

**TEXAS HIGHER EDUCATION COORDINATING BOARD**  
**Summary Notes/Minutes**  
**Workforce Education Course Manual Advisory Committee Meeting**  
**1200 East Anderson Lane, Board Room**  
**Austin, Texas**  
**June 23, 2022 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-advisory-committee-wecm-ac/>

**1. Welcome, introduction & remarks**

The Advisory Committee convened at 10:00 a.m. D'Wayne Shaw, Committee Vice Chair, called the meeting to order. A roll call was taken and a quorum was present.

The following appointed Advisory Committee members were present:

- |                      |                               |
|----------------------|-------------------------------|
| 1. Joe Arrington     | 7. Lesley Keeling-Olson       |
| 2. Dixon Bailey      | 8. Sara Lozano                |
| 3. James Chegwiddden | 9. Terri Nix                  |
| 4. Ronda Dozier      | 10. Gretchen Riehl            |
| 5. Robin Garrett     | 11. D'Wayne Shaw (Vice Chair) |
| 6. Andrew Gregory    | 12. Olga Valerio (Chair)      |

The following ex-officio member was present:

13. Christina Bergvall (TACE)
14. Will Fanning (TACTE)

The following members were not present:

15. Mary Gallegos Adams
16. Rob Blair
17. Thera Celestine
18. Kevin Morris
19. Phillip Nicotera
20. Gaston White (TACRAO)
  - Tom Cox (Resigned)
  - Cynthia Griffith (Resigned)
  - Linda L. Head (Resigned)
  - Gregory Newman (Resigned)

THECB Staff present:

- Dr. Tina Jackson, Assistant Commissioner, Workforce Education
- Ms. Mindy Nobles, Assistant Director, Workforce Community & Tech. College Team
- Mr. Duane Hiller, Program Director, Workforce Education
- Dr. Stephanie Perkins, Program Director, Workforce Education
- Dr. Sheri Ranis, Director, Innovative & Strategic Planning GEER Team
- Ms. Tanisha Shorter-Lott, Program Director, Workforce Education
- Ms. Shawndra Harmond, Program Director, Workforce Education

**2. Consideration and approval of minutes from the March 25, 2022, meeting**

Minutes from the March 25, 2022, meeting were emailed to the committee on June 17, 2022.

**A motion was made by Gretchen Riehl and seconded by Ronda Dozier to approve the minutes of the March 25, 2022, minutes as presented. Motion carried.**

**3. Public testimony on agenda items**

There was no public testimony provided.

**4. Coordinating Board update**

Coordinating Board staff provided updates on Perkins grants, GEER and ARPA workforce grant programs, and the Accelerating Credentials of Purpose and Value grant program.

**5. Professional organizations updates**

The representatives from the professional organizations provided their updates.

- TACTE –Will Fanning reported that the TACTE conference titled “Back in the Saddle” was held in April, and planning is underway for next year’s conference in Grapevine.
- TACE – Christina Bergvall reported that the TACE Conference was also held in April, and plans are underway for next year’s conference. Ms. Bergvall also introduced Mr. Konley Kelley, who will be replacing her on the WECM Advisory Committee starting at the next meeting.
- TACRAO – Gaston White was not present to present a report. Information about TACRAO can be found at [www.TACRAO.org](http://www.TACRAO.org).

**6. Discussion and possible action on recommendations made by the WECM Renovation Project Steering Committee regarding the schedule of course review workshops**

Dr. Lesley Keeling-Olson presented a calendar of upcoming workshops planned for 2022-2023. Dr. Keeling-Olson also explained that if an insufficient number of nominations are received for a particular subject area, that course review will be canceled.

**(Coordinating Board update, cont.)**

Following Agenda Item #6, Dr. Tina Jackson, Assistant Commissioner for Workforce Education, provided an update on new planning grants being rolled out by the agency, including a Teacher Education Pipeline grant, and projects that are underway to strengthen the agency’s data management system in coordination with Texas Education Agency and Texas Workforce Commission.

**7. Discussion and possible action on recommendations made by the Course Review subcommittee regarding WECM course revisions**

Revisions to WECM courses and proposed new courses written at the May and June course review workshops were reviewed by the Course Review subcommittee on June 21, 2022. The subcommittee approved the recommendations for revisions to existing WECM courses but requested additional information about the new courses that were written.

**A motion was made by Andrew Gregory and seconded by Terri Nix to approve the revisions made to the existing WECM courses during the May and June workshops as presented. Motion carried.**

**A motion was made by Andrew Gregory and seconded by Robin Garrett to table the consideration of the new courses pending receipt of additional information from the team facilitators. Motion carried.**

The subcommittee suggested that meetings should be held soon after each workshop in order to allow time for a more thorough review of the proposed revisions.

Dr. Lesley Keeling-Olson reported that changes will be made to the workshop procedures to include more detailed comments on the Special Topics-Local Need course review spreadsheets when a new course is proposed, and to include the lead facilitator in the discussion whenever a workshop team proposes a new course.

**8. Discussion and possible action on recommendations made by the WECM Comments Review subcommittee regarding responses to public comments**

Comments received since the last meeting and responses to those comments made by the subcommittee were reviewed by the advisory committee.

**A motion was made by Andrew Gregory and seconded by Robin Garrett to approve the recommendations made by the subcommittee. Motion carried.**

**9. Discussion and possible action on recommendations made by the Special Topics and Local Need course review subcommittees regarding the review of special courses**

a. Christina Bergvall reported on the status of the Continuing Education Special Topics and Local Need Subcommittee's review of courses received between January 1, 2022, and May 31, 2022. The subcommittee will present their recommendations at the next WECM Advisory Committee meeting.

b. Lesley Keeling-Olson presented the notes from the Credit Special Topics-Local Need Course Review meeting held June 16. The subcommittee agreed with the comments made at the course review workshops regarding revisions to existing courses but tabled the approval of the new courses pending further review.

**A motion was made by Terri Nix and seconded by Gretchen Riehl to approve the recommendations as presented. Motion carried.**

Additional information about the proposed new courses will be reviewed by the subcommittee and presented at the next Advisory Committee meeting.

**10. Discussion and possible action on recommendations made by the WECM Protocols subcommittee regarding updates to the Protocols Manual**

D'Wayne Shaw reported that the WECM Protocols Subcommittee did not have any recommended changes to propose.

**11. Discussion of future meetings**

The next advisory committee meeting will be held on September 16 in the Stephen F. Austin building.

**12. Adjournment**

A motion to adjourn was made by Gretchen Riehl and seconded by Thera Celestine. Motion passed, and the meeting was adjourned at 11:27 a.m.