



GENERAL ADVISORY BOARD MINUTES

THURSDAY SEPTEMBER 17 2020 VIRTUAL VIA ZOOM

I. MEETING CALLED TO ORDER AT 5:30 P.M.

Chair Natasha Allen, Rightline Equipment

II. ATTENDEES

Business and Industry

Natasha Allen, Rightline Equipment

Kelsey Elwess, Opsahl Dawson Public Accountants

Sara Hegnes, Wee Care Day Care

Kathy Miller, Red Canoe Credit Union

Charles Zimmerman, Bob's Lil Car Hospital

K-12 Career and Technical Education (CTE)

Melissa Boudreau, Kelso School District

Kristin Niehenke, Toutle Lake School District

Bill Ofstun, Longview School District

Asha Riley, Woodland Public Schools

Cory Torppa, Kalama School District

Lower Columbia College

Tamra Gilchrist

Michaela Jackson

Ann Williamson

Lynell Amundson

Nadine Lemmons

Corry Kile

III. AGENDA ITEMS

a) Updates from LCC

LCC staff will share a brief overview of what has been happening at the college including CTC Link implementation, current enrollment status, and current progress and plans for instructional delivery fall quarter.

Tamra Gilchrist, dean of instruction, shared information about Lower Columbia College's response to COVID-19 as well as implementation of ctLink, a new management system for all aspects of the college: financials and business processes, student enrollment and financial aid, human resources. All 34 colleges in Washington are implementing this new management system.



Current enrollment is down 25%. Running several campaigns to reach out to students. Continues to be a challenge. Interesting aspect that headcount isn't down but enrollment is. What that means is students are taking fewer courses as part-time students. Much of this is due to online instruction, students caring for school age children.

A good news aspect is that many of our hands-on labs were able to run in the summer and many are also running in fall: welding, machining, nursing, medical assisting, diesel technology, automotive technology. Mitigation plans have been developed for all programs: health screening, temperature checks. Labs have been redesigned to meet social distancing guidelines. Students have been very receptive to changes and happy to be back to campus.

Natasha asked about class size limitations. Tamra confirmed that class size is limited to 10 students so running additional sections to meet needs of students and give them access to work stations due to lab capacity.

Many faculty are being challenged with need to deliver instruction online for topics like automotive technology and diesel technology, especially for those students that are hands-on learners

b) LCC's proposed new Bachelor of Applied Science (BAS) degree

LCC staff will share information about the new bachelor's degree.

Tamra introduced Michaela Jackson, faculty and project lead on development of the new Bachelor of Applied Science in Organizational Leadership and Technical Management (BAS-OLTM).

Michaela gave an overview of what a Bachelor's of Applied Science is. They are built with professional and technical degrees in mind. It eliminates of year in pre-requisites required a four year universities when students transfer into their bachelor's degree programs.

Tamra shared that Washington State has been a leader in the development of these applied degrees. The degrees close opportunity gaps for students that are place-bound due to nature of work, child care, or lack of transportation. The degrees give those individuals that have completed a two-year professional-technical degree to take their career further by obtaining a Bachelor's of Applied Science.

LCC has heard from industry partners that there are not enough individuals to fill positions that require technical skills and education. Applied bachelor's degrees also support needs of working adult.

Affordability is a key issue. All Washington colleges are offering tuition at the same rate which has been set by the State Board for Community and Technical Colleges. Additional savings come from eliminating the need for transportation to the north or south of the state in order to pursue a bachelor's degree. This degree option allows individuals to live at home.

Melissa Boudreau, Career and Technical Director with Kelso School District, asked how this aligns with high school pathways. LCC staff shared that it the BAS-OLTM will serve



multiple pathways; because this degree focuses on leadership and technical management it is designed so that any technical degree feeds into the BAS-OLTM. Michaela shared that Cowlitz and Wahkiakum counties are on an even level with state for high school graduation, above the state average for certificates and two year degrees but when you look at the data for higher level degrees residents obtaining a bachelor's degree or higher drops drastically to about only 17%. LCC heard from a focus group hosted earlier this year that the BAS-OLTM degree gives the option for local residents to pursue a leadership/management degree.

Bill Ofstun asked about what influence if any Washington State University – Vancouver (WSU-V) has had on Cowlitz and Wahkiakum county residents completing higher level degrees. LCC's data is from the most current census data that doesn't reflect how many residents might be obtaining higher level degrees from WSU-V.

Both Michaela and Tamra shared that students completing professional-technical certificates or degrees often go to work in their field and with the BAS-OLTM can return and get that higher level credential and move into a management/leadership role. Employer and student survey indicated that flexibility is key but they are interested in a blended model, not completely online but a combination of both in person and online. Courses within the degree were developed based on employer response to a survey conducted by Institutional Research early 2020 that asked what skills and abilities were essential to a program like the BAS-OLTM.

Tamra shared that LCC is in process of developing the proposal for the BAS-OLTM and will share with General Advisory Board for recommendations and/or approval. Timeline includes a presentation to the SBCTC in October. Board members will have two weeks to review the proposal. Tamra cautioned members that the proposal is in the planning stages and cautioned members to please not share out broadly.

Natasha asked about getting proposal for review. Tamra confirmed the proposal will be going out to members.

c) K-12 partner updates

Career and Technical Education directors will share information regarding the upcoming school year.

Bill Ofstun, Longview School District, shared that he is new to CTE although he has been with district for several years. Typically have over 6,000 students but are down about 300 this year – most are in the K-8 classroom. This isn't a big impact on CTE but does cause a pretty large budget shortfall. Biggest challenge for CTE is teaching hands-on skills in a remote environment, specifically skills like welding. The district is looking at bringing back students in small groups and cycling them through the labs.

Asha Riley, Woodland Public Schools, said one of the biggest challenges is that much of the program requirements haven't been moved to options for remote delivery. She did praise the work that teachers are doing during these challenging times.

Cory Torppa, Kalama High School, said CTE attendance has been really good for their programs even in an online environment.



Natasha shared that many CTE instructors in Columbia County have asked for virtual field trips so they can see what is happening in a manufacturing environment and offered to work with instructors to offer this option.

Melissa Boudreau said the virtual classroom is an awesome idea for students to see what is really happening in the manufacturing environment and gives students a real life experience virtually as well as introduces them to employers and people actually working in their field of interest.

d) Industry partner updates

Business and industry partners will share information regarding their current status and how they are working during the current environment.

Natasha shared that Rightline Equipment and many other manufacturers she works with continue to work full time with exception of a few employees who may have need to take family leave due to children being out of school. They have followed all of the recommended guidelines for the COVID-19 pandemic but continue to operate otherwise as usual.

Charlie Zimmerman shared that he now owns Bob's Lil' Car Hospital. They have been very busy, busier than in the past and as an essential business operating at full capacity. They are looking for a service writer and haven't been able to fill that position. His business is also conducting their training using an online platform and it creates many challenges.

Sara Hegnes said early learning/childcare has been very challenging. Many centers have closed or reduced hours. Her business continues to be very busy and the protocols for functioning during COVID-19 create all kinds of new challenges. It's a matter of adapting and changing in response. They currently have 20 children in a "Zoom" room but they are all from different grades even different districts and that presents its own challenge. She also shared that many of her teachers are still taking classes and enrolling in college which adds yet another layer to the need for adapting and modifying how education is delivered.

Kathy Miller at Red Canoe said they are facing the same challenges. Front staff has been working throughout the COVID-19 pandemic but most of back office staff is working from home. Many employees are taking advantage of family leave due to having school age children at home.

e) LCC updates and next steps

LCC department chairpersons and staff will share information about current status and next steps.

Nadine Lemmons, department chair for business and IT at LCC, said their enrollment has stayed pretty steady. Because distance education/online/hybrid classes have long been a part of how their department delivers education the move to fully online hasn't been as much of a challenge for them. Other departments have been on a steeper learning curve, like welding and automotive, but she has enjoyed helping other departments with moving coursework online.



Corry Kile, Automotive Technology faculty, told the group that moving to online has definitely been challenging. He taught his engine rebuild class synchronously and it went pretty well. Other courses are more challenging because learners are hands-on. He shared with the group the new equipment that has been purchased for the program and instructors are anxious to get back in the classroom and use these new tools.

IV. UPCOMING PROGRAM OR COMMUNITY EVENTS

a. Outreach activities

Industry partners shared interest in opportunity to bring back Pizza, Pop and Power Tools for eighth grade girls; Try-A-Trade for an introduction the LCC's Professional-Technical programs. Natasha shared that Rightline Equipment looks forward to participating in offerings for middle school and high school students for activities that give students the opportunity to explore careers with the trades.

b. Professional and Technical Advisory Boards for 2020-2021

Advisory Committees will be scheduled during Fall Quarter. LCC will be reaching out to faculty and advisory chairs to schedule joint meetings with the college and CTE programs in the K-12 system.

V. Meeting adjourned at 6:38 p.m.

ADDENDUM

Career and Technical Education teachers with Conditional Certificates approved by committee. See Attachment A.

BAS-OLTM proposal approved by committee.

Minutes approved by committee.

LOWER COLUMBIA COLLEGE 1600 Maple Street, Longview, WA 98632





ATTACHMENT A

Career and Technical Education (CTE) directors at each school district are required to certify that CTE instructors on Conditional Certificates have met the requirements to maintain their certification. The CTE Conditional certificate is issued for two school years or less and is initiated by each district.

The two-year conditional CTE certificate enables a school district, which cannot find a regularly certificated CTE instructor in a specific area, to hire someone who is highly qualified and experienced in that area. The certificate is subject to specific limitations and the teacher must complete a written training plan developed in coordination with the CTE administrator and the CTE advisory committee. WAC 181-77-

014<<http://apps.leg.wa.gov/wac/default.aspx?cite=181-77-014>>

During the two year validity, the applicant must complete 50 clock hours or equivalency verified by the district in order to gain a CTE Conditional reissuance/renewal.

The following list includes those CTE teachers who have met the requirements of continued Conditional Certification.

KELSO SCHOOL DISTRICT

FIRE SCIENCE	Jason Sanders
	Erik Dearth
	Arrick Crayne
	David Cooper
	Darry Arrera
	Neil Agren
	Jacob Trotter
	Kurt Stich
AMERICAN SIGN LANGUAGE	Megan Moon
WELDING	Lance Ganieany
AUTOMOTIVE	Nick Burke
HEALTH SCIENCE	Dwayne Edwards
	Jennifer Megli
	Kevin Gustafson
AGRICULTURE AND NATURAL RESOURCES	Deb Gribskov
	Andrea Phillips
BUSINESS AND MARKETING	Andrew Johnson
	Ben Rood
INDUSTRIAL TECHNOLOGY	Mike Neves

LONGVIEW SCHOOL DISTRICT

Marketing Management (V521401)	Taylor Beck
Culinary Arts (V200493)	Andrea Bergquist
STEM TECHNOLOGY (V141000)	Hanna Burleson
STEM TECHNOLOGY (V141000)	Thomas Cervantes
STEM TECHNOLOGY (V141000)	Chelsea Chandler
Agricultural Production (V0103)	Audra Degg
HORTICULTURE (V010601)	
SIGN LANGUAGE INTERPRETER (V51)	Mary DeGraaf



Stage Design Technician	Susan Donahue
Accounting & Related Programs	Valerie Dunaway
CTE TECHNOLOGY EDUCATION (V210 STEM TECHNOLOGY (V141000)	Margaret Forslund
COMPUTER TECHNOLOGY (V470110)	Lucas Gillenwater
COMPTR APP & REL PROG V521206	
CTE BUSINESS & MARKETING ED (V CTE TECHNOLOGY EDUCATION (V210 STEM TECHNOLOGY (V141000)	
STEM TECHNOLOGY (V141000)	Michelle Hendrickson
Accounting & Related Programs	Nicholas Higin
CAREER CHOICES (V600092)	
COMPTR APP & REL PROG V521206	
CTE BUSINESS & MARKETING ED (V Marketing Management (V521401)	
Worksite Learning Coord (V6000)	
COMPTR APP & REL PROG V521206	Tamra Higgins
COMPUTER TECHNOLOGY (V470110)	
PUBLISHING (V091001)	
CTE Family & Consumer Sciences	Michael Hooper
STEM TECHNOLOGY (V141000)	Tami Johnsen
STEM TECHNOLOGY (V141000)	Victoria Kelley
CTE Family & Consumer Sciences	David Moser
Manufacturing Technology	Timothy Lam
CTE Family & Consumer Sciences	Lisa Kloke
STEM TECHNOLOGY (V141000)	Roy Parsons
STEM TECHNOLOGY (V141000)	Dane Wirtz
WAHIAKUM SCHOOL DISTRICT	
STEM AND AGRICULTURE	Jeff Rooklidge
ACCOUNTING	Kaitlyn Kincaid
TOUTLE LAKE SCHOOL DISTRICT	
BUSINESS AND MARKETING	Amber Gardner
AGRICULTURAL SCIENCE	Sean Zeff

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