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**Task Force Meeting Minutes
Thursday, October 29th, 2015**

**Department of Consumer Affairs – Bureau for Automotive Repair Offices
Room 100B
10949 North Mather Blvd, Rancho Cordova, CA 95670**

Task Force Members in Attendance:

Shawn Crawford, Chair
Liz Simon
Marie Roberts De La Parra
John Carreon
Kim Thompson Rust

Committee Members Absent:

None

Bureau for Private Postsecondary Education (Bureau) and DCA Staff in Attendance:

Joanne Wenzel, Bureau Chief
Norine Marks, Legal Counsel, Department of Consumer Affairs
Mina Hamilton, Legal Counsel, Department of Consumer Affairs
Benjamin Triffo, Associate Governmental Program Analyst

Call to Order

Mr. Crawford called the meeting to order at 9:36 am on October 29, 2015 at the Department of Consumer Affairs, Bureau for Automotive Repair Offices, Room 100B 10949 North Mather Blvd, Rancho Cordova, CA 95670.

Agenda Item # 1 - Welcome and Introductions

Mr. Crawford welcomed the Task Force, and the public, followed by introductions of the Task Force.

Agenda Item #2 – Public Comment for Items not on the Agenda

There was no public comment.

Agenda Item #3 – Approval of Minutes- September 16, 2015

Mr. Carreon motioned to approve the minutes, Ms. De La Parra seconded. (Ms. De La Parra: Aye; Mr. Carreon: Aye; Ms. Thompson Rust: Aye; Mr. Crawford: Aye; Ms. Simon: Aye). The motion passed.

Agenda Item #4- The State’s Role in Promoting Growth in the High Technology Program Field – possible guest speaker Louis Stewart, Deputy Director – Innovation and Entrepreneurship, The Governor’s Office of Business and Economic Development (GO-Giz)

Mr. Crawford noted that Mr. Louis Stewart has rescinded his offer to attend the meeting, therefore recommending that the Task Force move on to the next agenda item.

Mr. Carreon requested that there be mention in the Task Force report that there have been multiple attempts at obtaining a public official to speak on the economic development topics of the report; however, due to various circumstances these results have not materialized. Mr. Carreon stated that it would have been extremely beneficial to have a representative from a government office attend and speak on these matters; and though unsuccessful, there should be note that efforts were made to obtain such a speaker.

The Task Force agreed with Mr. Carreon’s comments, and recommended that there be brief mention in the report regarding this issue.

There was no public comment.

Agenda Item #5 – Discuss Task Force Report Content, Mandated by California Education Code (CEC) section 94880.1

(a) Review Preliminary Draft of Task Force Report

The Task Force began by inviting Ben Triffo, BPPE, to speak on the updates that have been made to the Task Force’s report. Mr. Triffo began by discussing the new information regarding the White House’s TechHire Initiative. It was noted that because there was no public official that was able to speak on California’s role with “High Technology Programs,” information has been supplemented with national initiatives. Mr. Carreon noted that it may be beneficial to include some information on the “Educational Quality through Innovation Partnerships” (EQUIP) program to demonstrate the recognition of the sector. Mr. Triffo also stated that there has been a modification to one of the characteristics of a High Technology Program, stating that “exclusive of textbooks” has been removed. Mr. Triffo continued by describing the new format that has been used for this draft of the report, as well as the key areas that need additional detail; specifically in regards to “Disclosures,” “Outcomes,” and “State Steps.”

Mr. Carreon asked if there should be a portion of the report that states all of the items that were considered, but ultimately not decided upon. Ms. Wenzel stated that one option would be to attach the meeting minutes to the report to show the lengths that the Task Force went to in order to arrive at their recommendations.

While continuing with the review of the report, the Task Force again recommended that there be a section briefly discussing labor demand for graduates of High

Technology Programs. It was recommended that data be pulled from Labor Market Information Division (LMID), or from a specific report that has been published by General Assembly.

There was no public comment.

(b) Recommendations Related to Student Disclosures [CEC section 94880.1(a)(3)(A)]

While reviewing the report, the Task Force began to review the recommendations around disclosures. When looking at the recommendations regarding “Program Rigor,” Ms. Simon noted that it may be beneficial to provide sample language over specific language for the specific recommendations. Ms. Simon and Mr. Carreon volunteered to complete examples for the “Program Rigor” component of the “Student Disclosures” recommendations section of the report.

While reviewing recommendations around career services, it was recommended by the Task Force that an example be provided on what this disclosure could look like. Mr. Carreon and Ms. Simon will work on this example.

The Task Force also decided that recommendation number three shall be merged with recommendation two, due to the fact that soft skills are a key component of the career services that an institution offers.

There was no public comment.

(c) Recommendations Related to Reporting Student Outcomes [CEC section 94880.1 (a)(3)(B)]

The Task Force next reviewed the recommendations surrounding student outcome reporting, beginning with the recommendation on the wage reporting pilot program.

There was public comment from Vicky Bradshaw, with California Strategies. Ms. Bradshaw noted that there are various models that can be used to report this data, and not just the models used by the Community Colleges and the UC system. She recommends not tying the recommendation to a specific model without identifying all the models that are available. Ms. Simon agreed with the comments, noting that the Task Force can include components that they would like to see included in the methodology; however, they do not need to name all of the components. The Task Force agreed.

The Task Force also reviewed recommendation number six, as it pertains to School Performance Fact Sheets (SPFS). The Task Force decided to remove recommendation 6a, and to include an example in an appendix.

Ms. Rust referenced the early conversation around wage reporting and stated that the Task Force should consider not using median wage, as it may cause confusion. The Task Force agreed, and noted that it may be better to allow that decision to be made by whoever is designing the model.

(d) Recommendations Related to State Steps [CEC section 94880.1 (a)(3)(C)]

The Task Force proceeded to review the final component of the recommendation section of the report, “State Steps.” They began by reviewing the introduction section, making note of additional points of emphasis that they would like to see in the next draft.

The next item brought to the attention of the Task Force was a draft of the proposed Advisory Board and Evaluator Report. Ms. Rust provided an overview of both documents that she provided; she followed up by noting that both of these items takes the burden of responsibility off the Bureau, and places it upon the institution. She stated that the Advisory Board requires at least three members, and can typically consist of employers, or employed recent graduates. This Advisory Board will help in providing a validation for a program, and ensure that the material being taught is meeting the demands of employers. After reviewing the provided documents from Ms. Rust, the Task Force decided that there will be a single Advisory Board that issues an Evaluator Report to a high technology program. This report will allow the applicant to skip the Quality of Education Unit review within the traditional Bureau application process. The Advisory Board will also serve as ongoing support to high technology programs, ensuring that their programs continue to meet employer and market demand.

Finally, the Task Force reviewed recommendations around state sponsored outreach efforts. In particular the Task Force decided that strategic partnerships between institutions offering High Technology Programs and groups such as the Employment Training Panel (ETP), California Community Colleges, Eligible Training Provider List (ETPL), and various other organizations. These partnerships would allow for existing funds to be utilized in an effective manner to reach underrepresented communities, leading to increased opportunities in the high technology sector for these communities.

There was no public comment.

Agenda Item #6– Recommendations to the Advisory Committee Regarding Report

The Task Force decided that the entire Task Force will attend the next Advisory Committee meeting to speak on the report.

There was no public comment.

Agenda Item #7– Recommendations for Next Meeting’s Agenda Items, Future Meeting Dates

The next Task Force meeting will take place on December 1, 2015 where the Task Force will complete a line by line final review of the report.

There was no public comment.

Agenda Item #8 – Adjournment

The meeting adjourned at 2:27 pm.