

TEXAS HIGHER EDUCATION COORDINATING BOARD
Summary Notes/Minutes
Workforce Education Course Manual Advisory Committee Meeting
1200 East Anderson Lane, Board Room
Austin, Texas
March 31, 2021 10:00 a.m.

A link to the webcast of this meeting is available on the CB website at:

<https://www.highered.texas.gov/apps/events/other-meetings/workforce-education-course-manual-wecm-advisory-committee11/> (<https://www.youtube.com/watch?v=uis4iC4UBYE>)

1. Call to order

The Advisory Committee convened at 10:14 a.m. Robin Garrett, Committee Chair, called the meeting to order.

The following appointed Advisory Committee members were present:

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| 1. Mary Adams | 10. Robin Garrett |
| 2. Joe Arrington | 11. Andrew Gregory |
| 3. Dixon Bailey | 12. Cynthia Griffith |
| 4. Rob Blair | 13. Linda L. Head |
| 5. Cynthia Casparis | 14. Sara Lozano |
| 6. Thera Celestine | 15. Kevin Morris |
| 7. James Chegwidden | 16. D' Wayne Shaw |
| 8. Tom Cox | 17. Olga Valerio |
| 9. Ronda Dozier | |

The following ex-officio members were present:

- 18. Lesley Keeling-Olson (TACTE)
- 19. Gaston White (TACRAO)

The following members were not present:

- 20. Christina Bergvall (TACE)
- 21. Troy DeFrates
- 22. Jennifer Myers (Resigned)
- 23. Phillip Nicotera

THECB Staff present:

Dr. Tina Jackson, Assistant Commissioner of Workforce Education
Mindy Nobles, Assistant Director, Career and Technical Education
Duane Hiller, Manager II, Workforce Education
Stephanie Perkins, Manager II, Workforce Education
Dr. Sheri Ranis, Manager II, Workforce Education
Dr. Kyla Torre, Program Director, Digital Learning

Others present:

Dr. Catherine O'Brien

2. Opening remarks: Dr. Tina Jackson, Assistant Commissioner for Workforce Education

Dr. Tina Jackson, Assistant Commissioner for Workforce Education, provided a legislative update related to workforce education to the committee.

3. Consideration and approval of minutes from the December 9, 2020 meeting

Minutes from the December 9, 2020, meeting were emailed to the committee on March 24.

A motion to approve the minutes of the December 9, 2020, minutes as presented was made by Tom Cox and seconded by Olga Valerio. Motion passed.

4. Public testimony on agenda items

There was no public testimony provided.

5. Coordinating Board update

Coordinating Board staff provided updates on the Perkins grants program, the *Guidelines for Instructional Programs in Workforce Education (GIPWE)*, Cybersecurity Pathways, the Texas Reskilling Support Fund Grant Program, and Digital Learning.

6. Professional organizations updates – TACE, TACTE, TACRAO

The representatives from the professional organizations provided their updates.

- TACTE – Lesley Keeling-Olson reported that the TACTE virtual conference titled “TACTE 2021: Adapting, Improvising, and Overcoming” will be held next week on April 7-8. In addition, three special sessions will be held before the conference: a Perkins update, a WECM training, and a Leadership session.
- TACE – Christina Bergvall was unable to attend today’s meeting. Information about the TACE conference scheduled for April 14-16 can be found online at TACEonline.org.
- TACRAO – Gaston White (instead of Kristen Fuller) from Tarrant County College will serve as TACRAO representative to the WECM Advisory Committee. Mr. White did not have any TACRAO updates at this time.

7. Discussion and possible action on recommendations made by the WECM Renovation Project Steering Committee

Dr. Catherine O’Brien provided an update on the WECM Renovation Project Steering Committee and its work on planning a schedule of WECM course review workshops for the next four years.

Dr. O’Brien recommended moving Cluster 3 “Arts, A/V Tech & Communications” from 2021 to 2023, when related courses in Cluster 2 “Architecture & Construction” will be reviewed.

Dr. O'Brien also recommended moving Cluster 12 "Law, Public Safety, Corrections, & Security" from 2021 to 2022, to reduce the load of courses being reviewed in 2021.

These recommendations were made with the understanding that individual course areas that are triggered by WECM Comments or Special Topics / Local Need courses may be reviewed ahead of the scheduled review for the clusters they are in.

8. Discussion and possible action on recommendations made by the WECM Protocols subcommittee

D'Wayne Shaw presented changes to the WECM Protocols Manual that were recommended by other subcommittees during their recent meetings. A recommendation to establish the WECM Comments Review Subcommittee as a standing subcommittee of the WECM Advisory Committee was included:

WECM Comments Review Subcommittee - Responsible for the quarterly review of the WECM comments. The subcommittee will report any trend, triggers or emerging technology that could result in the need for a workshop to update, or create new, courses.

Chair Dr. Robin Garrett suggested that this section should be added to the WECM Protocols Manual without delay.

A motion was made by Joe Arrington and seconded by Dixon Bailey to establish the WECM Comments Review Subcommittee responsible for the quarterly review of the WECM comments as a standing subcommittee of the WECM Advisory Committee, as described above. Motion passed.

The remaining changes will be sent to the Advisory Committee members for their review and considered for approval at the committee's next scheduled meeting.

Dr. Garrett also suggested that the recommendations made by the WECM Renovation Grant Steering Committee on the proposed course review schedule be considered for approval, with the following changes:

1. Move Cluster 3 Cluster 3 "Arts, A/V Tech & Communications" course review from 2021 to 2023, at the same time related courses in Cluster 2 "Architecture & Construction" are reviewed, with the exception of Radio and Television Broadcasting courses, which are recommended for immediate review.
2. Move Cluster 12 "Law, Public Safety, Corrections, & Security" course review from 2021 to 2022, with the exception of the Fire Science / Firefighting courses, which are recommended for immediate review.
3. Allow for any other courses that are triggered for review to be reviewed this year.

A motion was made by Olga Valerio and seconded by Mary Adams to approve the proposed course review schedule as recommended by the WECM Renovation Grant Steering Committee with the changes listed above. Motion passed.

9. Discussion and possible action on recommendations made by the Course Review subcommittee

Dr. Cynthia Griffith presented two items for approval:

1. Course revisions for Jewelry Making (JLRY) courses made at the course review workshop be updated in the WECM.
2. New computer-aided jewelry design courses recommended at the Jewelry Making course review workshop be added to the WECM.

A motion was made by Cynthia Casparis and seconded by Joe Arrington to approve the recommendations from the jewelry making course review workshop listed above. Motion passed.

10. Discussion and possible action on recommendations made by the WECM Comments Review subcommittees

Rob Blair reported that one comment had been received since the last advisory committee meeting. The comment from Collin College addressed changes to the Fire Inspector certification requirements. In addition, previous comments

The WECM Comments Review Subcommittee made the following recommendations:

1. That fire science and protection courses be reviewed by content area specialists at a course review workshop in 2021 to include course descriptions, learning outcomes, and contact hour ranges to ensure courses meet Texas Commission on Fire Protection (TCFP) certification requirements.

A motion was made by D'Wayne Shaw and seconded by Olga Valerio to review the Fire Science courses in 2021. Motion passed.

2. That comments related to sterile processing technician be referred to the Special Topics-Local Need Course Review Subcommittees.

Mr. Blair reemphasized the importance of the WECM comments and encouraged members from institutions to submit them as the needs arise.

11. Discussion and possible action on recommendations made by the Topics and Local Need course review subcommittees

Olga Valerio reported that the SCH LN-ST Course Review Subcommittee met earlier in March and will meet again in April. The subcommittee will review courses and possibly address recommendations for the need to hold a course review workshop in Sterile Processing after further review.

Duane Hiller presented a report from the CE LN-ST Course Review Subcommittee. Several courses in Unmanned Vehicle Operation have been submitted, prompting the subcommittee to recommend that a course review workshop be held to address this topic. The recommendation was tabled until additional information could be provided.

12. Discussion and consideration of recommendations made by other subcommittees of the WECM Advisory Committee

No other subcommittees had any reports.

13. Future agenda items and resources required for next meeting

The committee members were asked if there were any new or ongoing items to recommend for the next Advisory Committee meeting agenda.

D'Wayne Shaw requested that any comments or suggestions for the changes to the Protocols that were discussed today be submitted to him for consideration at the next meeting.

Linda Head requested that the committee and coordinating board staff look into emerging artificial intelligence and machine learning programs.

14. Timeline and future meeting dates

The next two meetings were scheduled for June 23, 2021, and September 15, 2021.

15. Adjournment

Chair Robin Garrett adjourned the meeting at 12:30 p.m.