

Advisory Committee Meeting Record Template

CHAIRPERSON: Paula Barnes		
MEETING DATE: November 5, 2021	MEETING TIME: 10:30 – 11:30 a.m.	MEETING PLACE: Virtual/Webex Meeting
RECORDER: Recorded by Webex		PREVIOUS MEETING: December 8, 2020 - 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 MTLewis@ctcd.edu	Central Texas College	Maria Lewis, Dept. Chair & Professor
P	Janice Anderson, Dean of Instruction JRAnderson@ctcd.edu	Central Texas College	Janice Anderson, Dean of Instruction
P	Billy Woodson, Director, Instr. Distance Ed/Educational Tech Billy.woodson@ctcd.edu	Central Texas College	Billy Woodson, Director, Instructional Distance Ed & Educational Technology
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
P	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
P	Dr. Tracy Hanson, Principal/Founder Tracy@oakcreekillen.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
P	Jennifer Lee, Teacher Jennifer.Lee@killeenisd.org	K.I.S.D.	Jennifer Lee, Teacher
P	Veronica Martin, Director VMartin@ctcd.edu	CATE	Veronica Martin, Director
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, Transition Education Counselor Ann.marie.rabara40@gmail.com	Ft. Hood Educations Services Div.	Ann Marie Rabara, Transition Education 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

OP	Linda Black (fill in for E. Casey) linda.black@tamuct.edu	Texas A&M Central Texas College	Linda Black (fill in for E. Casey)
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AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting December 8, 2020	Approved	
Old Business: Introduction of a new certificate.	Child Development Instructional Aide/Teacher Assistant	Dr. Laura Lamper
New Business: CTC offered 8-week courses except for Internship.	The 8 week and 16 week courses were discussed.	Before meeting via email.
Curriculum Decisions: Dr. Lamper stated she would like to see Texas A&M offer the next step up to our teaching certificate.	Dr. Casey agreed and offered to check into that possibility. She stated she would be willing to talk to the students about continuing their degree plan and possibly offer a virtual open house.	Dr. Casey
Other:		

MINUTES

Key Discussion Points	Discussion
Old Business: Scholarships are being offered through Texas Workforce Matching Grant	Students can apply for 2 scholarships as long as the student is 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. OER does not have to purchase a book.
Curriculum Decisions: Child Development opened up for the students to do their lab hours. Had to close it earlier due to COVID.	Child Development benefits from having the lab students come and help out in the rooms while putting in their lab hours.
Other: Received Perkins Grant of \$4700.00.	Will purchase 2 Hatch Computers and equipment for Child Development .

CHAIRPERSON SIGNATURE (or designee): <i>Paula Barney</i>	DATE: <i>12/6/21</i>	NEXT MEETING: TBD
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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>
Evaluating the goals and objectives of the program curriculum	11-5-21 Our goal is to hire a teacher for the Infant Room.
Establishing workplace competencies for the program occupation(s)	
Suggesting program revisions as needed	11-5-21 Discussed 8-week classes and possibly bringing back some 16 week classes.
Evaluating the adequacy of existing college facilities and equipment	
Advising college personnel on the selection and acquisition of new equipment	
Identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities	
Assisting in promoting and publicizing the program to the community and to business and industry	11-5-21 Dean Anderson stated that KISD meets every Wednesday from 2:30 to 4:30.
Representing the needs of students from special populations	

Action Items

Description	Assigned To	Progress	Completion Date