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| 2020 CTE Faculty 2:2September 18, 2020Instructions & Agenda |
| Greetings! We want you to have a profitable day, and hope that we can make things as easy as possible for you. There are a few things that we need you to complete, and a few things that we will need returned to us. You may reach out at any time to [**2to2@cccs.edu**](file:///C%3A%5CUsers%5CS00002234%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C0A6RB6ZF%5C2to2%40cccs.edu)**.** |
| **AGENDA ITEM 1: CIP CHANGES** |
| * Review the 2020 CIP codes and check that our programs are still in alignment (there were a few changes from the 2010 CIP codes) and identify a master CIP code for similar programs
* Standardize common program names. Are like programs offered in the state in the same or different CIP?
* You should’ve received your CIP list from your CTE Program Director. Please contact us at **2to2@cccs.edu** if you have not received the list!
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| **AGENDA ITEM 2: DISCUSS COURSE CURRICULUM** |
| * Discuss updates and changes to your course curriculum.
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|  **AGENDA ITEM 3: DISCIPLINE CHAIR SELECTION** |
| * Select a new Discipline Chair
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| **AGENDA ITEM 4: LONG TERM GOALS TO KEEP IN MIND/ DISCUSS** |
| * Propose a standard nomenclature for awards -you will notice that some are (CERT), Certificate, etc.
* Define the parameters of awards in the discipline/program area (These would make logical sense in terms of both the names used and range of credits and be defined by the discipline.)
* Is this award embedded into another award? If so, is it substantial enough on its own that it should be placed into its own CIP category, or should it live with the other award?
* Are the award and courses differentiated enough that it should be in a different CIP?
* Are the awards under one CIP leading to similar career paths or are there significantly different paths?

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| **AGENDA ITEM 5: COURSE RENUMBERING PROJECT** |
| For both CTE and Transfer faculty: As you know, we’re getting a shiny, new database for our Common Course Numbering System. This will make course submission and navigation easier, among other improvements. As part of this, we’re renumbering our courses and changing them from three to four digits. Originally, we were going to try and accomplish this by the end of October, but now we have until the end of September to turn in final courses. With that in mind, we are asking for each discipline to consider their numbering conventions. For instance:* Do you have classes in either the 200 or 100 category that should be reversed? These would be the most important to change.
* Are your courses approximately in sequence? Do you have intro courses in one area (say, 101, 111, or 121), then intermediate courses and advanced courses (mid 100s and 200s)? Do you wish to change some of these numbers that may not be in the correct order
* Remember that certain number series can’t be used in the upper levels. We’ll have an unofficial numbering page for you that contains what’s in these numbers.
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| **INSTRUCTIONS** |
| * Record your meeting
* Open your OneNote page (instructions attached)
* Take a roster
* Delegate a Note Taker
* Take notes in your One Note page
* Save your completed CIP spreadsheet to your OneNote page
* Make sure you record the name and email of your new discipline chair (or co-chair)
* OneNote saves automatically!
* Take [Survey](https://forms.office.com/Pages/ResponsePage.aspx?id=6rEiKgp4PUqxt85fmsRTaCNIvd38oLxBhEFHEutpLMhUN0YyUFJUTVM2SVhKQ1dWSEcwOFhIN1gyVy4u)
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FOR IMMEDIATE ASSISTANCE IN YOUR VIRTUAL MEETING SPACE, EMAIL US AT:

**2TO2@CCCS.EDU**

DANEN JOBE & DR. PIRIUS CAN JOIN YOUR GROUP TO HELP ANSWER QUESTIONS!

