

**Minutes**

**CTE Work Group**

**Wednesday, April 19, 2017**

**9:00 am - 11:00 am**

HLP AE

<b>Baldwin Park</b> <input type="checkbox"/> Juan P. Ramirez <input type="checkbox"/> Linda Rodriguez	<b>Hacienda-La Puente</b> <input type="checkbox"/> Alice Johnson <input checked="" type="checkbox"/> Alice Yoshioka <input checked="" type="checkbox"/> Colleen Barela <input type="checkbox"/> Martha Ayala <input checked="" type="checkbox"/> Martin Barragan <input type="checkbox"/> Ric Manriquez <input checked="" type="checkbox"/> Sylvia Peralta	<b>Rowland</b>	<b>Partners/guests present:</b>
<b>Bassett</b> <input checked="" type="checkbox"/> Felicity Johnson <input type="checkbox"/> Virginia Espana	<b>Mt. SAC</b> <input type="checkbox"/> Angelena Pride <input type="checkbox"/> Shelly Laddusaw	<b>Tri-Community</b> Charter Oak  Covina Valley <input checked="" type="checkbox"/> Nicole Hibner	
<b>ESGVROP</b> <input checked="" type="checkbox"/> Veronica Ceballos	<b>Pomona</b> <input checked="" type="checkbox"/> Claudia Sanchez	<b>Consortium</b> <input type="checkbox"/> Lila Manyweather <input checked="" type="checkbox"/> Ryan Whetstone <input checked="" type="checkbox"/> Sage Overoye <input checked="" type="checkbox"/> Wanda Pyle	

<b>Agenda</b> <ul style="list-style-type: none"> <li>● Double Check Responsibilities</li> <li>● Review Conference Presentation</li> <li>● Review Handouts for Conference</li> <li>● Evaluation Form</li> <li>● Raffle Materials</li> <li>● Others</li> <li>● Conference – April 27</li> <li>● Next Time</li> </ul>	
<b>Minutes</b>	
1. Double Check Responsibilities	Claudia – clicker Chrome Book – Nicole There is no phone to projector connection, Nicole can screen shot on the phone and put it into the powerpoint.
2. Review Conference Presentation	Presentation will also include One Drive during the tech slam

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3. Review Handouts for Conference	Alice will send final handouts to Sage by Monday.
4. Evaluation Form	Should ask specific questions, currently too general. Won't be time for an evaluation raffle. Going to condense feedback to one page.
5. Raffle Materials	N/A
6. Others	Group did a run through of the presentation. They will have to cut out some information because it is currently too long.
7. Conference – April 27	Presenters will arrive at 7:30 AM to set up tech.
8. Next Time	Next meeting is Thursday, May 18th, 2017; 9:00 AM – 11:00 AM @HLP AE. We will debrief the conference and begin to Calendar for the next year and plan next steps.

**Next meeting:** Thursday, May 18, 2017; 9:00 AM – 11:00 AM; @ HLP AE – Willow Center