Minutes  
College Technical Education Council  
State Capitol, Sakakawea Room  

Thursday, November 13, 2008  
11:00 a.m. – 3:00 p.m.

Members Present:  
Larry Skogen, President, BSC  
Joe McCann, President, WSC  
John Richman, President, NDSCS  
Wayne Kutzer, Director, CTE  
Drake Carter, Provost, BSC for Larry Skogen  
Marsha Krotseng, Director, CTEC  
Mike Bower, President, LRSC  
Ken Grosz, Dean, MiSU-B

Workforce Training Directors:  
Carla Braun-Hixson, BSC  
Deanette Piesik, WSC  
Dale Knutson, NDSCS  
Edie Armey, LRSC  
Teri Gullickson, NDSCS

Others Present:  Debra Anderson, Bill Goetz, Karen Paetz-Sitting Bull, and Gina Padilla

CTEC met with the Workforce Training Directors from 10:00 – 11:00 a.m. in the Sakakawea room. Chancellor Goetz spoke to the WFT Directors about relationships and communication with businesses, students, communities, and legislators. The group discussed marketing, logos, and delivering a common message. They also discussed best methods for ensuring everyone is kept updated on Workforce Training developments and updates.

Deanette Piesik said the WFT directors would like to determine what accountability measures are used to measure their success. Dr. Skogen suggested that an update be provided at every CTEC meeting to ensure the CTEC presidents are kept aware of current WFT issues. Dr. Krotseng agreed to include updates on all future CTEC agendas. They discussed steps to ensure the viability and strength of the workforce training regions.

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The meeting was called to order by Dr. Krotseng at 11:10 a.m. CT.

Approval of October 16, 2008, CTEC minutes  
It was moved by Dr. McCann, seconded by Dr. Richman to approve the minutes of the October 16, 2008 CTEC meeting. The minutes were approved unanimously.

Introduction of College Access Challenge Grant Director  
Karen Paetz-Sitting Bull, College Access Challenge Grant Director, was introduced to the council members. Ms. Paetz-Sitting Bull distributed and summarized information gathered at a
national convention on the College Access Challenge Grant. She provided the grant goals to the council members.

**Community College Marketing Initiative Update**

Ms. Anderson reported that a marketing firm has been selected for the Community College Marketing Initiative. She said the marketing initiative is ready to implement when funding is available. Ms. Anderson said they are working on collaborating between campus recruiters and marketing directors.

**Announcement of potential new programs**

*Stage I*

BSC requested to offer an A.A.S. and certificate in technical studies

*Stage II*

NDSCS requested to offer construction technology by distance education

It was moved by Dr. Richman, seconded by Dr. Bower to recommend the programs for approval. The council approved the recommendation unanimously.

Dr. Richman asked if academic requests should continue to be reviewed by CTEC. Dr. McCann said having CTEC review the academic requests helps ensure the campuses are working in collaboration to enhance the role of the community colleges in the state and to work together to discuss how they can best serve the state. It was suggested that the academic requests do not have to be viewed by CTEC in a locked sequence and could be sent to the council by email instead of waiting to be reviewed at the CTEC meetings. Dr. Hillman said the presidents have the authority to commit resources, which the vice presidents are not able to commit. Dr. Richman asked that this be put on the next CTEC agenda to be discussed.

**Developing the North Dakota community college system**

Dr. McCann said when working on developing the ND Community College system, our system is not providing the same degree of services throughout the state, such as placement offices or resources for internships, as well as providing access to programs throughout the state.

Dr. Hillman said our system is very efficient, but it also is not providing the same degree of services as community colleges in other states. The council expressed interest in finding out what services are normally provided by community colleges compared with the services the NDUS community colleges are currently providing. Dr. Krotseng suggested ACCT, AACC or the Rural Community College Association may have information on services normally provided by community colleges. Dr. McCann agreed to explore this.

**Possible Partnerships with ND Tribal Colleges**

The council discussed possible areas for collaboration with the Tribal colleges, including sharing instruction and courses to maintain enrollment at a viable level. Dr. Hillman said North Dakota was not successful in obtaining a GEAR UP Grant, but every indication is that they will work on being able to have that grant funded in the future.
Revise Application Form to Identify Student Goals – Dr. Hillman
Dr. Hillman said the NDUS common application is being reviewed and updated. He provided an overview of what is contained in the application and how campuses gather additional information from applicants. The council discussed the current information on student goals located within the accountability measures report. It was suggested by Dr. Richman that it would be best to ask students about their educational goals several times as their college career progresses. Dr. Hillman stated that expected goals are part of the NDUS accountability report. CTEC asked for the progress on this item to be added to the next agenda.

Workforce Enhancement Grant reporting
Dr. Krotseng said the next meeting to discuss the Workforce Enhancement Grant reporting is scheduled by conference call on December 1. The campuses discussed the current grant proposals being developed. Dr. Krotseng said the grant requires that success of individuals be reported. BSC is working on writing queries to meet the reporting requirements and it was suggested that FINDET can be used as a resource for gathering that information.

Statewide Biennial Strategic Plan for Workforce Development
Dr. Krotseng said the most recent draft of the statewide strategic plan for workforce development and training provided by the Department of Commerce is included in the agenda packet. Mr. Kutzer said this will be discussed by the Workforce Development Council so comments can be taken forward to their next meeting.

Dr. Krotseng asked the council for recommendations regarding workforce training accountability reporting. She suggested looking at how other states are handling similar accountability reporting issues.

Article by Pat Stanley
Dr. Krotseng said this article by Dr. Pat Stanley, from the United States Department of Vocational and Adult Education, has interesting information on what community colleges are doing in other states.

Mr. Kutzer said the point the article makes on using data aggressively and sharing data has been discussed at a recent directors meeting. CTE would like to provide placement tests early to help students prepare for the rigor of secondary training. The council members recommended Compass and Work Keys testing to identify student readiness. Mr. Kutzer said he could set up a pilot school to see if the testing at the high school level will help students prepare for college. It was the consensus of the council to participate in a pilot and they asked that this be put on the next agenda to track the progress.

Communication during Legislative Session
The next CTEC meeting is scheduled for February 24, 2009, due to legislative commitments. Dr. Krotseng mentioned that if the council members feel it is necessary to meet before then, they can request a meeting.

ACCT meeting report
Dr. Krotseng provided an overview of the sessions she attended at the ACCT conference and the feedback she received from the SBHE members in attendance.

**Phi Theta Kappa banquet update**
The Phi Theta Kappa banquet date is scheduled for March 4 and will be held at BSC. Dr. Krotseng asked if the Phi Theta Kappa advisors are in place on the campuses and the presidents indicated that they are.

**Apprenticeship Follow-up**
Dr. Richman said Harvey Link and Drake Carter have not met on this so there is no information available at this time. Dr. Krotseng and Dr. Richman said they have been invited to attend the Employment and Training Administration (ETA) action clinics on partnering with registered apprenticeships in Dallas on January 13-15, 2009. Dr. Krotseng said the NDUS will try to have representation at this meeting. Dr. Krotseng asked the CTEC Presidents to contact her if they would be available to attend the action clinics. Dr. Richman is optimistic to have their agreement with the state apprenticeship office completed in January.

**Other business and open discussion**
Dr. Grosz has requested that a name change for MiSU-B be put on the next cabinet agenda. Dr. Grosz said this suggestion came out of the campus’ strategic planning process. They are looking for a name that stands out and reflects what MiSU-B does so people will take a second look at the campus. Dr. Grosz said the cost of the name change should be limited to the cost of changing signs.

Mr. Kutzer said CTE is asking the legislature for money to expand the number of career resource coordinators. They are also trying to get funding for career advisors, who would go through career development facilitator training, and would be located in the high schools. There would be between 50-60 career advisors throughout the state. Dr. Richman asked if they are looking at the REAs as delivery methods, and Mr. Kutzer said this is not being looked at because they are not able to hire people through the REAs.

Dr. Krotseng adjourned the meeting at 2:05 p.m. CT.