TEXAS HIGHER EDUCATION COORDINATING BOARD
Summary Notes/Minutes
Workforce Education Course Manual Advisory Committee Meeting
1200 East Anderson Lane, Board Room
Austin, Texas
July 30, 2020 10:00 a.m.

The link to the webcast of this meeting is available at https://youtu.be/3APrj__dvpc.

1. Welcome, introductions, and call to order

    The Advisory Committee convened at 10:00 a.m. Joyce Williams, Chair, called the meeting to order.

    The following appointed Advisory Committee members were present:

    1. Dixon Bailey
    2. Rob Blair
    3. Cynthia Casparis
    4. Thera Celestine
    5. James Chegwidden
    6. Tom Cox
    7. Troy DeFrates
    8. Ronda Dozier
    9. Robin Garrett
    10. Andrew Gregory
    11. Linda L. Head
    12. Kevin Morris
    13. D' Wayne Shaw
    14. Olga Valerio
    15. Joyce Williams

    The following ex-officio members were present:

    16. Lesley Keeling-Olson (TACTE)
    17. Vernon Hawkins (TACE)

    The following members were not present:

    18. Mary Adams
    19. Joe Arrington
    20. Cynthia Griffith
    21. Jennifer Myers
    22. Phillip Nicotera
    23. Denny Yarbrough (TACRAO)

    THECB Staff present:

    Mindy Nobles, Assistant Director
    Duane Hiller, Program Director
    Kylah Torre, Program Director

2. Consideration and approval of minutes from the May 27, 2020 meeting

The minutes from the May 27, 2020, meeting were reviewed. Motion to approve the minutes as presented was made by Dixon Bailey and seconded by Ronda Dozier. Motion passed.

3. Public testimony on agenda items

There was no public testimony provided.

4. Coordinating Board update regarding Perkins V and other legislative changes

The Coordinating Board update will be presented at 11:00 am to accommodate staff schedules.

5. Professional organization updates – TACE, TACTE, TACRAO

The representatives from the professional organizations provided their updates.

- TACTE – Lesley Keeling-Olson reported that the TACTE board had held a virtual board meeting in June. The TACTE conference will be held next April, with Michael Brustein scheduled to hold a session. The agenda will be finalized at the board's next meeting in November. Plans are being made to hold some kind of WECM training at the conference, possibly in a pre-conference session.
- TACE – The TACE Update was presented following the Coordinating Board update.
- TACRAO – Denny Yarborough was not present to give a report.

6. Report from WECM Protocols subcommittee

Robin Garrett reported that the WECM Protocols subcommittee was asked to address concerns over the increasing number of rubrics being added to the WECM course inventory. Dr. Garrett presented information from the Guidelines for Instructional Programs in Workforce Education (GIPWE) about the purpose of the rubrics to represent a set of skills and knowledge for a particular group of courses, rather than to limit the courses to specific programs.

Dr. Garrett ~~also~~ proposed updates to Protocol 01-00 (Chapter 1) with the procedures for the Special Topics and Local Need Course Review Subcommittees as follows:

Credit Special Topic and Local Need Review Subcommittee - Responsible for:
  - The review of all credit Special Topic and Local Need courses submitted by the colleges on a yearly basis. Based on college submissions, WECM comments, and other sources relating to industry changes, committee's responsibilities include:
    - Course update recommendations to WAC
      Deliverable – the *ST/LN Spreadsheet* of ST/LN courses submitted by the colleges, indicating:
      - whether a new course is developed and recommended
      - leave as ST/LN
      - does not meet the guidelines of a WECM course
    - Recommendation of a workshop to update courses in a particular area

- o The review and recommendation of new local need emerging technology rubric request submitted by institutions.
    - ▪ Review existing WECM courses and either recommend use of existing rubric or move request forward to TACRAO (Texas Association of Collegiate Registrars and Admission Officers)
    - ▪ In order to expedite this process, this review must be completed within 45 days of THECB receipt.

Non-Credit Special Topic and Local Need Review Subcommittee – Responsible for:

- o The review of all non-credit Special Topic and Local Need courses submitted by the colleges on a yearly basis. Based on college submissions, WECM comments, and other sources relating to industry changes, committee's responsibilities include:
    - ▪ Course update recommendations to WAC
        - Deliverable – the *ST/LN Spreadsheet* of ST/LN courses submitted by the colleges, indicating:
            - whether a new course is developed and recommended
            - leave as ST/LN
            - does not meet the guidelines of a WECM course
    - ▪ Recommendation of a workshop to update courses in a particular area
- o The review and recommendation of new local need emerging technology rubric request submitted by institutions.
    - ▪ Review existing WECM courses and either recommend use of existing rubric or move request forward to TACRAO (Texas Association of Collegiate Registrars and Admission Officers)
    - ▪ In order to expedite this process, this review must be completed within 45 days of THECB receipt.

Dr. Garrett also proposed an update to WECM Protocol No. 02-01-03 "WECM Courses – Local Need" to include the following statement in the "Emerging Technology Rubric Designation" section:

"New Rubrics must be approved by the WECM Advisory Committee in consultation with TACRAO. Due to the required research and approval process, a request for a new emerging technology rubric may delay LN approval."

A motion was made by Dixon Bailey and seconded by Cynthia Casparis to add the proposed statements to the WECM Protocols Manual regarding the submission of emerging technology rubrics, with the addition of an accompanying bulleted list and flow chart to illustrate the process. Motion passed.

7. Report from WECM course review workshops subcommittee

    A Watch Repair and Jewelry-making course review workshop has been scheduled for August 12, 2020, at 9:00 am. Workshops are also being planned for Radio-TV

Broadcasting, Film & Video Production, and Cisco course reviews, with dates to be determined.

The subcommittee did not make any recommendations requiring approval.

8. Report from WECM Comments review subcommittee

Rob Blair reported that three WECM Comments had been received since the last advisory committee meeting.

Austin Community College reported that a change to the title of FLMC 2335 that was made at the last course review workshop had not been implemented. The subcommittee recommended that the notes from the workshop be consulted and changes made as needed.

The Electrical, Plumbing, & Pipefitting Program of Study Subcommittee recommended the addition of a rubric to the WECM for NCCER Electrical, Plumbing, and Pipefitting programs. The subcommittee did not recommend any changes since courses already in the WECM can be modified to include NCCER objectives in the course descriptions and outcomes.

Houston Community College requested that courses in virtual and augmented reality be reviewed and added to the WECM. The subcommittee recommended reviewing any Special Topics and Local Need courses that have been submitted in this area and checking the job outlook in Texas for these programs.

The subcommittee also reviewed the Sunset Advisory Commission Staff Report for the Texas Department of Licensing and Regulation (TDLR), particularly the recommendation for consolidating the regulation of barbers and cosmetologists and administering the two programs as one, as well as the recommendation for eliminating the journeyman lineman and journeyman industrial electrician licenses in the Electricians Program. The recommendations will need to be monitored in order to determine the potential impact on the curricula of these programs throughout the state.

The subcommittee did not make any recommendations requiring approval.

Coordinating Board update regarding Perkins V and other legislative changes

Mindy Nobles introduced Dr. Kylah Torre, program director in Academic Quality and Workforce, who is the agency's lead on the Open Education Resources (OER) initiative. Dr. Torre presented information on the legislation that established the OER Grant Program and the OER Repository, which is scheduled to be launched by August 14, 2020.

Ms. Nobles reported on other legislatively mandated agency initiatives, including the Cybersecurity Report (SB 64), which recommends that TEA and THECB work together to align a Secondary-Postsecondary Cybersecurity Pathway; the use of CARES Act funds for TWC's Reimagining Workforce Preparation grant project; and the aligning of GEER funds for postsecondary training.

Ms. Nobles also reported on preparations being made for the start of the Perkins V Implementation Year on September 1, including the review of colleges' Comprehensive Local Needs Assessment reports. The agency has approved a Perkins State Leadership

Project that will support WECM course review workshops and other WECM maintenance activities in cooperation with the WECM Advisory Committee and Coordinating Board staff.

Professional organization updates (cont.)

- TACE – Vernon Hawkins reported that TACE will hold a number of virtual trainings online between now and April, and plans are underway to hold the 2021 conference in April.

9. Report from Special Topics and Local Need course review subcommittees

Vernon Hawkins reported that the continuing education Special Topics and Local Need course review subcommittee will report on its activities at the next meeting.

Olga Valerio described the process of reviewing semester credit hour (SCH) Special Topics and Local Need courses. Dr. Valerio observed that several Local Need courses could be accommodated by adding to the outcomes of an existing WECM course. Dr. Valerio also requested assistance with reviewing health-related courses; Thera Celestine offered to help. Robin Garrett will also serve as an advisor and final reviewer of the subcommittee's recommendations. A final report with recommendations will be presented at the next meeting.

The subcommittees did not make any recommendations requiring approval.

10. Report from other subcommittees for WECM Advisory Committee

The Professional Development Subcommittee and the Course Revision and Archive Subcommittee did not submit any reports.

11. 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. Lesley Keeling-Olson recommended adding an update on the WECM Renovation project to the agenda.

12. Timeline and future meeting dates

The next two meetings will be scheduled for September and December.

13. Adjournment

Chair Joyce Williams adjourned the meeting at 12:36 p.m.