

CE Workforce Committee Meeting Minutes

CHAIRPERSON: Dr. Linda Munoz		
MEETING DATE: September 5, 2024	MEETING TIME: 3:30 PM- 5:00 PM	MEETING LOCATION: IO Badgers 114
RECORDER: Keri Shelburne	PREVIOUS MEETING: None-1 st meeting for committee	

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

	Name and Title (List all)	Title	Email	Best contact number
P	Kelly Steelman	Director of Financial Aid	k0151162@actx.edu	806-371-5311
	Kristin McDonald	Director of Admissions and Registrar	kmw@actx.edu	806-371-5034
P	Kevin Cheek	Executive Director of Workforce Training & Development	kdcheek@actx.edu	806-371-2996
P	Linda Munoz	Dean of Innovation Outpost Operations & Programming	lmunoz27@actx.edu	806-371-2999
P	Jeff Wallick	Director of Safety and Environmental Technology Education	j0079278@actx.edu	806-467-3040
P	Melissa Burns	Director of Center for Continuing Healthcare Education	m0084211@actx.edu	806-356-3650
P	Elisa Alvarado	Director of Institutional Effectiveness	eralvarado@actx.edu	806-371-5918
P	David Hall	Dean of Technical Education	dhall36@actx.edu	806-335-4309
P	Leslie Shelton	Director of Corporate Training	lgshelton@actx.edu	806-467-3041
P	Tiffany Oneal	Associate Registrar	t0114485@actx.edu	806-371-5267
P	Collin Witherspoon	Executive Director of Institutional Research	ccwitherspoon@actx.edu	806-371-5142
	Tina Babb	Associate Vice President of Curriculum, Planning, & IE	tmbabb@actx.edu	806-371-5420
P	John Smoot	Executive Director of Health Care Simulation	jcsmoot@actx.edu	806-356-3688

Minutes

Key Discussion Points	Discussion
Old Business:	None. New committee 1 st meeting.
New Business:	<p>Logistics: Meeting days/times for academic year (Thursday afternoons at 3:30 PM @IO)</p> <p>SWOT Analysis: Strengths- plan already in place?; CE Portal; committee in place to vet programs Weaknesses- OSA awards truck driving; clarity on OSA award; CE-OSA; receiving & documentation, wild west-bring CE program; administrative processes; CE website Opportunities- historic knowledge in the room, funding (HB8), curriculum committee form (modify), checklist for CB & colleague (for CE); OSA, IRCC, ICLC Threats- Funding (HB8)</p> <p>Prioritizing activities each quarter based on SWOT (most urgent processes): CE committee is responsible for the checks & balances (to vet programs) Create a form (modify curriculum committee form)</p>
Curriculum Decisions:	None at this time.
Acronyms & Definitions	<p>Contact hour. The basic instructional unit for funding purposes. A time unit of instruction consisting of 60 minutes, of which 50 minutes must be direct instruction. NOTE: Need to be unique contact hours between classes to claim.</p> <p>Continuing Education (CE) certificate program (360-780 or sometimes up to 800 contact with EMT/Paramedic): Consists of workforce knowledge and skills identified in the same manner as those in credit programs. All CE certificate programs must be listed in the college's approved inventory of programs and must be transcribed. Workforce education programs of 780 contact hours or more may be offered only as SCH. An exception is made for Emergency Medical Technology/Paramedic continuing education programs, CIP 51.0904, which may have a maximum of 800 contact hours.</p> <p>Occupational Skills Award3 (OSA) (144-359 Contact) is a sequence of courses that meet the minimum standard for program length specified by the Texas Workforce Commission for the federal Workforce Innovation and Opportunity Act (WIOA) program (144-359 contact hours for workforce continuing education courses). A CE OSA must possess a series of GIPWE characteristics.</p> <p>Institutional Credentials leading to licensure credential (ICLC) (Fewer than 360 Contact): Colleges may offer institutional credentials of fewer than 360 continuing education contact hours for completion of a course or series of courses that represent achievement of an identifiable skill proficiency that leads to licensure or certification. NOTE: Waiting for newer version of GIPWE which should detail this approval process.</p>

	<p>Industry Recognized Certificates and Credentials (IRCC): Definitions, reporting mechanism, and collection mechanism still in development, but will deal with Industry Credentials Inventory</p> <p>1) If a student earns multiple OSAs or ICLCs in a single fiscal year and any of those awards share any hours, we may only submit funding for one credential. If they earn both an ICLC and OSA with shared hours in the same year, report the OSA.</p> <p>2) If a student earns multiple ICLCs that share hours or multiple OSAs that share hours, the institution should prioritize the reporting of the high-demand versus low-demand field.</p> <p><u>Note: New programs and/or new local needs or special topics courses must also be submitted to Academic Affairs for THECB and/or SACS-COC Approval</u></p>	
Other:	<p>Tiffany O.: big picture problem--CE decentralized in 2020- administration, curriculum and help went away</p> <p>Funding model change-no contact hour reimbursement, CE Portal- (AC Connect-Self Service-Registrar Portal-CE), OSA, CVOP, ICLC, IRCC, occupational skills award</p> <p>CE-OSA; UG-Level 1 cert</p> <p>Boot camps:260-hour course-OSA</p> <p>Institutional credential that leads to licensure (ICLC) can't work in the field without a license</p> <p>We do not have any way at this time to show that they received a license</p> <p>Submitted through State AND submitted through Registrar (needs to be given to Kristen & Tiffany to put in inventory)</p> <p>Kelly S.-suggested to meet in the next week to vet programs to get into the system</p> <p>Linda M.-how do we find out which courses are coming up</p> <p>Collin W.-Model after curriculum committee</p> <p>State CBM</p> <p>Marketable skills award</p> <p>Administrative processes</p> <p>CE website</p>	
ACTION ITEMS:	<p>Create a form for getting courses/programs into the system; need to determine administrative processes; CE website (Innovation Outpost website); Schedule meeting at IO for Thursday, September 12th @ 3:30 PM</p>	
Adjourn Time:	4:50 PM	
Recorder's Signature & Date:	<i>Keri Shelburne</i>	09/13/2024
DIVISION DEAN'S SIGNATURE & Date:	<i>Linda Muñoz</i>	09/13/2024
Next Meeting:	Thursday, September 12, 2024	