

TEXAS HIGHER EDUCATION COORDINATING BOARD
Summary Notes/Minutes
Workforce Education Course Manual Advisory Committee Meeting
1200 East Anderson Lane, Board Room
Austin, Texas
July 11, 2019 10:00 a.m. – 2:30 p.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-committee5/>

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 (via telephone)
2. Joe Arrington
3. James Chegwidden
4. Ronda Dozier
5. Robin Garrett
6. Cynthia Griffith
7. D' Wayne Shaw
8. Olga Valerio
9. Vernell Walker
10. Joyce Williams

The following ex-officio members were present:

11. Lesley Keeling-Olson (TACTE)
12. Vernon Hawkins (TACE)

The following members were not present:

13. Rob Blair
14. Cynthia Casparis
15. Thera Celestine
16. Troy DeFrates
17. Linda L. Head
18. Jennifer Myers
19. Phillip Nicotera
20. Denny Yarbrough (TACRAO)

THECB Staff present:

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

Consideration and approval of minutes from the February 28, 2019 meeting

The minutes from the February 28, 2019 meeting were reviewed and corrected. It was noted that Cindy Casparis had been present at the meeting but was listed as Not

Present, and that she had agreed to serve another term. Motion to approve the minutes as corrected was made and seconded. Motion passed.

Members who are serving a two-year term, and were absent or undecided at the February 28 meeting, were polled to see if they would like to self-nominate for another two-year term.

James Chegwidden – Yes

Ronda Dosier – Yes

Olga Valerio – Yes

Public testimony on agenda items

There was no public testimony provided.

Coordinating Board update regarding 86th legislative session

Duane Hiller discussed actions taken during the 86th legislative session.

Mindy Nobles provided updates on Perkins activities and Programs of Study plans.

Reports from professional organizations

The representatives from the professional organizations provided their updates.

- TACE – Vernon Hawkins reported on the new leadership of TACE and plans for the spring 2020 conference, which will be held April 14-16 at the Omni Southpark. Members of TACE will be working with Duane Hiller on the continuing education Special Topics and Local Need course reviews.
- TACTE – Lesley Keeling-Olson reported on last spring's TACTE meeting and described plans for the redesign of the TACTE website. Mindy Nobles was invited to attend the last TACTE Board meeting in June to address concerns that TACTE members had expressed about the need for WECM regional workshops. The next TACTE conference will be held April 1-3, 2020.
- TACRAO – Denny Yarborough was not present.

Consideration of recommendations from the November 2, 2018 Cloud Computing Workshop

Chair Joyce Williams discussed the results of the Cloud Computing Workshop held November 2, 2018 and the follow up curriculum develop workshop meeting held on June 17. The courses developed and revised at these workshops are ready to go into the WECM upon approval by the advisory committee.

Discussion was held about the new Cloud courses that were written at the November 2 workshop. The 3-SCH versions of the courses had a contact hour range of 64-96 instead of 48-96, which would make a lab required for the 3-SCH versions but not the 4-SCH versions.

A motion was made by D'Wayne Shaw and seconded by Cindy Griffith to reduce the minimum contact hours for the 3-SCH versions of the new courses to 48, and to request clarification from the POS Advisory Committee on whether to increase the minimum hours in order to require a lab component for these courses. Motion passed.

Consideration of recommendations from Program of Study subcommittees to Archive WECM Courses

The report of recommendations made by program of study subcommittees to revise and archive WECM courses was presented to the committee with changes highlighted in yellow. Duane Hiller discussed the changes and noted that the report now shows where the outcomes were moved to another course when a course was recommended for archive. Also, the report shows that some of the courses that previously were marked for archive were not actually recommended for archive by the POS committee.

A motion was made by Vernell Walker and seconded by Ronda Dosier to accept the course change recommendations made by the program of study advisory committees. Motion passed.

Report from Special Topics and Local Need course review subcommittee

Robin Garrett reported on the activities of the Special Topics and Local Need course review subcommittees in Rob Blair's absence, as well as the results of the WECM Comments review. Out of 48 comments reviewed, 12 action items were developed, including a need for further review of some comments and possibly the need for WECM course review workshops. In addition, the newly revised licensing regulations for cosmetology courses based on HB 2847 were discussed. Action from the Texas Department of Licensing and Regulation is still pending, but the committee needs to be ready to change the cosmetology courses when the new regulations are made public. The bill will be reviewed further to see if any other licensing requirements have been changed that affect higher education programs.

The subcommittee recommended the creation of a new course, HITT 2330/2430, based on one of the comments received.

A motion was made by James Arrington and seconded by Cindy Griffith to approve the creation of HITT 2330/2430. Motion passed.

Lunch

The committee took a lunch break from 11:45 a.m. to 12:30 p.m.

Reports from subcommittees for WECM Advisory Committee

Robin Garrett updated the committee on the WECM Protocols Manual and the changes that were approved at the February 28 meeting. The section on Standing Subcommittees was discussed, and a recommendation was made to form a Course Revision and Archival Subcommittee, a Credit Special Topic and Local Need Review Subcommittee, a Non-Credit Special Topic and Local Need Review Subcommittee, and a Professional Development Courses Subcommittee. Olga Valerio agreed to chair the Credit Special Topics and Local Need Course Review Subcommittee. Vernon Hawkins agreed to chair the Non-Credit Special Topic and Local Need Course Review Subcommittee and the Professional Development Course Subcommittee. Cynthia Griffith agreed to chair the Course Revision and Archival Subcommittee.

A motion was made by James Chegwidan and seconded by D'Wayne Shaw to accept the WECM Protocols Manual as presented. Motion passed.

The WECM Protocol Subcommittee was charged with developing a process for putting together and implementing WECM Course Review Workshops based on triggers.

Future agenda items and resources required for next meeting

The coordinating board staff and committee members were asked to suggest topics for the next Advisory Committee meeting. The following topics were suggested:

Course Review Workshop Procedures

Monitoring of Legislative Processes

Reports from Subcommittees

Course Review Triggers

Setting Meeting Dates

Licensure and Certification Changes that Impact CTE Programs

WECM Professional Development at TACTE, TACE, and Other Conferences (including TCCTA, TCCIA, etc.)

WECM Comments Review Process (including communications with institutions through GovDelivery)

Timeline and future meeting dates

Future meetings were scheduled for September 27, January 30, April 30, and July 30.

Adjournment

Chair Joyce Williams adjourned the meeting at 1:14 p.m.