna.noland@workforcesolutionsctx.com	Workforce Commission	Child Care Quality Improvement Program Spec.,
A	Jinette Campbell Jinette.Campbell@ctcd.edu	Central Texas College	Jinette Campbell, Director, Instructional Program Support Services

P	Lisa Youngblood lyoungblood@harkerheights.gov	Director	Lisa Youngblood, Harker Heights Library
A	Tina Tamplen Tina.tamplen@killeenisd.org	TAFE	Tina Tamplen, ED?Rising Advisor
A	Janie Poe Janie.Poe@killeenisd.org	Teacher	Janie Poe, KISD
A	Theresa Morgan MorganT@ccisd.com	Teacher	Theresa Morgan, CCISD
A	Dr. Elizabeth Casey j.casey@tamuct.edu	Associate Professor	Dr. Elizabeth Case, Curriculum and Instruction Texas A&M University, CT
A	Anneli Hill Anneli.hill@ct4c.org	Director	Anneli Hill Director FCA
p	Janeen Garza Janeen.Garza@ctcd.edu	Central Texas College	Janeen Garza, Assistant Director

AGENDA

<p>Agenda Item Introductions:</p>	<p>Action, Discussion, Information Ms. Noland had the attending members introduce themselves.</p>	<p>Responsibility Ms. Lewis Ms. Noland</p>
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MINUTES

Key Discussion Points	Discussion
<p>Old Business: Scholarships are being offered through Texas Workforce Matching Grant</p>	<p>Scholarships are still being offered to the students. We have limited it to 5 scholarship award letters.</p>
<p>New Business: Playground Hiring</p>	<p>The preschool playground is coming along and it is set to be finished by December 2023. It looks fabulous! Applications are going through for two new workstudy positions.</p>
<p>Curriculum Decisions:</p>	<p>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.</p>
<p>Other: Perkins Grant</p>	<p>Provided \$10,000 for administration and staff to attend the Texas Association for the Education of Young Children's Annual Conference at Kalahari Resorts in Round Rock. The Perkins Grant also allowed for staff to receive stipends.</p>

Advisory Committee Required Functions

GIPWE Required Functions	How/when did the Committee address this function? At this meeting or a prior meeting? Please add to “ACTION ITEMS” below if necessary to show that this function is or will be addressed.
Evaluating the goals and objectives of the program curriculum	Staff are preparing for an annual monitoring visit from Texas Rising Star and re-accreditation from NAEYC.
Establishing workplace competencies for the program occupation(s)	Staff attended the TXAEYC conference and participated in tracks targeted for the many professions and practices in the early childhood field.
Suggesting program revisions as needed	The department is working on hiring faculty positions. Three courses were dropped in Europe.
Evaluating the adequacy of existing college facilities and equipment	5 laptops are being purchased with TWC grant money.
Advising college personnel on the selection and acquisition of new equipment	CTC CDC Staff (new playground, moveable items purchased)
Identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities	Veronica Martin (how was able to make community connections) Mrs. Garza spoke to and sent information to child care centers in the community about CDA classes.
Assisting in promoting and publicizing the program to the community and to business and industry	CTC CDC staff (NAEYC center visit)
Representing the needs of students from special populations	CTC CDC staff spoke on how the library assisted a student and provided resources.

CHAIRPERSON SIGNATURE (or designee): Reyna Noland <i>Reyna Noland</i>	DATE: 11-9-2023	NEXT MEETING: TBD
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