

TEXAS HIGHER EDUCATION COORDINATING BOARD
Summary Notes/Minutes
Workforce Education Course Manual Advisory Committee Meeting
1200 East Anderson Lane, Board Room
Austin, Texas
September 27, 2019 10:00 a.m. – 2:30 p.m.

The webcast of this meeting is available at the following link:

<https://www.youtube.com/watch?v=OXhoPJx1eVw>

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 (via telephone)
2. Rob Blair
3. Cynthia Casparis
4. James Chegwiddden
5. Robin Garrett
6. Cynthia Griffith
7. Jennifer Myers
8. Phillip Nicotera
9. D' Wayne Shaw
10. Olga Valerio
11. Joyce Williams

The following ex-officio members were present:

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

The following members were not present:

14. Joe Arrington
15. Thera Celestine
16. Ronda Dozier
17. Troy DeFrates
18. Linda L. Head
19. Vernell Walker
20. Denny Yarbrough (TACRAO)

THECB Staff present:

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

2. Consideration and approval of minutes from the July 11, 2019 meeting

The minutes from the July 11, 2019 meeting were reviewed and corrected. Motion to approve the minutes as presented was made and seconded. Motion passed.

3. Public testimony on agenda items

There was no public testimony provided.

4. Coordinating Board update regarding Programs of Study and CIP Code Conversion

Duane Hiller reported that the Information Technology Program of Study Advisory Committee met on September 26 and approved the Cloud Computing Programs of Study curricula as presented. These POS curricula will be sent out for public comment and will be presented to the Committee on Academic and Workforce Success in December and to the Coordinating Board in January for approval.

Duane also reported on the new 2020 CIP Code list and presented lists of CIP Code changes and new CIP Codes. The Committee will review the CIP codes at a later time to see what effects the changes will have on the WECM course inventory.

Duane presented a sample communication that had been sent out a couple of weeks ago and reported that these communications will be sent out more frequently – quarterly instead of once a year, about a month before the Advisory Committee meetings.

5. Reports from professional organizations

The representatives from the professional organizations provided their updates.

- TACE – Vernon Hawkins reported on plans for the spring 2020 conference, which will be the 40th anniversary of TACE. The theme of the conference is “40 Years of Continuing Excellence” and will be held April 15-17 (Wednesday through Friday) at the Omni Southpark instead of April 14-16, as previously reported.

Vernon also reported on the continuing education Special Topics and Local Need course reviews. The subcommittee has committed to a November 1 deadline for reviewing the courses.

Vernon reported on TACE’s interest in collecting data from the Coordinating Board on non-credit training that leads to jobs.

- TACTE – Lesley Keeling-Olson reported on the redesign of the TACTE website, which will include tabs for Perkins and WECM resources. The updates should be completed within the next 3-6 weeks and will include new and archived information for historical purposes. TACTE is interested in receiving input about what information should be included, whether a WECM 101 Training Module would be helpful, and whether a WECM Workshop might be held in the middle of the TACTE conference. Lesley reminded the committee that the spring conference will be held on the first week in April.
- TACRAO – Denny Yarborough was not present.

6. Report from Special Topics and Local Need course review subcommittee

Duane reported that the Special Topics and Local Need course summary lists were sent out to the subcommittees yesterday, and that the courses will be sent out later this afternoon. Joyce pointed out from the list that several Local Need courses that have

been submitted are 2-SCH versions of existing WECM courses that have 3-SCH and 4-SCH versions available. The subcommittee reviewing the courses will need to decide whether to replace the 4-SCH version with a 2-SCH version; otherwise, a new 2-SCH course might be needed.

7. Report from WECM Protocols Subcommittee on course review workshop schedule

The report on the WECM Protocols will be included in Item 8.

8. Reports from subcommittees for WECM Advisory Committee

Rob Blair presented a report from the WECM Comments Subcommittee about their review of the WECM comments that were distributed at the July meeting. Rob also presented some suggestions on revising the WECM comments review process. Robin Garrett recommended that the advisory committee take actions based on the information Rob presented.

Robin Garrett reported on the WECM Protocols Subcommittee activities. The Protocols Manual was approved at the last meeting. Mindy Nobles reported that the Coordinating Board might have funds available to cover the costs for attending a WECM Course Review Workshop in the same manner as funds are used for the ACGM Course Learning Outcomes workshops.

Robin also suggested that the Local Need-Special Topics Course Review and the WECM Comments Review be intertwined to see if any commonalities can be found.

Robin recommended that the advisory committee take action on the information presented by the WECM Comments subcommittee.

A motion was made by D'Wayne Shaw and seconded by Rob Blair to authorize the Coordinating Board staff to approach Austin Community College and Paris Junior College to conduct a Model 2 course review workshop for the Jewelry-making (HRGY) courses. Motion passed.

A motion was made by James Chegwidden and seconded by Jennifer Myers to hold a Model 1 course review workshop in November for the Cisco courses. Motion passed.

A motion was made by Robin Garrett and seconded by Cynthia Griffith to accept the offer from TACTE to hold a course review workshop at the TACTE conference in April in a discipline area to be determined by coordinating board staff. Motion passed.

9. Future agenda items and resources required for next meeting

The committee members reviewed the agenda items proposed at the July meeting, and were asked if there were any incomplete or new items to suggest for the next Advisory Committee meeting.

Mindy also updated the committee on Perkins V Stakeholder Meetings that are currently in progress, and on the status of the Perkins State Plan.

Lunch

The committee took a lunch break from 11:52 a.m. to 12:30 p.m.

Future agenda items and resources required for next meeting, continued.

Joyce reviewed the members assigned to the Subcommittees:

Non-credit ST-LN Course Review – Vernon Hawkins, TACE Leadership

Professional Development Course Review – Vernon Hawkins, TACE Leadership

Course Revision and Archival Subcommittee – Cynthia Griffith, Cindy Casparis, Jennifer Myers

Credit ST-LN Course Review – Olga Valerio, James Chegwidden, Mary Adams, Lesley Keeling-Olsen

WECM Comments – Rob Blair, Robin Garrett

Duane provided the committee a list of the programs that were impacted by legislation affecting the Texas Department of Licensing and Regulation, highlighting the post-secondary workforce programs included on the list. Duane will review the legislation to determine what impact the legislation will have on those programs, including HVAC, Electrician, and Massage Therapy.

10. Timeline and future meeting dates

Future meetings have been scheduled for January 30, April 30, and July 30.

11. Adjournment

A motion was made by D'Wayne Shaw and seconded by Jennifer Myers to adjourn the meeting. Motion passed. Chair Joyce Williams adjourned the meeting at 12:39 p.m.