

TEXAS HIGHER EDUCATION COORDINATING BOARD
Summary Notes/Minutes
Workforce Education Course Manual Advisory Committee Meeting
1200 East Anderson Lane, Board Room
Austin, Texas
June 23, 2021 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-committee13/> (<https://www.youtube.com/watch?v=lcB2YwsJ4Ms>)

1. Call to order

The Advisory Committee convened at 10:14 a.m. Robin Garrett, Committee Chair, called the meeting to order.

The following appointed Advisory Committee members were present:

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| 1. Mary Gallegos Adams | 8. Robin Garrett |
| 2. Joe Arrington | 9. Andrew Gregory |
| 3. Dixon Bailey | 10. Cynthia Griffith |
| 4. Rob Blair | 11. Phillip Nicotera |
| 5. James Chegwidden | 12. D'Wayne Shaw |
| 6. Tom Cox | 13. Olga Valerio |
| 7. Ronda Dozier | |

The following Advisory Committee members-elect were present:

14. Gregory Newman
15. Terri Nix
16. Lesley Keeling-Olson
17. Gretchen Riehl

The following ex-officio members were present:

18. Christina Bergvall (TACE)
19. Gaston White (TACRAO)

The following members were not present:

20. Cynthia Casparis
21. Thera Celestine
22. Troy DeFrates
23. Will Fanning (TACTE)
24. Linda L. Head
25. Sara Lozano
26. Kevin Morris

THECB Staff present:

Dr. Tina Jackson, Assistant Commissioner of Workforce Education
Mindy Nobles, Assistant Director, Career and Technical Education
Duane Hiller, Manager II, Workforce Education
Stephanie Perkins, Manager II, Workforce Education

Dr. Sheri Ranis, Manager II, Workforce Education
Dr. Kylah Torre, Manager II, Digital Learning

Others present:

Dr. Catherine O'Brien, Consultant, WECM Renovation Grant

Following the introductions, Dr. Tina Jackson, Assistant Commissioner for Workforce Education, provided an update on workforce education-related work to the committee.

2. Consideration and approval of minutes from the March 31, 2021 meeting

Minutes from the March 31, 2021, meeting were emailed to the committee on June 17.

A motion to approve the minutes of the March 31, 2021, minutes as presented was made by Dixon Bailey and seconded by Mary Adams. Motion passed.

3. Public testimony on agenda items

There was no public testimony provided.

4. Coordinating Board update

Coordinating Board staff provided updates on legislation impacting workforce education, the Perkins grants program, the *Guidelines for Instructional Programs in Workforce Education (GIPWE)*, Cybersecurity Pathways, the Reskilling Grants program, and Digital Learning.

5. Professional organizations updates – TACE, TACTE, TACRAO

The representatives from the professional organizations provided their updates.

- TACTE – Lesley Keeling-Olson reported that the TACTE board has scheduled next year's conference for April 6-8, 2022, titled "Back in the Saddle".
- TACE – Christina Bergvall reported that the TACE board is meeting later today and the Conference Planning Committee will meet tomorrow. One of the topics they are looking into the role TACE can play in providing guidance for Guided Pathways.
- TACRAO – Gaston White reported that the TACRAO summer conference will be held online July 13-14, and the annual conference will be held in Lubbock on November 7-10. More information can be found on the TACRAO website at www.TACRAO.org.

6. Discussion and possible action on recommendations made by the WECM Renovation Project Steering Committee

Dr. Lesley Keeling-Olson provided a summary of the background of the WECM Renovation project.

Dr. Catherine O'Brien described the activities of the WECM Renovation project, including the development of training materials, a working timeline for course review by cluster, and recent and upcoming course review workshops.

7. Discussion and possible action on recommendations made by the Course Review subcommittee

Dr. Cynthia Griffith did have anything to report at this time.

8. Discussion and possible action on recommendations made by the WECM Comments Review subcommittee

Rob Blair reported on the review of WECM Comments that have been received since the last meeting. Changes requested were minor and do not require advisory committee approval.

9. Discussion and possible action on recommendations made by the Special Topics and Local Need course review subcommittees

Olga Valerio reported that the SCH LN-ST Course Review Subcommittee met earlier in June to review courses and presented the subcommittee's recommendations. The subcommittee recommended that a course review workshop be held to review the Maritime (NAUT) courses. Catherine O'Brien reported that these courses are already scheduled for review next month as part of the Transportation cluster.

Christina Bergvall reported on the review of the CE LN-ST courses. Most courses were recommended to either remain as special topics or local need courses or to consider using existing WECM courses. Courses in Unmanned Vehicles were recommended to remain as local need courses until they can be reviewed at an upcoming course review workshop.

10. Discussion and possible action on recommendations made by the WECM Protocols subcommittee

D'Wayne Shaw reported on the updates made to the WECM Protocols that were reviewed at the last meeting. A few minor changes to spelling and grammar have been made since then, but the changes are substantially the same. The advisory committee reviewed the updated protocols and recommended additional changes to some of the wording in the WECM Comments and the Workshops sections.

A motion was made by Andrew Gregory and seconded by Tom Cox to approve the WECM Protocols as revised. Motion passed.

11. Future agenda items and resources required for next meeting

The next meeting of the WECM Advisory Committee is scheduled for September 15, 2021. The committee considered dates in December for holding the next meeting and agreed on scheduling the meeting for Friday, December 3, 2021.

12. Timeline and future meeting dates

The next two meetings have been scheduled for September 15, 2021, and December 3, 2021.

13. Adjournment

Chair Robin Garrett adjourned the meeting at 12:40 p.m.