

**MEETING MINUTES**  
**Virginia Career and Technical Education Advisory Committee**  
CTE Resource Center  
2002 Bremono Road, Lower Level  
Henrico, VA 23226  
9 a.m. to 3 p.m.  
April 16, 2015

**Attendees**

Anne Rowe, George Willcox, Annie Rorem, Lynn May, Paul Willard, Frederick Norman, Allan Melton, Dr. Brenda Long, Morris Dews, Ronnie Gill, Daniel Woodley

**Opening Remarks and Welcome—Daniel Woodley, Chair, CTE Advisory Committee**

- Daniel Woodley welcomed everyone and called the meeting to order.

**Public Comment**

- There was no public comment

**Approval of January 21, 2015, Minutes**

- A motion was made to approve the minutes, and the minutes were unanimously approved.

**Remarks on behalf of Lolita Hall, Director, Office of Career and Technical Education Services**

- George Willcox thanked Virginia ACTE and Dr. Brenda Long for nominating Virginia Sen. Tim Kaine for the national state directors' Congressional Star of Education award demonstrating leadership, vision and dedication to CTE.
- Shared that Joseph Wharff, the specialist for School Counseling Career Connections, has accepted a position in the Office of Student Services in the Virginia Department of Education and his last day with the Office of Career and Technical Education would be April 24.

**VDOE CTE Update**

**Anne Rowe, Coordinator for Curriculum and Instruction**

- Shared that she will be retiring June 30
- Provided a status update on Automotive Technology programs as of April 2015, related to HB 1493. Stated that program accreditation is through NATEF and instructor certification is through ASE.
  - 77 programs are NATEF accredited, six of which have a cooperative agreement with local NATEF-accredited community colleges for their high school students to take the Automotive Technology program on the community college campus.
  - Two programs have completed an on-site review by NATEF and are awaiting written notification of their approval status.
  - 18 programs have not shown progress in the 2014-15 school year.

- Curriculum development is conducted on a three- to five-year schedule and guided by rigor, relevance and labor market data to create up-to-date programs for students.
  - In 2014-2015, 28 business teams met, 32 teacher teams and four combination teams met to revise courses.
  - Planned for 2015-2016:
    - 25 business teams, 34 teacher teams, and six combination teams will meet. Distributed a list of courses to be reviewed for 2015-16 and asked the Advisory Committee for recommendations for business/industry participants on teams.
    - Cyber security pathway courses
    - Capstone course in Performing Arts Production, consisting of the integration of fine arts, technology education, and trade and industrial education.
    - Revival of Marine Service Technology program. Northern Neck Technical Center and Westmoreland County have picked up the course, which will be updated and promoted at summer conferences.
- College Level Examination Program (CLEP) courses that were offered and will be testing students during 2014-2015 are Financial Accounting and Introduction to Business Law. The Office of Career and Technical Education will share the results of the pilot testing. Three courses in Marketing are being revised this year for testing next year.
- Microsoft IT Academy is in its fourth year. Distributed report on student achievement. As of April 2015, 7,543 students have received certifications.
- Career and technical student organizations' conferences have started being held.
- Professional state conferences will be held during the summer.

**George Willcox, Coordinator for Planning, Administration, and Accountability,**

- Superintendent's Memo 066-15
  - High school innovation grant program of \$50,000 to create or re-create the high school—what should the high school of 2016 look like?
  - Encouraged committee members to look at the application and recommend schools. Deadline is June 1.
- 2014 General Assembly HB 887
  - Provides \$100,000 planning grant to Hanover County for a Governor's School for Career and Technical Education.
  - By August 1, 2015, Hanover will submit to the Board of Education its application to establish the Governor's School. Once approved, a bill will go to GA for consideration of the governors' school to become a line item in the general operational budget.
  - Governor's school will focus on Region 1 and Region 3. Hanover proposes to operate a regional residential summer governor's school.
- In December, letter received from the U.S. Department of Education (USDE) requiring revision of the state's Perkins plan. Sent out survey asking for input into process. Recommendations were reviewed and incorporated and the state has

submitted its ninth year state plan. Will receive feedback from USDE with any revisions they may suggest.

- U.S. Department of Education audit
  - At the end of March, the Office of Career and Technical Education Services received official report indicating that monitoring team reported four compliance findings. State has until May 22 to provide its plan for addressing the findings.
  - Review covers about 45 different areas
    - One finding was in area of fiscal program responsibility (recommendation for more direct policies around the process of reallocation of funds)
    - One finding was in the local application in describing how funds would be used (finding was immediately fixed)
    - One finding was in plans of study (postsecondary plan)
    - In the area of special education, one finding was related to levels of performance (the USDE wanted additional evidence).
  - Will submit to USDE by May 22 the timeline for correcting the items.
- Received authorization letter for Perkins for the 2015-2016 school year and has been disseminated to local divisions. Local CTE Perkins plans are due April 30.

### **Follow-up to Analyzing Virginia Labor Market Data**

Annie Rorem, Demographics Research Group, Weldon Cooper Center for Public Service, University of Virginia

- Summarized previous meeting at which she presented information on how labor market data (local and national) can be analyzed and used practically for continuous improvement of CTE programs to meet workforce needs.
- Distributed proposed guidelines that would be released through the Advisory Committee in the form of a letter to division administrators about how to best use data to align with CTE needs.
- Shared five specific guidelines and asked for discussion among committee members and explained that they were purposefully broad.
- Collected recommendations for changes to the draft proposal from the Advisory Committee.

### **Advisory Committee Member Roundtable**

- Paul Willard shared that a cyber technology program is being taught in the classroom and that it is expected to expand; that there is a need to grasp at the operational level how to address the need.
- Frederick Norman shared that an expanded CTE center is up and running.
  - Chancellor at VCCS is having town hall meetings with business/academic to assess what we need to be doing in the community college system and said that he had attended some of those sessions.
  - J. Sargent Reynolds and John Tyler community colleges hosted a session with high school counselors to address continuity of credit (dual enrollment).

- John Tyler Community College is getting ready to introduce a cyber security curriculum, and aligning CTE course with curriculum would establish a model for the state in terms of continuity.
- Soft skills remain a huge problem and marketing CTE to parents.
- Allan Melton—Apprentice School is offering two \$1,000 scholarships, one to a CTE teacher for education or for supplies for the classroom. Shared difficulties of maintaining a highly trained workforce during ebb and flow of projects at the shipyard.
- Morris Dews shared that training in the corrections industry is for re-entry into the workplace, with emphasis on apprenticeships and trades. Difficulty is in finding placement and employment for ex-felons.
- Ronnie Gill shared that in Tappahannock/Northern Neck the difficulty is in achieving critical mass to support CTE programs. Northern Neck Technical Center is seeing new life, with six divisions supporting the school, and he has been invited to attend their meetings. Excited about Marine Service Technology course.
- Daniel Woodley shared that Loudoun County advanced to the international robotics tournament. Mentioned a program in Fairfax that two underperforming school introduced STEM/STEAM subjects and raised their scores in elementary/middle by introducing concepts centered around CTE.

#### Legislative Update

Dr. Brenda Long, Virginia ACTE Liaison

- Monitored workforce development bills and other CTE-impacted legislation during the General Assembly's short session in 2015.
- Virginia ACTE did not submit or sponsor legislation but did follow and track several bills:
  - HB 2137, which provides a provisional license for teacher to get their provisional license.
  - HB 2276, which provides an exemption to standard diploma if there was not an appropriate credential available; want to revisit in 2016.
  - HB1985, the STEAM academy, was a concern because it was a residential private HS but seeking state funding
  - For 2016, Virginia ACTE will look at increased funding for CTE equipment, certifications, and STEM and Health Science academies, as well as funding for the CTE Resource Center.
- The Virginia ACTE website address will be changing and has a news and views section.
- Issues and Solutions document (legislative and public policy platform) will be updated soon; asked the Advisory Committee to review the document and offer recommendations for changes/deletions/additions.

#### Summary Remarks and Adjournment

The meeting was adjourned by Daniel Woodley. The next meeting will be held June 11, 2015, at the Richmond Airport Hotel for the presentation of the Creating Excellence Awards Luncheon.