

TEXAS HIGHER EDUCATION COORDINATING BOARD
Summary Notes/Minutes
Workforce Education Course Manual Advisory Committee Meeting
1200 East Anderson Lane, Board Room
Austin, Texas
December 9, 2020 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-committee10/> (https://www.youtube.com/watch?v=YIQo_37TwB8)

1. Call to order and introductions

The Advisory Committee convened at 10:03 a.m. Olga Valerio, Vice-Chair, called the meeting to order.

The following appointed Advisory Committee members were present:

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| 1. Joe Arrington | 9. Cynthia Griffith |
| 2. Rob Blair | 10. Linda L. Head |
| 3. James Chegwiddden | 11. Sara Lozano |
| 4. Tom Cox | 12. Jennifer Myers |
| 5. Troy DeFrates | 13. Kevin Morris |
| 6. Ronda Dozier | 14. Phillip Nicotera |
| 7. Robin Garrett | 15. D' Wayne Shaw |
| 8. Andrew Gregory | 16. Olga Valerio |

The following ex-officio members were present:

17. Lesley Keeling-Olson (TACTE)
18. Christina Bergvall (TACE)

The following members were not present:

19. Mary Adams
20. Dixon Bailey
21. Cynthia Casparis
22. Thera Celestine
23. Joyce Williams, Chair (Resigned)
24. Kristen Fuller (TACRAO)

THECB Staff present:

Dr. Tina Jackson, Assistant Commissioner of Workforce Education
Mindy Nobles, Assistant Director
Duane Hiller, Program Director

Others present:

Dr. Catherine O'Brien

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

Dr. Tina Jackson, Assistant Commissioner for Workforce Education, addressed the committee.

3. Election of Committee Chair

Due to Joyce Williams's retirement and resignation as chair of the WECM Advisory Committee, an election was held to select a new Committee Chair to serve the remainder of her term, which expires on August 31, 2021.

Dr. Robin Garrett was nominated and elected to serve as Committee Chair.

4. Consideration and approval of corrected minutes from the July 30, 2020 meeting and approval of minutes from the September 23, 2020 meeting

Corrections to the minutes from the July 30, 2020, meeting were emailed to the committee on October 23, and minutes from the September 23, 2020, meeting were emailed to the committee on December 1.

A motion to approve the minutes of the July 30, 2020, meeting as corrected and the September 23, 2020, minutes as presented was made by James Chegwiddden and seconded by Phillip Nicotera. Motion passed.

5. Public testimony on agenda items

There was no public testimony provided.

6. Coordinating Board update – Perkins update, WECM Renovation Project

Mindy Nobles provided an update on Perkins matters. The Perkins V Implementation Year is currently underway, and the annual Perkins Leadership Grant Conference will be held in mid-February of next year. The Coordinating Board will be participating in the Equity Leadership Academy for States hosted by the National Alliance for Partnerships in Equity (NAPE). Workforce staff are working on revisions to the oversight process of two-year colleges' compliance with federal Office of Civil Rights (OCR) statutes, linking it to the Perkins V civil rights accountability.

Ms. Nobles also introduced Dr. Catherine O'Brien and invited her to provide a report on the activities of the Perkins Leadership Project on WECM Renovation. Dr. O'Brien provided a report on the inaugural meeting of the project's Steering Committee, which is comprised of coordinating board staff, former and current WECM Advisory Committee members, and other staff working on the grant. The Steering Committee presented two recommendations to the Advisory Committee. First, the Protocols Subcommittee should review the content of the WECM Protocols and keep it separate from the content of the Guidelines for Instructional Programs in Workforce Education (GIPWE), keeping the protocols focused on the activities of the Advisory Committee. Second, the Advisory Committee should consider a timeline for course reviews grouped by career cluster and based on previous course reviews, following additional work by the Steering Committee on developing a process and schedule. Advisory Committee members commented that Labor Market data and employment data from the Texas Workforce Commission should

be considered along with the triggers listed in the WECM Protocols manual in planning course reviews, as well as the critical needs list put out by the governor's office.

Ms. Nobles announced that the recently revised WECM Protocols have been posted on the Coordinating Board website for review.

In closing, Ms. Nobles suggested that Advisory Committee members be aware of recent activities of the Texas Department of Licensing and Regulation (TDLR) regarding COVID-related waivers as they may relate to WECM courses and/or institutional administrative processes.

7. Professional organizations updates – TACE, TACTE, TACRAO

The representatives from the professional organizations provided their updates.

- TACTE – Lesley Keeling-Olson reported that the TACTE will have a virtual conference on April 7-8, titled "TACTE 2021: Adapting, Improvising, and Overcoming." Additional information will be posted to the TACTE website as it becomes available. Preliminary plans include a Perkins session with Michael Brustein, OCTAE, and the Coordinating Board, as well as opportunities for WECM Professional Development.
- TACE – Christina Bergvall, Vice President of TACE and chair of the Conference Planning Committee, reported that TACE is also planning to hold a virtual conference tentatively scheduled for April 15-17, and is working on holding WECM training sessions. Ms. Bergvall also reported that Frank Graves will replace Vernon Hawkins as the TACE representative on the WECM Advisory Committee, but that he could not attend today's meeting.
- TACRAO – Kristen Fuller from Tarrant County College will replace Denny Yarborough as TACRAO representative to the WECM Advisory Committee. Ms. Fuller was not able to attend today's meeting.

8. Discussion and consideration of recommendations made by the WECM Protocols subcommittee

Robin Garrett suggested that someone else be selected to chair the WECM Protocols subcommittee since she is now serving as chair of the Advisory Committee. D'Wayne Shaw offered to chair the subcommittee and recommended that more members be added to this subcommittee. Jennifer Myers offered to serve on the subcommittee, and Lesley Keeling-Olson offered to attend the subcommittee meetings based on her role on the WECM Renovation project.

Dr. Garrett also pointed out that the protocols were recently changed due to a change in the Coordinating Board rules regarding the duration of the advisory committee, which was extended through January 31, 2025.

9. Discussion and consideration of recommendations made by the Course Review Workshops subcommittee

Duane Hiller reported that a continuation of the Cisco CCNA course review workshop held last January was held on December 4, to review CCNP courses that were not yet available in January. The workshop recommended the revision of CPMT 1x51 "IT

Essentials: PC Hardware and Software”; the archival of ITCC 2x54 “CCNP R&S ROUTE”, ITCC 2x55 “CCNP R&S SWITCH”, and ITCC 2x56 “CCNP R&S TSHOOT”, effective August 31, 2022; and the addition of three new courses based on Local Need courses and aligned with the new Cisco curriculum – CCNP Enterprise: Advanced Routing (ENARSI); CCNP Enterprise: Core Networking (ENCOR); and DEVNET Associate.

A motion was made by Olga Valerio and seconded by James Chegwidan to accept the recommendations from the Cisco course review workshop to archive the three courses mentioned above, to add the three new courses, and to revise CPMT 1x51. Motion passed.

Requests for nominations will be sent out next spring for workshops in Radio-TV Broadcasting, Film & Video Production, and unmanned vehicle course reviews, with dates to be determined.

10. Discussion and consideration of recommendations made by the WECM Comments Review subcommittee

Rob Blair reported that no WECM Comments had been received since the last advisory committee meeting. Mr. Blair emphasized the importance of the WECM comments and encouraged members from institutions to submit them as the needs arise. Linda Head recommended that the Coordinating Board staff send out monthly reminders to institutions, and that TACTE and TACE could also publicize the need for submitting comments with their membership and at their conferences. Mindy Nobles responded that the WECM Renovation project will be taking these suggestions into consideration.

Duane Hiller described how members of the general public may subscribe to Coordinating Board emails by topic using the link to GovDelivery e-Updates (https://public.govdelivery.com/accounts/TXHECB/subscriber/new?qsp=TXHECB_8), and demonstrated how to access the WECM Comments form from the WECM search page. (The form needs to be downloaded and opened in Adobe rather than opened in the browser.)

The subcommittee did not make any recommendations requiring approval.

11. Discussion and consideration of recommendations made by the Special Topics and Local Need course review subcommittees

Olga Valerio reported that the SCH LN-ST course review was still in progress.

Due to Vernon Hawkins’ resignation from the advisory committee, the CE LN-ST courses have not been reviewed yet.

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

The Professional Development Subcommittee and the Course Revision and Archive Subcommittee did not submit 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. Olga Valerio suggested

that the subcommittees hold regular meetings for course reviews as well as to review comments and protocols. Cindy Griffith also suggested that the subcommittee chairs meet with the committee chairs to go over their processes and procedures.

14. Timeline and future meeting dates

The next two meetings were scheduled for March 31, 2021, and June 23, 2021.

15. Adjournment

Chair Robin Garrett adjourned the meeting at 12:05 p.m.