

Carl D. Perkins Advisory Council  
Ohio Resource Center  
Wednesday, October 1, 2008

**Purpose of meeting:** Formally establish the function of the Advisory Council and review the monitoring process.

**Welcome and Introduction**

**Anthony Landis**, Assistant Director, Ohio Board of Regents (OBR) welcomed the Advisory Council members and gave an overview of the meeting. **Landis** noted that the focus of this meeting is to update the monitoring process in connection with The Carl D. Perkins and Career Technical Education Act of 2006.

**Vision/ overview of the Perkins Advisory Council**

It was explained that the advisory group is needed to assist state staff with overall direction of Ohio's Perkins plan. They would serve in this capacity as a voice for their fellow Perkins colleagues as well as advocates for Perkins from local education perspective. The Perkins Advisory Council is under the overall direction of the Ohio Board of Regents, who will make the recommendations to the council. Some points the advisory Council would like to embark on:

- Assist in the evaluation of the monitoring process
- Ensure the vision of the Perkins Advisory Council is being addressed appropriately, and goals being achieved
- Advise state staff on matters pertaining to Perkins policies
- Serve as a voice for colleges and Perkins coordinators
- Strive to develop a working relationship with College Tech Prep (CTP)
- Raise the educational attainment for our state

The advisory team agreed to a smaller group for now however as the council group evolves additional members will be added at that time

**Ideas for the vision/mission statement**

- The mission statement should derive from the Perkins legislation, Perkins Five-Year plan, and the strategic plan and it is essential that the mission statement is concise
- For the first 6 months to a year, the Advisory Council will analyze the need for by-laws and the conditions under which the Perkins Advisory Council will operate and carry out its rules. The council will proceed informally for now.
- The council will meet face to face at various Perkins campuses during the month of November and December and will resume regular meetings March of 2009. Video and monthly conference calls will be facilitated throughout the year.

**Development of the monitoring process**

The Advisory Council agreed the monitoring process should be revised by integrating an efficient process that includes the Five-Year Local Plan, the Strategic Plan for Higher Education, and Perkins legislation.

**Tawanna Fields-Mphande**, Administrative Assistant, OBR, presented the council members with various examples of the self-assessment template. The examples will serve as guidelines only and the final decision will be made in collaboration with OBR and ODE. In addition, **Fields-Mphande** explained that the self-assessment is used as a planning tool to evaluate goals of the program and assess areas of improvement within organization. The results of the assessment will be used to review the strength and weakness of the program and provide technical assistance.

- The preferred monitoring instrument will have a simplified appearance therefore creating a simplified process. Ideas below:
  - Audit check list
  - Annual Report to replace the monitoring guide
  - Earlier time-line
  - Create two processes one for compliance and the second process will be the annual report
- Components of the monitoring process
  - Self-assessment
  - Desk Audit
  - Telephone Audit
  - On-site Review

#### **Additional Comments/Concerns**

- There is abundance of work to be accomplish with the Program of Studies (POS) requirement we need to have more discussion with all the Perkins campuses as to which direction we need to take
  - In Fy2009 all local recipients will be required to implement a minimum of one State-approved POS of their choice
  - Postsecondary recipients will be required to develop/review/revise POS in collaboration with their secondary partners following the same schedule as the secondary recipient.
- We need to make Perkins more visible by means of advertisement, College Tech Prep and special events that are funded by Perkins
- Perkins is viewed as project to leverage other programs- what can we do to spread the word about Perkins and educate the public differently?
- The advisory group we should make use of the group and educate the public about Perkins
- In order to support the Perkins vision we need more input concerning how the 3% earmarked for CTP should be implemented. How do we foster the relationship with secondary educators?

Adjournment 12:30