



**CTE Consortium Meeting**  
Wednesday, October 11, 2017  
10:00 a.m. – 3:00 p.m.

Alpine School District, 575 N 100 E, American Fork, UT 84003, PDC 316

**In Attendance:**

Dave Gardner, Chair, Southwest Region  
Alan Ashton, Mountainland Region  
Mike Liechty, Bear River Region  
Robert Kilmer, Wasatch Front North Region  
Lynn Sorensen, Uintah Basin Region  
Jim Stocks, Southeast Region  
James Taylor, Wasatch Front South Region  
Don Yates, Central Region

USOE Staff Present: Thalea Longhurst – Vice Chair, Aaron Bodell, Rachel Bolin, Travis Cook, Andrea Curtin, Buddy Deimler, Laura deShazo, Pearl Hart, Kim Herrera, Ashley Higgs, Brandon Jacobson, Wendi Morton, and Greg Richens.

**1. Welcome – Dave Gardner**

Dave Gardner called the meeting to order and welcomed everyone in attendance, especially the newest member of the Consortium, Aaron Bodell. Aaron is the new USBE Skilled and Technical Sciences Education Specialist. Thalea also announced that a new Business and Marketing Education Specialist, Breckon Heywood, has been hired. She will be starting at USBE around the first of November.

**2. Minutes – Dave Gardner**

Dave Gardner called for a motion to approve the August 23, 2017 minutes. Robert Kilmer made the motion to approve the minutes. Alan Ashton seconded the motion. There was no discussion and the voting was unanimous to accept the minutes without changes.

**3. Data Gateway – Laura deShazo**

Laura wanted everyone to know that the required Program Approval survey is not up in the data gateway yet. She will let you know when it becomes available, or we may make the survey through another method. More information to come.

**4. MS IA and Certiport Testing Sites – Laura deShazo and Brandon Jacobson**

Laura shared the MOS sites by region. The principal and one teacher at the schools have been notified. Each site has been given 500 vouchers. In the past schools were able to request more. This year, because of demand, it will be harder to get more. It will be on a first come first serve basis. Directors can purchase more at the state rate. Contact Francie Stewart at Certiport for purchases. Florida leads the nation with certifications. They pay the students and the schools if they pass a certification. Florida legislature strongly funds CTE. Brandon stated that MTA certifications will be sent out today. They will be given 2050 certs at

25 sites. AutoDesk will also be distributed to 7 sites and Adobe at 21 sites. USBE did several training this summer and they have a GMetrix training on October 18. Adobe, AutoDesk, MTA all come with a GMetrix practice test. GMetrix for MOS can be purchased through Certiport. GMetrix practice software is encouraged. The schools that are using it have much higher pass rates. Lynn commented that his teachers went with TestOut software this year instead of GMetrix. He will report back about their experience compared to GMetrix.

#### **5. CTE Annual Report and At-A-Glance Documents – Thalea Longhurst**

This year's At-a-Glance document will be available (hopefully) at the November CTE Director's Meeting. The regional and LEA level reports will be available soon after. We are still collecting the data. It is important to note that we cannot customize or allow LEA's to customize the report. We need to make sure the data we use comes from the same sources and that all of the LEA data adds up to the state data. If you have suggestions for changes to the document please tell Thalea. One suggestion was to use the LEA graduation rate to compare to and not the state data. We will be making that change this year. There were several comments that this document was very positive and is being used at LEA level board meetings to increase the positive awareness of CTE.

This year's CTE legislative report will be given to the Board tomorrow. A copy will be available at Director's Meeting.

#### **6. School Counseling – Kim Herrera**

Kim explained that the Regents scholarship has changed. There are not two tiers, just one. It is also a requirement to fill out the FSFA report, part of the scholarship is based on need.

#### **7. Presidential Scholar Nominations – Thalea Longhurst**

Remember that you can only move one nomination to the state level per LEA. All nominations are due October 18. Also, remember that the nominations need to come from one of the 5 sectors (Healthcare, IT, Advanced Manufacturing, STEM, and Transportation.). If the student is interested in going into other areas their nomination will be disqualified.

#### **8. New Performance Document – Greg Richens**

Greg explained that to simplify things for teachers, staff have created a universal document that will be fillable and savable. All of the performance objectives are listed in the Strand and Standards documents. Some of the directors were concerned that if they don't require listing out who didn't test and why this was a problem for them. They to know why a student doesn't test. Greg confirmed that the document needs to be kept by the LEA for two years. Some LEAs keep them at the school level and some keep at the LEA level. For the auditing process you can use an electronic copy or a hard copy. After some discussion it was decided that this document would work if they could add a second page for which students didn't test and why.

Thalea added to the conversation on testing. Please make sure you are self-reporting on industry exams. There is significant lack of industry exams being reported. Thalea wasn't able to use this data in the legislative report or At-a-Glance because we know the numbers are much higher than are being reported. Directors felt like teachers need a step by step document on how to report. Greg said there is a document with step by step instructions. Some of the problems are that students need to use their school record name, not a nick

name or shortened name. Teachers should also input tests all year. Don't have them wait until the last minute. It is estimated that less than half of industry tests are being reported. This does effect funding and data reporting. There was a discussion on how you might incentivize this process. It was suggested to have a training on this at Directors meeting.

#### **9. Pathway/Course Approval Process – Thalea Longhurst**

The SY18-19 pathways have recently been approved by the Board. The Board wants to also see and approve the CTE course strands and standards revisions. We will be creating a 3-year rotation of all CTE courses and presenting strands and standards to the Board following that calendar. It is very important that we have industry input into strands and standards. The new process will allow the board to approve programs annually in the summer and strands in December for the following school year.

#### **10. K-12 Teaching as a Profession Pathway – Thalea Longhurst**

1. Endorsement – The committee was asked to provide feedback about some questions regarding the future Education pathway. The group consensus is that the teachers in this program should be the best teachers in the school, regardless of the program area or academic area they currently teach. Thalea explained that this is what we also would like and we can help with the endorsement piece. Licensing of elementary and special education teachers to teach a secondary program will be more complicated. We will work with Travis Rawlings in licensing, but currently you have to have a secondary teaching license to teach 7-12 and add an endorsement to it. We need to ensure high quality teachers are in place; we don't want just any teacher assigned to this program because they need to fill their schedule. It might be helpful if the CTE Directors work with principals as they make assignments for this program.
2. Course Name – The committee was asked what they think we should name the courses. They felt like "teaching" needed to be in the name or education professionals. Possibly use the Weber State model. They said the titles can be more prescriptive, but smaller so the title can be entered into the registration systems.
3. Course Length – The committee were strongly in favor of semester courses. The next steps are Rachel and Pearl will be meeting with the advisory committee to write the strands for the courses and determine alignment for possible Concurrent Enrollment options.
4. Professional Development – The question was asked as to what kind of professional development we should hold for these teachers. The committee felt like it should be separate from summer conference. Those teaching need to be together and have the opportunity to collaborate.

#### **11. FY18 Perkins Budget Updates – Wendi Morton**

The new estimated amount for FY18 Perkins was shared. This is still not a real award amount. It is just an updated estimate. Budgets will have to be updated and there is a possibility that you will have to update them again. Wendi has updated the documents in the Directors OneDrive. Wendi will send an email on budget changes and how to submit files. In many cases Wendi has added your BA's to the OneDrive. Wendi wanted directors to know that student fees can be counted toward MOE if they are entered in the correct way. The reason these documents are on the OneDrive and not the web is because they are not ADA compliant.

Wendi promised that after this year there will be no paper in membership audits. They can be stored electronically. School finance said there would not be a finding if there were not

signatures. Signatures are still in board rule, but we are working on having this deleted. We still need to use MoveIT because the information contains student data. You can save the rolls to a PDF. Make sure your IT departments are saving these files from year to year as they do roll overs to the new year.

Jim asked for a more organized OneDrive/SharePoint filing system. Wendi said they are working on it.

### **12. November CTE Directors Meeting Planning – Thalea Longhurst**

In the joint meeting we will have our two regional reports from Mountainland and Central. Thalea asked for input for the secondary schedule. Comments included:

1. How to input industry exams
2. OneDrive Training – Finance Training
3. Director Panels
4. CTE 101 – hold on a regular basis
5. Acronym file
6. CSV file training
7. Have a technology moment at each meeting (Camtasia, Fillable PDFs, etc)
8. Precision Exam Reports
9. Program Approval Process – Share good practices from these visits.

### **13. Other:**

1. Kim asked that school counseling would like copies of At-a-Glance as soon as it is completed to send out to the schools counselors to promote CTE.
2. James Taylor shared that Wasatch South will be holding their Pathways to Professions exhibit at the Southtowne Expo again. He invited all to participate and bring students. The hours are shorter than last year, 8:00am – 6:00pm.

**The Next Meeting is scheduled for Wednesday, January 10, 2018 at Nebo School District, 350 South Main, Spanish Fork, UT, in the CTE classroom, starting at 10:00 am. Lunch will be provided by Nebo School District.**