CLT Meeting Minutes
Monday – September 8, 2014
12:30 p.m.

Present: Mike Barros, Keala Chock, Silvan Chung, Katy Ho, Ken Kato, Emily Kukulies, Femar Lee, Billie Lueder, Conred Maddox, Irene Mesina, Mike Meyer, Charles Miller, Jim Poole, Marcia Roberts-Deutsch, Guy Shibayama, Bert Shimabukuro, Jeff Stearns, Josephine Stenberg, Erica Balbag-Gerard (for Lara Sugimoto), Wayne Sunahara, Dee Uwono, Russell Uyeno

Absent: Jon Blumhardt, Jennifer Higa-King, Karadeen Kam-Kalani, Alapaki Luke, Mario Mediati,

I. Updates: None
II. Approval of August 25, 2014 minutes: Approved with no changes
III. Update From English Course Initiative: Presented by Jeff Stearns
   a. See attached power point presentation by Jeff Stearns
   b. CTE faculty appreciates efforts by English department to develop courses that are relevant to CTE courses.
   c. Many students improved their math and English scores as a result of taking the boot camps this past summer.
   d. CTE English Colloquium
      i. Offered on April 11th at Honolulu Community College. Because of the success of the Colloquium’s success, Perkins will be supporting a meeting this April.
   e. Jeff final commented that we could use more help with the CTE focused courses and support.
   f. Irene thanked Jeff for the Perkins grant funds. The library was able to subscribe to 2 databases (Gale Opposing Viewpoints in Context and Ebsco Vocational Studies Complete), 5 magazines, and purchase books for the CTE programs. A keyword search of "CTE Grant 2014" will bring up a list of the books purchased.

IV. Billie looping back from her presentation.
   a. Fact Sheets: is now available on-line with each of the icon linked to the program webpage.
   b. Asked everyone to be patient with the change in the website. We are relying on everyone identify problems and let Billie know if there are any problems and they will work to resolve issues with the website.
   c. Intranet: www.programs.honolulu.hawaii.edu/intranet

V. CLT Keep, Start, Stop
   a. Meeting Schedule: We will have CLT start on second week of the semester starting the spring semester.
   b. Format
      i. Problem solving and solutions, we need to keep our focus on providing solutions to problems.
ii. “Complaining” if we shift our focus on problem solving and solutions.

iii. Minutes, keep the rotating recorder. Minutes will be posted and members are responsible to share the minutes with their individual groups.

c. Final List of those doing presentation has been sent out by Renette. Katy will sent out a format for presentation and will be posted on the CLT website.

VI. Question:
   a. Are we allowed to post anything postings in the elevators?
      i. Short answer is no. Ken will send something out regarding posting materials in the elevators.
   b. Clarify what happening on Friday, General meeting regarding bldg. 7?
      i. Ken will send something out to clarify what the meeting is about.

Meeting adjourned at 1:30 p.m.

Submitted by Michael Barros