



STEERING COMMITTEE

- ANTHONY I.S.D.
- ALPINE I.S.D.
- CANUTILLO I.S.D.
- CLINT I.S.D.
- EL PASO I.S.D.
- FABENS I.S.D.
- FORT DAVIS I.S.D.
- MARATHON I.S.D.
- MARFA I.S.D.
- EDUCATION SERVICE CENTER
- REGION 19
- SAN ELIZARIO I.S.D.
- SIERRA BLANCA I.S.D.
- SOCORRO I.S.D.
- TORNILLO I.S.D.
- YSLETA I.S.D.

- DAVID L. CARRASCO
JOB CORPS CENTER
- EL PASO COMMUNITY
COLLEGE
- SUL ROSS STATE UNIVERSITY
- UNIVERSITY OF TEXAS
AT EL PASO

- ANAMARC EDUCATIONAL
INSTITUTE
- WESTERN TECHNICAL
COLLEGE
- SOUTH WEST CAREER COLLEGE

- CITY OF EL PASO
- EL PASO FIRE DEPARTMENT
- EL PASO AREA TEACHERS
FEDERAL CREDIT UNION
- FEDERAL RESERVE BANK OF
DALLAS EL PASO BRANCH
- UNIVERSITY MEDICAL CENTER
OF EL PASO
- PAUL L FOSTER SCHOOL OF
MEDICINE
- SIERRA PROVIDENCE HEALTH
NETWORK

AGENDA

CTE Advisory Committee Meeting
 Thursday, September 8, 2011 – 8:30 – 10:00 am
 Federal Reserve Bank of Dallas – El Paso Branch
 301 E. Main Street, El Paso, TX 79901

Meeting was begun at 8:40 am and concluded at 10:45 am. In attendance were Canutillo ISD – Patricia Araujo; CTE/Tech-Prep – Michael Rodriguez, Marisol Martinez; EPISD – Eric Winkelman; Federal Reserve Bank – Dawni Littlefield; San Elizario ISD – Julian Encina; Socorro ISD – Dahlia Acosta; Tornillo ISD – Jose Luis Silva.

1. Approval of 2011 – 2012 meeting calendar:

Calendar was reviewed and decision made to host monthly meetings – every 2nd Wednesday of the month (exceptions for October, February and March). Calendar will be set to follow ESC TEA update TETNs. Meetings will be held monthly to allow time to compile updates from TEA.

Meeting times are as follow: Advisory Committee – 8:30 am – 9:30 am
Open meeting – 9:30 am – 10:30 am

- September 8, 2011 - 2nd Thursday
- October 19, 2011 - 3rd Wednesday
- November 9, 2011 - 2nd Wednesday
- December 7, 2011 - 2nd Wednesday
- January 11, 2012 - 2nd Wednesday
- February 15, 2012 - 3rd Wednesday
- March 21, 2012 - 3rd Wednesday
- April 11, 2012 - 2nd Wednesday
- May 9, 2012 - 2nd Wednesday
- June 13, 2012 - 2nd Wednesday
- July 11, 2012 - 2nd Wednesday

2. Program name:

Program will be called “El Paso Area CTE/Tech-Prep” This name was decided on because our geographic location will mainly be limited to the El Paso area and our focus will be CTE. Tech-Prep was included because of the strong working relationships Tech-Prep has with all partnering ISDs and name recognition will assist with program implementation.

3. Structure/format for future meetings:

- a. **Agenda** – Format will remain as was presented at first meeting. Simple structure with no summary information given prior to meeting time. An open forum section will be added at the end to cover ISD/PSI/Business reports as well as to cover items which were not included in agenda at the time of mailing.
- b. **Open meeting for ALL other ISD/PSI’s to attend** – It was decided that the program “Advisory Meeting” with voting members would meet first to review agenda items, vote and determine course of action for upcoming activities. Non-voting members will be invited to an informative review of these decisions. This second meeting will also be a forum for updating partners with respect to newly released TEA information concerning all areas of PBM Accountability, Non-traditional and Leadership.

STEERING COMMITTEE

ANTHONY I.S.D.
ALPINE I.S.D.
CANUTILLO I.S.D.
CLINT I.S.D.
EL PASO I.S.D.
FABENS I.S.D.
FORT DAVIS I.S.D.
MARATHON I.S.D.
MARFA I.S.D.
EDUCATION SERVICE CENTER
- REGION 19
SAN ELIZARIO I.S.D.
SIERRA BLANCA I.S.D.
SOCORRO I.S.D.
TORNILLO I.S.D.
YSLETA I.S.D.

DAVID L. CARRASCO
JOB CORPS CENTER
EL PASO COMMUNITY
COLLEGE
SUL ROSS STATE UNIVERSITY
UNIVERSITY OF TEXAS
AT EL PASO

ANAMARC EDUCATIONAL
INSTITUTE
WESTERN TECHNICAL
COLLEGE
SOUTH WEST CAREER COLLEGE

CITY OF EL PASO
EL PASO FIRE DEPARTMENT
EL PASO AREA TEACHERS
FEDERAL CREDIT UNION
FEDERAL RESERVE BANK OF
DALLAS EL PASO BRANCH
UNIVERSITY MEDICAL CENTER
OF EL PASO
PAUL L FOSTER SCHOOL OF
MEDICINE
SIERRA PROVIDENCE HEALTH
NETWORK

- c. Timeframe (length of time for each meeting) – Total meeting time will be 2, 1-hour meetings. Advisory Meeting will be held from 8:30 – 9:30 am with the open meeting immediately following from 9:30 – 10:30 am. Respective groups will receive agendas with meeting times appropriate for them a week prior to each meeting. A calendar indicating dates and times is included above for your review.
4. Ground rules for Advisory Committee/Advisory Committee Needs:
- a. Chair, voting, attendance, topics on agenda, timelines for submitting topics, etc
A chair will be voted in at the next Advisory Committee meeting scheduled for October 19, 2011. Meeting chair will be selected from secondary Advisory Committee members. We will also select an individual to act as chair in the event that selected chair is unavailable to meet. Chair will run both the Advisory Committee as well as the open meeting. Only Advisory Committee members will hold voting privileges and votes will only be taken during Advisory Committee meeting. Voting members will be made up of secondary, postsecondary and business partners who are part of the current CSA. Open meeting will be for informational purposes only and to discuss specific TEA updates with regard to Leadership, Non-traditional and PBM. A proxy may be sent in each members place and will hold full voting privileges for their respective entity. There is no mandate for attendance. Partners are able to request topics or issues be placed on meeting agendas; however the request along with any documents needing to be disseminated must be received in the CTE/Tech-Prep office no later than 2 weeks before meeting date.
- b. Postsecondary members – Members must participate in a Contracted Service Arrangement (CSA) in order to be a voting member of the Advisory Committee.
- i. public institutions (EPCC, SRSU, UTEP (DACC, NMSU)) All were in agreement that these institutions are acceptable for articulation discussions.
- ii. proprietary institutions (Anamarc, AXIS, IBC, Southwest Career College, Vista College, WTC) – Request for our office to look into University of Phoenix as well. It was agreed upon that no entity, whether secondary or postsecondary would receive assistance if there is no buy in with respect to the CSA. If CSA is not an option for whatever reason, ISD/PSIs are welcome to review assistance available and purchase services individually. Service fees will be dependent on several factors such as numbers of attendees, materials, location, etc. Fees will be discussed on an individual basis as requested.
5. Articulation/Dual Credit Efforts – to include credentialing issues, cooperative issues, etc:
- a. In-state – to include local and ATC – Made mention that contact has been made with EPCC for ISDs who were not able to complete the Articulation process during the 2010-2011 year. This will also be an opportunity for partnering ISDs to begin the articulation process for newly implemented courses not covered last year. This will include articulations with EPCC, Sul Ross State University and Western Technical College.
- b. Out-of-state - specifically efforts toward partnership with DACC & NMSU – Will continue efforts to secure agreements with DACC and NMSU. Mention was also made that all partnering ISDs should communicate any issues they are currently having with articulation or dual crediting of instructors to the CTE/Tech-Prep office so that we may begin investigating the issue and contacting appropriate parties to find a resolution.
6. Student Upward Articulation Database project:
- a. ISD permissions – Lacking permission from Canutillo and Socorro. Will work on obtaining those permissions but will move forward with database design and coding while meeting with appropriate ISD contact to ensure full participation. For other ISDs not part

STEERING COMMITTEE

ANTHONY I.S.D.
ALPINE I.S.D.
CANUTILLO I.S.D.
CLINT I.S.D.
EL PASO I.S.D.
FABENS I.S.D.
FORT DAVIS I.S.D.
MARATHON I.S.D.
MARFA I.S.D.
EDUCATION SERVICE CENTER
- REGION 19
SAN ELIZARIO I.S.D.
SIERRA BLANCA I.S.D.
SOCORRO I.S.D.
TORNILLO I.S.D.
YSLETA I.S.D.

DAVID L. CARRASCO
JOB CORPS CENTER
EL PASO COMMUNITY
COLLEGE
SUL ROSS STATE UNIVERSITY
UNIVERSITY OF TEXAS
AT EL PASO

ANAMARC EDUCATIONAL
INSTITUTE
WESTERN TECHNICAL
COLLEGE
SOUTH WEST CAREER COLLEGE

CITY OF EL PASO
EL PASO FIRE DEPARTMENT
EL PASO AREA TEACHERS
FEDERAL CREDIT UNION
FEDERAL RESERVE BANK OF
DALLAS EL PASO BRANCH
UNIVERSITY MEDICAL CENTER
OF EL PASO
PAUL L FOSTER SCHOOL OF
MEDICINE
SIERRA PROVIDENCE HEALTH
NETWORK

of the CSA who wish to participate in this project or who need further information please contact the CTE/Tech-Prep office.

- b. Availability of data – Will begin working with ISDs who have granted permission for data use to work with test data from their ISD to ensure all data is available in standardized format for import into database.
- c. Objectives – Original objectives for this project remain the same with the exception of a student survey to determine why a student was not interested in collecting Tech-Prep credit. Because there is no longer a Tech-Prep, it is not necessary to collect this data. This will save our office several weeks or months of work because student surveys are considered human research and would require approval from the state.

7. Discussion on new CTE allocation. CTE weighted funding percentages and new student allotments for percentage to be calculated:

An initial email was sent to TEA requesting information on whether there had been additional cuts to weighted CTE funding. The response from School Finance indicated there was indeed a cut to regular program funding and gave an adjustment figure of .9239. It did not clearly identify if CTE funding was affected or not. A second email sent to School Finance received this response – “The state CTE funding has not been changed. The weights and basic allotment are the same as last year.” The response email was sent out to all CSA partnering ISDs.

8. Modification of Services offered – i.e. Groundhog Job Shadow Day, Teacher Externships

CTE/Tech-Prep staff noted that the offering of some services such as Groundhog Job Shadow Day or the Teacher Externship can only continue to be offered with modifications because of the reduced funding and staff now in place. There would not be any financial assistance to ISDs for transportation, stipends etc. Suggestion was made to have teachers make use of ISD resources such as advisory committees to find placements for students on Shadow Day and for instructors for Teacher Externships. Nothing was decided on; however as we get closer to hosting the above mentioned events, they will be placed as agenda items for further discussion on how best to effectively host the activities.

9. Annual Regional Conference:

- a. ISD/Cluster Specific Training needs/CTSO training
- b. PBMAS
- c. Special Populations
- d. Non-traditional

The only suggestion made for all of the above was to use click-and-learn for all events, not just for our annual conference. Deciding on specific trainings will be ongoing. Location for annual conference will be a priority for conference planning this upcoming year. Every effort needs to be made to save money this year. Each ISD will be responsible for tracking CTSO representation, student attendees, ISD presenters, etc. More will be discussed at future meetings.

10. Assuming responsibilities of ICAN

- a. Host as part of Advisory Meeting
- b. Golf tournament – scholarships?
- c. Fundraising efforts

It was advised that CTE/Tech-Prep not host ICAN functions and charge any type of facilitation fee because ICAN was set-up to generate income specifically for scholarships and that money should be used entirely for that. The Federal Reserve Bank of Dallas – El Paso Branch will meet with CTE/Tech-Prep in the near future to determine best course of action for fundraising events. It was suggested that a corporate sponsorship approach be taken. This will be an ongoing endeavor and will continue over the course of the year.