Members Present:
Paula Berg for Ken Grosz, Minot State University - Bottineau
Sharon Etemad, President, Lake Region State College
Mike Hillman, Vice Chancellor for Academic and Student Affairs
Marsha Krotseng, Vice Chancellor for Strategic Planning/CTEC Executive Director
Wayne Kutzer, Director, Department of Career and Technical Education
Joe McCann, President, Williston State College
John Richman, President, North Dakota State College of Science
Larry Skogen, President, Bismarck State College

Others Present:
Barb Bang, NDSCS; Wayne Boekes, BSC; Doug Darling, LRSC; Dawn Olson, WSC;
Bob Larson and Gina Padilla, NDUS.

Call the Meeting to Order
Marsha Krotseng called the meeting to order at 10:35am. Marsha introduced herself and gave a brief overview of her background.

Approval of Minutes
The council asked that corrections be made to the spelling of two names in the June 26, 2007 CTEC minutes: Aimee Erdman and Gloria Dohman. Sharon Etemad moved to approve the minutes as amended. Joe McCann seconded the motion. The council voted unanimously to approve the minutes as amended.

Approval of Potential New Programs
Larry Skogen asked if they can combine the Stage I program announcements for Wind Power, Fuel Cell, Ethanol and Biomass Fuel Technologies into one request for Renewable Fuel Technologies and submit a Stage II for that request. The council agreed by consensus.

New Program Approval Requests
NDSCS – Civil Engineering and Surveying online - Larry Skogen made a motion to recommend that NDSCS be approved to offer its Civil Engineering and Surveying program online. Joe McCann seconded the motion. The council recommended unanimously that NDSCS’s Civil Engineering and Surveying program be approved for online delivery.

NDSCS - Termination of John Deere Ag Parts Marketing and Management - John Richman explained that this termination is at the request of the program sponsor. Terminations are a notification only item, so approval is not needed.
WSC – Petroleum Production Certificate – Joe McCann said this program is being proposed in conjunction with workforce training to give workers the skills for rig site work. It was suggested that this program be implemented as a program that works toward an AAS degree that fulfills the requirements for the first two years of a petroleum engineering degree. Joe McCann commented that they are planning on eventually working this degree into an AAS degree.

John Richman moved to recommend the WSC Petroleum Production Certificate for approval. Larry Skogen seconded the motion. The council recommended unanimously that the WSC Petroleum Production Certificate be approved.

BSC – Instrumentation and Control Technology – BSC described this program as an expensive program that will be dependent upon external funding to cover start-up costs. Mike Hillman suggested that this program request be sent to the AAC and Cabinet and then the campus should put it on hold pending external funding prior to it being sent to the State Board of Higher Education.

Joe McCann moved to approve BSC’s instrumentation and controls technology request. Sharon Etemad seconded the motion. The council voted unanimously to recommend the program for approval.

Mike Hillman also mentioned legislative interest in a metronics program in Bismarck, but this would be an expensive program and not practical to implement.

Professional Development for Correctional Officers
The penitentiary is looking for continuing education and professional development training for correctional officers. A training room is available that could be used as an online academic support facility and a reimbursement program is available. The penitentiary is looking for generic associate degrees, not corrections specific programs. The penitentiary is considering doing an RFP for potential academic program providers.

Sharon Etemad said this request fits what is offered by LRSC. Wayne Boekes and Doug Darling agreed to meet with penitentiary officials to discuss what they are looking for and what is currently available from the campuses.

Program Enhancement Funds
Wayne Kutzer said in the past the program enhancement funds have been divided as follows:
- $30,000 per campus
- $7,000 to VCSU
- balance (approximately $21,000) to clinical practice program

Joe McCann moved to approve the distribution of the program enhancement funds to be distributed with $30,000 per campus, $7,000 to VCSU and the remaining balance going to the clinical practice program. John Richman seconded the motion. The council unanimously approved the motion.
Workforce Training/Workforce Development Process and Planning
Joe McCann said during the legislative session funds were added to HB 1019 to create and enhance the training program to address workforce needs of private companies. The bill created a workforce enhancement council with the Director of CTE, the Director of the Department of Commerce and the Director of the Workforce Development Council as members. Wayne Kutzer said the council has not met. A draft of the process for applying for funds is listed on the Workforce Development website.

The council reviewed the draft document. John Richman provided the testimony of the campuses in the previous version of the senate bill. Sharon Etemad suggested having members of the council work on specifics suggested changes to the draft and forward the changes to Wayne Kutzer. Wayne Kutzer suggested that if CTEC puts together the points that need to clarified, he is willing to discuss the suggested changes with Jim Hirsch. John Richman and Joe McCann volunteered to draft the proposed changes. They will share the proposed revisions with the council, and then give them to Wayne Kutzer to discuss the changes with Jim Hirsch. They suggested having this completed around August 3.

ND Community College Consortium Presentation
Wayne Boekes gave a brief history of the Community College Consortium (CCC) and an overview of the meetings from this past year. He distributed summary documents from the 2005-2006 and the 2006-2007 fiscal years.

BSC is planning on implementing different aspects of the ND Great Teachers Seminar. Wayne Boekes said at the CCC spring planning meeting they discussed having a statewide meeting in 2009 for all community college faculty. It was estimated that it would cost approximately $50,000. Wayne Boekes asked if it was possible to get system support for this event. Sharon Etemad said it has been hard to get state support for other similar events such as co-ops. Wayne Kutzer suggested planning the session at the same time as the CTE professional development conference. This would minimize travel expenses since several of the attendees would be the same and it would reduce the cost of keynote speakers if those sessions were shared. John Richman suggested that this be put on the August CTEC agenda. Sharon Etemad suggested that a draft budget would be useful during further discussions. Marsha Krotseng requested that Wayne Boekes bring an estimated budget to CTEC for consideration in August.

CCbenefits Update
Marsha Krotseng said HB 1018 calls for the University System to monitor and report on all campuses using CCbenefits. A report is to be provided to legislative council by July 2008.

John Richman distributed a copy of the statewide CCbenefits report that was put together by NDSCS. John Richman said NDSCS would be making an attempt to use the information available in this report. They are doing campus program reviews and the academic deans will be using the CCbenefits report in this process. NDSCS is looking for a tool to project demands new programs to implement. Sharon Etemad said it was agreed at the last meeting that CTEC use this extensively for a year and then present their findings to the cabinet. Joe McCann suggested
CTEC share the report with the other NDUS institutions, but CTEC should not be responsible for how they use the data.

Marsha Krotseng asked what the campuses felt was needed to evaluate CCbenefits.  Sharon Etemad suggested at the state level they review what the needs of the state are and how they can meet those needs.  Larry Skogen asked how the contract was let and how it is being paid for.  Marsha Krotseng said she would check on the status of how it is paid.  It was suggested that it would be helpful to have a designated person to gather information, such as an institutional research person.  Marsha Krotseng said she would contact CCbenefits to discuss why the needs for welding, nursing, petroleum and the education level are not matching the campus’s expected projections.  She will bring this back to the next meeting.

Phi Theta Kappa
Larry Skogen introduced the Phi Theta Kappa program.  He said he enjoys the student recognition and what students can do with the program.  Larry Skogen would like to have an annual recognition ceremony of the honors students.  He would also like to work with the four-year NDUS campuses to offer scholarships to the honor society members.  Larry Skogen said each school can nominate two students to the all-state team and take a contingent to the national convention.  This could be used as a recruiting tool for the four-year campuses.  Larry Skogen said Phi Theta Kappa is willing to work with the campuses to put this together.  Larry Skogen said CollegeFish.org helps students design their transfer from two-year campuses to four-year campuses as well as providing scholarship information.  Phi Theta Kappa could help move the honor students within the state to four-year institutions.

Larry Skogen said if CTEC is interested in activating a statewide effort, he would talk to Phi Theta Kappa and arrange a meeting.  Sharon Etemad said it would be good to find out the cost.  Sharon Etemad suggested this go to the Cabinet.  Larry Skogen said the four-year schools might be willing to fund the celebration program.

Larry Skogen suggested setting up a meeting with Phi Theta Kappa and the two and four-year campuses in the state as well as the sponsors for each of the campus chapters.  This could be part of a cabinet meeting.

Marketing CTE Careers to Juniors and Seniors
John Richman said he is looking at ways to get the message to students that North Dakota needs workers with career and technical education degrees.  He believes career and technical degrees need to have an improved image.

The council discussed possible ways of approaching a marketing campaign.  Some suggestions were to link it to an occupational fair, make a joint video, combine occupational fairs and career fairs, focus on student success stories, have a joint effort with the Department of Commerce, focus on parents and grandparents, and include marketing information in the NDUS vital link mailings.

Wayne Kutzer suggested that the funds in the workforce training bill may be usable for marketing.  He said there is a Department of Commerce meeting on career promotion on August
15. Wayne Kutzer said he could invite people to this meeting. Marsha Krotseng and Larry Skogen said they would be willing to meet with the Department of Commerce on this and report back to CTEC.

**Other Business**
Joe McCann distributed a flyer for the Rural Community College Alliance annual conference in New Mexico. The RCCA is now a subsidiary of American Association of Community Colleges (AACC). Sharon Etemad suggested they get back into the cycle of having board members attend community college national events to ensure the SBHE understands the community college point of view. Sharon Etemad moved that CTEC advocate presidents and one or two board members attending the Association of Community College Trustee (ACCT) conference. Larry Skogen seconded the motion. The motion passed unanimously. Marsha Krotseng will communicate this to Chancellor Goetz.

The next scheduled CTEC meeting will be held August 28 9:00-12:00 by conference call.

**Possible CTEC Planning Meeting**
Marsha Krotseng surveyed the council for their interest in a CTEC planning meeting. John Richman suggested Marsha Krotseng visit each of the campuses prior to a CTEC planning meeting. Sharon Etemad suggested waiting until after all the statewide and institutional planning meetings have concluded. She also suggested having a moderator that has been inspired by community colleges. Sharon Etemad suggested part of a planning meeting could focus on the common marketing approach.

Marsha Krotseng announced that due to several conflicts, including a joint boards meeting, the September CTEC meeting will have to be rescheduled. Marsha Krotseng said for the September CTEC meeting she would send proposed dates to the council for their approval.

The meeting was adjourned at 2:50 pm.