

TEXAS HIGHER EDUCATION COORDINATING BOARD
Summary Notes/Minutes
Workforce Education Course Manual Advisory Committee Meeting
1200 East Anderson Lane, Board Room
Austin, Texas
May 27, 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-teleconference/> (<https://www.youtube.com/watch?v=fzqDWFJSd-8>)

1. Welcome, introductions, and call to order

The Advisory Committee convened at 10:00 a.m. Joyce Williams, Chair, called the meeting to order. New members Kevin Morris, Andrew Gregory, and Dixon Bailey were introduced to the committee. Vernell Walker also introduced Tom Cox who will be replacing her on the committee.

The following appointed Advisory Committee members were present:

1. Mary Adams
2. Joe Arrington
3. Dixon Bailey (NEW MEMBER)
4. Rob Blair
5. Cynthia Casparis
6. Thera Celestine
7. James Chegwidden
8. Troy DeFrates
9. Ronda Dozier
10. Robin Garrett
11. Andrew Gregory (NEW MEMBER)
12. Linda L. Head
13. Kevin Morris (NEW MEMBER)
14. D' Wayne Shaw
15. Olga Valerio
16. Vernell Walker
17. Joyce Williams

The following ex-officio members were present:

18. Lesley Keeling-Olson (TACTE)
19. Vernon Hawkins (TACE)

The following guest was present:

20. Tom Cox (San Antonio College)

The following members were not present:

21. Cynthia Griffith
22. Jennifer Myers
23. Phillip Nicotera
24. Kristen Walker (NEW MEMBER – RESIGNED)
25. Denny Yarbrough (TACRAO)

THECB Staff present:

Mindy Nobles, Assistant Director
Duane Hiller, Program Director

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

The minutes from the January 30, 2020, meeting were reviewed. Motion to approve the minutes as presented was made by Cindy Casparis and seconded by Robin Garrett. 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 the effects of the corona virus pandemic and referenced the Frequently Asked Questions (FAQ) page on the THECB website. All due dates for Basic and Leadership grant programs have been extended and are posted on the FAQ website. CLNA reports are due July 24, and Perkins Basic Grant applications are due August 31. All funds allocated in the 2019-20 program year must be spent by August 31, 2020, with unused funds being redistributed to the institutions during the mid-year reallocation in 2020-21. The Department of Education has granted Texas and other states a waiver for the availability of FY 2019 funds, so any reallocation funds from FY 2019 will be available to be reallocated for FY 2021. The reallocation of funds in FY 2021 will be based on the same formula used for the original allocation. Funds for FY 2021 will be available to institutions on September 1, provided they have submitted their Perkins application by August 31. The Basic RFA is scheduled to be released in mid-June and includes instructions for budgeting pre-award costs. Perkins Basic Orientation will be held online on June 26 and will cover changes in the new RFA, incorporating the CLNA in the local application, and other topics. The Perkins V State Plan has been submitted and is pending approval by the Department of Education.

Duane Hiller reported on plans to revise the *Guidelines for Instructional Programs in Workforce Education (GIPWE)* during 2020. A recent revision made last April added information about Calibrate Texas as a source for verification of workforce needs. A memo was sent out to the field describing the actions taken at the last WECM Advisory Committee meeting.

5. Professional organization updates – TACE, TACTE, TACRAO

The representatives from the professional organizations provided their updates.

- TACE – Vernon Hawkins reported that TACE cancelled its April conference due to the corona virus, but they are now working on online training modules to be presented to continuing education, corporate training, and business and industry personnel around the state.
- TACTE – Lesley Keeling-Olson reported that the TACTE board will be meeting virtually in mid-June to finalize plans for the 2021 TACTE conference, which will be held April 7-9.

- TACRAO – Denny Yarborough was not present to give a report.

6. Report from WECM course review workshops subcommittee

Robin Garrett reported that the HRGY (jewelry-making) workshop is still pending. A request has been made to move some courses from CIP Code 47.0408 to CIP Code 50.0703. The two colleges that teach jewelry-making have been contacted to get a course review scheduled.

7. Report from WECM Comments review subcommittee

Rob Blair reported on the WECM Comments review spreadsheet that was distributed in the meeting materials. Eight comments had no actions recommended, 12 comments had been addressed at previous WECM workshops, four comments requested further review of Special Topics and Local Need courses, one required additional information from the submitter before the subcommittee could make a recommendation, two requested the reactivation of courses based on findings, one identified a course title discrepancy, and 12 comments led to a recommendation for a WECM workshop in rubrics RTVB and FLMC.

Rob also reported on additional comments that came in regarding a request for Cisco Networking Essentials. This course will be reviewed when the Cisco CCNP courses are updated. Also, a request was submitted to reduce the contact hours for RELE 1000 to 30 contact hours; the range for the course is currently 32-48 contact hours, based on the requirements of the Texas Real Estate Commission (TREC). Vernon Hawkins will investigate the issue and report his findings to the Coordinating Board before any action is taken.

A comment was submitted by James Chegwiddden covering Microsoft Azure Apps and Infrastructure Certification Courses. Linda Head requested that course review workshops for Information Technology (IT) courses be scheduled every year in order to keep up with the rapid changes in the field. Robin Garrett and James Chegwiddden will work with Duane Hiller to determine whether new courses need to be written specific to Microsoft Azure or if the material can be covered in the existing general WECM courses.

A motion was made by Mary Adams and seconded by Olga Valerio

1. Approve the recommendation from the WECM Workshops subcommittee to organize a WECM Course Review Workshop to review the HRGY courses and to discuss moving some courses to a new CIP code and rubric, if necessary.

2. Approve the recommendations from the WECM Comments subcommittee as presented in the subcommittee's report.

The motion was approved through a roll-call vote.

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

Vernon Hawkins reported on the activities of the continuing education Special Topics and Local Need course review subcommittees. The recommendations of the subcommittee based on the review of the CE courses was presented in the meeting materials.

Olga Valerio reported on the activities of the semester credit hour Special Topics and Local Need course review subcommittee. A report with the recommendations of the subcommittee will be forwarded to the Coordinating Board shortly.

Chair Joyce Williams asked if anybody else would like to be on the semester credit hour Special Topics and Local Need course review subcommittee. Lesley Keeling-Olson, James Chegwidan, and Linda Head offered to serve on the subcommittee.

Joe Arrington asked about the recommendation from the Continuing Education subcommittee about a request to reactivate EDTC 1001, which had been archived. Joyce Williams clarified that since the course has already been archived, a new course would need to be written in its place.

A motion was made by Robin Garrett and seconded by Joe Arrington to accept the recommendations of the Continuing Education Special Topics-Local Need Course Review Subcommittee, with the exception of writing a new EDTC 1001 course and instead of reactivating the archived course EDTC 1001. The motion was approved through a roll-call vote.

9. Report from other subcommittees for WECM Advisory Committee

The Professional Development Subcommittee and the Course Revision and Archive Subcommittee did not submit any reports.

Joyce Williams asked a question about the flexibility of the Program of Study curricula. Colleges may give credit for a course in the Program of Study if the student has met the competencies of that course, according to the college's internal policies. If a student transfers to another college, then the receiving institution may assess the student to verify that the student has met the competencies required by that institution. Similarly, if a student has met the requirements of a clinical or practicum course in fewer hours than what is required for a program of study, then the requirement should be considered as being fulfilled and the student should not be required to take additional hours to fulfill the requirement.

10. 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. Joyce Williams emphasized the need to plan course review workshops based on WECM comments and Local Need – Special Topic course submissions, in order to keep the field engaged in the course review process.

11. Timeline and future meeting dates

The next meeting has been scheduled for July 30, which would most likely be held virtually.

12. Adjournment

Chair Joyce Williams adjourned the meeting at 12:12 p.m.