

**Tech Prep Meeting Minutes  
Monday, November 23, 2009**

**Attendees:** Merry Kim, Debra Friedman, Kerry Pellow, Kathy Johnson, Jan Ventura, Leslie Humphrey, Penny Skaff, Darren England, Mary Anstadt

**Absent:** Mary Williams, Rita Decker, Kim Bailey, Kristin Perrone, Eric Hilden, Don Mineo

**Call to Order**

Meeting called to order at 8:20 a.m.

**Minutes**

The Minutes of the meeting of November 23, 2009, were reviewed by the committee. A correction to the date on page 2 was made to save the date to January 8, 2010, for TPP Contextualization Workshop. A motion to approve the Minutes as corrected was made by Debra Friedman and second by Penny Skaff. All voted to approve as corrected, none opposed.

**Update on Mary Williams**

An update on Mary Williams' condition and return was made by Mary Anstadt. Mary Williams anticipated return is scheduled for January 18, 2010. All wished Mary a speedy recovery and look forward to her return.

**Debrief of Tech Prep Day – November 4, 2009**

A debriefing was given by Kathy Johnson who coordinated the Tech Prep day event. The committee commented on the success of the event and on areas of opportunities to improve for next year. The committee discussed the hurdles that needed to be overcome which largely included communication with the Saddleback faculty in confirming their participation and what courses and instructors will be on hand for the tours. An unanticipated circumstance occurred when one school did not show up with their students nor did the school notify VitaLink they would not be in attendance. This reduced the number of students on the tour. There were a total of 130 students who attended the event. Many of the Saddleback instructors did a great job but there were not enough students for each rotation. The student survey indicated that overall they were very pleased with the day and felt it was worthwhile.

An area of concern was with the student volunteers who were not able to work the entire rotation and Kathy Johnson would have had more volunteers available. The committee discussed future options including setting funds aside to pay volunteers for the day. Every year this is an issue because student volunteers have class scheduling conflicts or instructors are not available due to their scheduling conflicts.

The area of focus for next year will be to obtain the instructors commitment early on (August) for their participation and securing either paid or unpaid volunteers. Also, the gymnasium was not a good venue and a better location for next year must be considered. A date and location needs to be decided upon by the committee at the next meeting in January.

It was commented that the shuttle drivers did a great job in talking to the students and interacting with them. It was also discussed whether the event should be changed to have the students come into a program first and then have the instructors come to them with information regarding their courses. The tours could be included on senior day or family night. It was commented that that question was posed to the students and their feelings were that they enjoyed the tours the best and would not like that concept.

It was commented that there was some busing miscommunication at the end of the event and that the students were given conflicting information as to where to meet for departure. There were a few lost students and one bus had to leave early which impacted 40 students leaving early and not completing the third tour.

Jan Ventura commented that the program did not include an overview of Tech Prep at Saddleback College, what it is, and how students can sign up for the Tech Prep program.

It was suggested to perhaps consider bringing back Tech Prep Day with Senior Day where they can be included in the tours. It was also suggested by special invitation bring in juniors or seniors for this Spring 2010 Senior Day. The Coastline Community College model was discussed as to how they do pathway days where one course is highlighted at a time with students who come that are interested in that particular topic.

It was suggested that the discussion be continued at the next meeting on program format, reducing the number of courses highlighted, address the reduced number of student, the commitment of the high school participation and getting Saddleback instructors scheduled for the program early in the year. The date for the next Tech Prep day will need to be finalized so a venue can be secured.

### **Articulation 2010**

A proposal written to the consortium by Mary Williams suggested holding individual discipline specific articulation workshops. The teachers would be asked to schedule an evening or Saturday morning event to meet with the teachers who wish to articulate their course work. The SC Tech Prep Consortium will pay a stipend of \$25.00 an hour for an afternoon meeting. \$50.00 for a 3 hour meeting, \$75.00 for a 4 hour meeting and 4 hours on Saturday for \$100.00. (\$100.00 maximum per person). The consortium felt that the \$25.00 an hour was not enough and felt that \$35.00 dollars should be the minimum rate.

Mary Williams would contact department heads to offer a choice of dates with the focus on signing agreements and moving many to the Academic Statewide Pathways format.

A list of proposed dates and disciplines were given and the consortium members will return to their districts to field which discipline are first for completion. The members will be sent all signed articulation agreements from the last 2009 articulation day for their records. It was discussed that the agreements that are posted to the website should, eliminate all signature lines so that they are not duplicated. All districts need copies of their signed agreements for file.

It was asked if the agreements could alphabetized by high school course names first so high school students are be able to find their courses easily on the website. The request will be investigated to be sure the work can be funded to change the website.

The consortium will provide the names and contact information of their instructors who should be contacted first by our Saddleback instructors. The consortium will review all agreements and decide which courses need to focused on and in what order to be completed. Representatives will be on hand during the workshops to ensure completion of agreements and place new agreements on the statewide pathways. This will be an opportunity to have new courses discussed and articulated. It was suggested that day hours also be included in the schedule for workshops.

### **Mentor Program January 8, 2010**

The group was reminded that the program will be held on Friday, January 8, 2010. The TPP group will be notified to make sure Laguna Beach Unified is contacted because they did not receive an invitation.

### **Submit Requisitions**

The committee was requested to send in documentation so that Saddleback College can create requisitions for payment as soon as possible.

**Next meeting will be held on Thursday, January 21, 2010 at 8:00 a.m.**

**Meeting adjourned at 10:00 a.m.**

