

**TEXAS HIGHER EDUCATION COORDINATING BOARD**  
**Summary Notes/Minutes**  
**Workforce Education Course Manual Advisory Committee Meeting**  
**1200 East Anderson Lane, Board Room**  
**Austin, Texas**  
**September 23, 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-committee9/> (<https://www.youtube.com/watch?v=gTGdnF-TusE>)

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. Mary Adams        | 11. Robin Garrett    |
| 2. Joe Arrington     | 12. Andrew Gregory   |
| 3. Dixon Bailey      | 13. Cynthia Griffith |
| 4. Rob Blair         | 14. Linda L. Head    |
| 5. Cynthia Casparis  | 15. Sara Lozano      |
| 6. Thera Celestine   | 16. Kevin Morris     |
| 7. James Chegwiddden | 17. Phillip Nicotera |
| 8. Tom Cox           | 18. D' Wayne Shaw    |
| 9. Troy DeFrates     | 19. Olga Valerio     |
| 10. Ronda Dozier     | 20. Joyce Williams   |

The following ex-officio members were present:

- 21. Lesley Keeling-Olson (TACTE)
- 22. Vernon Hawkins (TACE)

The following members were not present:

- 23. Jennifer Myers
- 24. Denny Yarbrough (TACRAO)

THECB Staff present:

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

Others present:

Catherine O'Brien

2. Consideration and approval of minutes from the July 30, 2020 meeting

The minutes from the July 30, 2020, meeting were reviewed.

**A 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

Dr. Kylah Torre – Update of OER Repository Project and demonstration of the OERTX website; Description of Governor’s Emergency Education Relief (GEER) funds

Dr. Sheri Ranis – Update of Reskilling Support Fund grant program

Mindy Nobles – Perkins update: expedited review and approval of Perkins Basic Applications and processing of NOGAs

Lesley Keeling-Olson and Catherine O’Brien – Update on Perkins Leadership Grant for “WECM Renovation, ...” and the three goals of the project – Data Analysis to establish a priority of courses to be reviewed, Survey to find facilitators who have experience in holding WECM Course Review Workshops, and Collaboration with WECM Advisory Committee, THECB, and other WECM stakeholders to provide WECM facilitator training and review WECM Protocols to see if any revisions are needed to facilitate the WECM course review process.

Mindy Nobles also updated the committee on plans for updating the GIPWE and the repeal of the Block Scheduling rules (CB Rules, Chapter 9, Subchapter M), and Duane Hiller updated the committee on the guidelines for reporting hybrid courses during the pandemic.

### 5. Professional organization updates

The representatives from the professional organizations provided their updates.

- TACRAO – Denny Yarborough has resigned as TACRAO representative since she has been unable to attend the meetings due to increased responsibilities in her work position, and requested that the TACRAO board appoint another member to the WECM Advisory Committee.
- TACE – Vernon Hawkins reported that the TACE Board will be meeting this afternoon to decide whether to hold a live 2021 conference in April and will be putting a number of virtual training modules online, including training for submitting Special Topics and Local Need courses.
- TACTE – D’Wayne Shaw reported that the TACTE board will meet in November and will decide whether to hold a live conference next April.

### 6. WECM Protocols subcommittee

Dr. Robin Garrett proposed the following bulleted list and flow chart to accompany the revisions to the WECM Protocols manual which were approved at the July 30 meeting.

## 7. Course Review Workshops subcommittee

A Watch Repair course review workshop was held on August 12, 2020. The recommended changes to the HRGY courses were presented to the advisory committee for consideration.

**A motion was made by Joe Arrington and seconded by Mary Adams to approve the recommended changes to the HRGY courses. Motion passed.**

A Jewelry-making course review workshop was held on August 28, 2020. Changes were made to HRGY courses in Gemology and Jewelry-making, including changing the rubric of these courses to JLRY and changing the CIP code to 51.0713. The rubric change will need to be reviewed by TACRAO before the changes are considered for approval. The impact the CIP Code change will have on contact hour funding will also need to be reviewed.

Workshops are still pending for Radio-TV Broadcasting (RTVB), Film & Video Production (FLMC), and Cisco (ITCC) course reviews.

## 8. WECM Comments Review subcommittee

Rob Blair reported that no WECM Comments had been received since the last advisory committee meeting.

## 9. Special Topics and Local Need course review subcommittees

Olga Valerio reported on the work completed by the SCH Special Topics and Local Need course review subcommittee. A spreadsheet showing the subcommittee's recommendations was presented for consideration. Dr. Valerio expressed the subcommittee's concerns that some colleges were submitting courses to teach existing WECM courses using specific software or for a specific vendor. One solution that was recommended would be to modify the course outcomes to allow more flexibility, and another solution would be to update or remove courses from the WECM that are no longer current.

After discussing the course review process and reviewing the subcommittee's spreadsheet of recommendations, the advisory committee recommended that the courses requesting new rubrics be sent to TACRAO for approval and that the Cisco courses be sent to the Cisco Course Review Workshop for approval.

The advisory committee reviewed the remaining recommendations on the spreadsheet and noted that some of the courses had ambiguous or missing recommendations.

**A motion was made by Andrew Gregory to approve the spreadsheet of recommendations contingent on the following corrections: that all boxes for "Valid" or "Invalid" be checked for each line, that the ITCA course be removed from the spreadsheet, that the comments "No in WECM" be removed from all Special Topics courses, and that the corrected spreadsheet be sent to all members of the advisory committee. The motion was seconded by Joe Arrington. Without further discussion, the motion was voted on and passed.**

After a short break, Vernon Hawkins shared the recommendations from the continuing education Special Topics and Local Need course review subcommittee. The subcommittee recommended that all of the courses remain as special topics or local

need courses and made additional recommendations for some of the courses in the comments section.

**A motion was made by Andrew Gregory that the recommendations for courses be approved, with the exception of those requesting new rubrics. Motion was seconded by Ronda Dozier. Without further discussion, the motion was voted on and passed.**

#### 10. Other subcommittees of the 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. Joe Arrington requested that the Sunset Review report of the Texas Department of Licensing and Regulation continue to be monitored in relation to changes in Barber and Cosmetology curricula.

#### 12. Timeline and future meeting dates

The next meeting has been scheduled for December 9.

#### 13. Adjournment

A motion was made by Dixon Bailey and seconded by James Chegwidden to adjourn. With no further discussion, the motion was voted on and passed, and the meeting was adjourned at 12:45 p.m.