TEXAS HIGHER EDUCATION COORDINATING BOARD
Summary Notes/Minutes
Workforce Education Course Manual Advisory Committee Meeting
1200 East Anderson Lane, Board Room
Austin, Texas
January 30, 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-committee-meeting1/

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. Joe Arrington
    2. James Chegwidden
    3. Troy DeFrates
    4. Ronda Dozier (via telephone)
    5. Robin Garrett
    6. Cynthia Griffith
    7. Linda L. Head
    8. Phillip Nicotera
    9. D' Wayne Shaw
    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. Mary Adams (via telephone)
    14. Rob Blair
    15. Cynthia Casparis
    16. Thera Celestine
    17. Jennifer Myers
    18. Olga Valerio
    19. Vernell Walker
    20. Denny Yarbrough (TACRAO)

    THECB Staff present:
    Mindy Nobles, Assistant Director
    Duane Hiller, Program Director

2. Consideration and approval of minutes from the September 27, 2019 meeting

    The minutes from the September 27, 2019 meeting were reviewed. Motion to approve the minutes as presented was made by Troy DeFrates and seconded by James Chegwidden. 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

   Mindy Nobles gave an update on Perkins V and Comprehensive Local Needs Assessment requirements, and announced that sample CLNA reports will be posted on the THECB website as well as the Perkins section of the TACTE website. The draft Perkins V State Plan is currently posted on the TEA website for public comment

   Duane Hiller reported on the proposed requirements and curriculum standards from the Texas Department of Licensing and Certification (TDLC) regarding licensure for cosmetologists and related occupations. The changes can be accommodated using the flexibility of current WECM courses, so no new courses or course changes will be necessary.

   Duane also reported on the 2020 CIP code changes and their effect on funding rates. The most dramatic change is that Veterinary Technology is moving from CIP 51, funded at the Critical Field rate of $3.59 per contact hour, to CIP 01, funded at the regular rate of $2.48 per contact hour. Coordinating Board staff will propose that an exception be made for Veterinary Technology to keep the funding rate the same.

   Duane announced that the Cloud Computing Program of Study had been approved by the Coordinating Board at its January 23 meeting, and will be posted on the web shortly.

5. Professional organization updates – TACE, TACTE, TACRAO

   The representatives from the professional organizations provided their updates.

   - TACE – Vernon Hawkins reported on plans for the 40th anniversary TACE conference scheduled to be held on April 15 at the Omni-Southpark. Additional information and registration is available on the TACE website at www.taceonline.org.
   - TACTE – Lesley Keeling-Olson reported on plans for the TACTE conference scheduled to be held on April 1-3 at the Omni Southpark. A pre-conference WECM Information session is scheduled for April 1. Lesley also announced the the TACTE website has been redesigned and includes information about the conference, Perkins, WECM, and other resources, as well as a link to subscribe. The website is at www.TACTE.org
   - TACRAO – Denny Yarborough was not present to give a report.

6. Consideration of recommendations from WECM course review workshops

   Robin Garrett and D'Wayne Shaw reported on the Cisco course review workshop held January 24 at the Coordinating Board offices. The workshop participants made a recommendation for the Cisco Exploration 1-4 courses to be archived, but additional information has been received since then that new courses might be developed, so these courses will not be archived at this time until further clarification is received.

   The four Cisco CCNA course have been revised and combined into three courses, with the content of CCNA 4 being incorporated into CCNA 2 and CCNA 3. As a result, the workshop participants recommended that the course ITCC 1x40 "CCNA 2" be changed to

ITCC 1x44, that the course ITCC 2x12 "CCNA 3" be changed to ITCC 2x20, and that the course ITCC 2x13 "CCNA 4" be archived. Future updates to the Cisco CCNP and Cisco Exploration courses will be reviewed when the changes are made available from Cisco. **A motion was made by James Chegwidden and seconded by Lesley Keeling-Olson to approve the workshop recommendations for revisions to the Cisco CCNA courses, and to defer updating the Cisco CCNP and the Cisco Exploration courses until those changes are available. Motion passed.**

Robin also gave an update on plans for scheduling a virtual workshop to review the HRGY courses.

7. Report from WECM Comments review subcommittees

Copies of the WECM comments received since the last meeting and a summary of those comments were distributed for review. The subcommittee will meet to review these comments and report to the committee at its next meeting.

A cursory review of the comments indicated that some additional training for faculty on the use of the WECM would be useful. Regional training workshops or webinars could be used to explain what the WECM is, how to search the WECM, and how to submit Special Topics and Local Need courses.

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

Duane Hiller and Vernon Hawkins reported on the activities of the Special Topics and Local Need course review subcommittees. Courses received between September 1, 2018 and August 31, 2019 were sent to the subcommittees for review. The summary spreadsheets of the courses were presented to the Advisory Committee for review. Vernon presented the results of the subcommittee's review of the CE courses.

9. Report from other subcommittees for WECM Advisory Committee

The list of courses that have not been used in the past five years was presented to the committee to be considered for archival. The list indicated that new courses that were created in the past five years are not being recommended for archival, but courses that have been available for more than five years are recommended for archival.

10. 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.

11. Timeline and future meeting dates

Future meetings have been scheduled for April 30, and July 30. Dates for meetings to be held in FY 2021 will need to be set.

12. Adjournment

Chair Joyce Williams adjourned the meeting at 11:54 a.m.