Members Present:
  Dr. Marsha Krotseng, Vice-Chancellor of Strategic Planning and CTEC Executive Director
  Mr. Wayne Kutzer, Director of Career and Technical Education
  Dr. John Richman, President, NDSCS
  Dr. Joe McCann, President, WSC
  Dr. Mike Bower, President, LRSC
  Dr. Larry Skogen, President, BSC
  Larry Brooks for Dr. Ken Grosz, Dean, MiSU-B

Also Present:
  Sheila Tibke, Secretary, NDUS
  Barry Dutton, U.S. Department of Labor
  Bob Gette, Consultant
  Dawn Olson, WSC
  Barb Bang, NDSCS
  Dale Knutson, NDSCS
  Russ Karlgaard, NDSCS
  Doug Darling, LRSC
  Teri Gullickson, NDSCS
  Carla Hixson, BSC
  Jane Schultz, BSC
  Lori Heinsohn, BSC

Dr. Krotseng called the meeting to order at 12:00 p.m.

Dr. Krotseng delivered a brief overview of the history of the College Technical Education Council for the benefit of the new members. Dr. McCann suggested circulating a document on the history of the council that had been used in the past.

Approval of May 15, 2008 CTEC Minutes
Dr. Richman moved approval of the May 15, 2008 CTEC minutes as presented. Mr. Kutzer seconded the motion. The May 15, 2008 CTEC minutes received unanimous approval.

Announcement of Potential New Programs
Dawn Olson presented WSC’s distance education update notice to offer a Mental Health Assistant program at LRSC.

WSC requested an 18 credit-hour certificate of completion for Petroleum Production Technology that would be completed in two 8-week blocks to address the demand for oil field workers in western North Dakota.

The council agreed unanimously to recommend approval of the WSC Mental Health Assistant distance education update and the Petroleum Production Technology certificate of completion. Members
expressed the need to clarify the process for approving distance education delivery of existing programs. Dr. Krotseng will ask Dr. Hillman to address this at the next meeting.

**Portraying Community College Completions and Graduation Rates Accurately**

CTEC members expressed concern with how community college completion and graduation rates are determined. This is a national issue. Students whose goal is only to gain necessary workforce skills and other situations unique to community colleges (transfer, offer of employment prior to degree completion) are not taken into consideration when calculating rates. The council suggested looking at the following possible improvements in the completion and graduation rate calculations:

- **Laddering**
  - Providing information on students leaving early to enter workforce in desired fields
- **Use of Longitudinal Data System information to follow employment of students**
- **Use of FINDET to break down cohort information for in-state students who did not graduate**
- **Comparing student goals to outcomes**
- **Suggested simplifying legislative accountability measures**

Dr. Krotseng suggested that the council review the work of Cliff Adelman, a U.S. Department of Education statistician, who is a proponent of revising community college completion rates. Dr. Krotseng volunteered to contact Cliff Adelman to see if there are any pilot programs that the CTEC colleges could participate in or gather information from regarding community college completion rates.

**Marketing Initiative Update**

Dr. Krotseng said Debra Anderson is meeting with the PAC members to draft an RFP for the marketing initiative. The council suggested discussing the possibility of coordination with the workforce training quadrant marketing initiative. In response to the suggestion, Lori Heinsohn said the workforce training quadrants would be meeting this week with Flint Communications to finalize and present their strategic plan, advertising, and branding. Dr. Richman made a motion, Dr. Skogen seconded, to have Debra Anderson review the RFP created by the workforce training quadrants to see if there is coordination that can be done during the overall process. The motion passed unanimously. Dr. Krotseng said she would have Debra Anderson contact Deanette Piesik from WSC to discuss the possible coordination.

**Workforce Enhancement Grant Update**

The council discussed the current status of the campuses’ Workforce Enhancement Grant applications. The campuses commented that the difficulty with the Workforce Enhancement Grant is obtaining matching funds. The council agreed to continue to explore ways of making this grant a more effective tool.

**Career Planning Initiative Update**

Dr. Krotseng introduced the career planning initiative as a collaborative effort of the Department of Public Instruction, Career and Technical Education, and the University System. Dr. Krotseng reviewed each agency’s role.

Wayne Kutzer said the Department of Career and Technical Education is focusing its efforts on providing grants for career resource coordinators which would add an additional 12 positions throughout the state. They would like to do this by coordinating with campuses, REAs, or career tech centers. Dr.
Richman said NDSCS would be willing to help support the REA model. Dr. Skogen recommended that the existing coordinator offices be expanded as opposed to creating new offices.

**Presentation on Apprenticeship Programs**
Barry Dutton, Director for the Office of Apprenticeship for the U.S. Department of Labor, presented an overview of the services offered by the office of apprenticeship. Mr. Dutton commented that he has been working on overcoming myths associated with apprenticeships. He would like to partner with education, workforce development, and the workforce investment boards to help spread the word about the opportunities available through apprenticeships. CTEC discussed possible system solutions to address and deliver apprenticeship training.

It was moved by Dr. Skogen, seconded by Dr. Richman, to ask the campus academic officers and workforce training directors to work cooperatively to identify options for a system approach to maximizing the benefits of apprenticeship training. These options will then be reviewed by CTEC. The motion was approved unanimously.

**Federal Technology-Based Learning Initiative Grant Opportunity**
Barry Dutton distributed copies of the grant application for the federal technology-based learning initiative grant. The deadline for the grant is August 19, 2008. Mr. Dutton commented that the grant would award $10 million dollars in aid. Dr. Krotseng asked that Barry Dutton forward the information on available grants so she could distribute the grant information to the campuses.

**Review of Community College Study Draft**
Dr. Krotseng said the community college vision statement drafted by Dr. Skogen and Dr. Richman has been incorporated into the draft report as follows: “Recognizing this important responsibility leads to the vision that, by the year 2012, CTEC will establish an integrated educational continuum through an associate’s degree which allows individuals to utilize their education, training, and work experiences.”

Dr. Richman clarified that the statement means there should be methods in place to include recognition of dual credit, workforce training, apprenticeships, online, IVN, face-to-face, and being flexible and responsive to students’ needs. Dr. Krotseng noted that an update has been made to add information regarding workforce training. Dale Knutson asked that a copy of what has been added concerning workforce training be provided to the workforce training directors.

Dr. Krotseng identified the Access, Collaboration and Enhancement Fund and the New Academic and Technical Program Start-up Fund as possible sources of funding. The council agreed that the Community College Study Draft be distributed to the Chancellor and the Cabinet. Dr. Krotseng suggested the vision statement include information on students who wish to continue after the associate degree level.

Dr. Krotseng said Chancellor Goetz is supportive of the community college study and the vision CTEC is developing and has suggested that the vision be the leading statement. Dr. Krotseng suggested making the budget part of the appendix and to make the report details flow from the vision statement. The council was in agreement to accept the suggestions for enhancing the presentation of the document. Dr. Krotseng will work with Bob Gette, and the document will be emailed to the council for review after the revisions have been made.
Other Business and Open Discussion
Dr. Krotseng shared information from the AACC Center for Workforce and Economic Development on a request for application for funding from Walmart foundation with a deadline of August 8. Dr. Krotseng said the funding focuses on rural education, and she has forwarded the application to the CTEC members.

Dr. Krotseng distributed a handout on the Workshop on the Community College Survey for Student Engagement. She said a speaker from CCSSE will be at BSC on August 7 and will provide training for each of the institutions on how the CCSSE results can be used effectively for the campuses’ strategic planning.

Department of Commerce Workforce Planning
Dr. Krotseng reported that the minutes from the joint meeting of the Interim Committees on Higher Education, Workforce, and Education were released and she has forwarded them to the council members.

Dr. Krotseng reported that the Workforce Strategic Planning Council met. She explained that this is the group responsible for developing a unified statewide strategic plan for workforce development.

The Workforce Intelligence Council is focusing on data needed for decision making. The Workforce Intelligence Council reviewed the recommendations from the strategic planning meeting on how to communicate data with stakeholders. There were discussions on skills and apprenticeships.

Dr. Krotseng said she would forward information she receives on these councils to CTEC.

Dr. Richman informed the council that seven ND Legislators attended the WICHE conference on ACT WorkKeys. WorkKeys is a job skills assessment system used for employer information or as an education assessment tool. Mr. Kutzer said the ACT WorkKeys is being considered as a way to meet requirements of federal legislation related to program assessments at the secondary level. He suggested that post-secondary education be part of this discussion.

CCRC “Tipping Point” Analysis
Dr. Krotseng said the Community College Research Center “Tipping Point” Analysis is a study conducted which showed that if high risk students could be retained for ten credit hours or more, their chances for completion and receiving higher wages increased greatly. Dr. Krotseng said the structure they provided to track students could provide some valuable analysis.

Future meetings
Dr. Krotseng said the October meeting would interfere with the ACCT meeting. Dr. Krotseng asked the council members to let her know if they plan to attend this meeting.

Dr. Krotseng said she would survey the council by email for available CTEC meeting dates through the end of 2008. The council asked that various delivery methods be explored for meetings that are not face-to-face. The council said face-to-face meetings should be held when there are critical issues to discuss.
Other Important Meetings
Higher Education Committee Meeting, July 30, Fargo
Workforce Committee Meeting, August 1, Bismarck
Governors Rural Community Summit, August 26-27
CTE Professional Development Conference, August 4-6
BSC Ribbon Cutting for National Energy Center, September 29
UND Ribbon Cutting for National Center for Hydrogen Research, September 25