

**DRAFT NOTES OF THE  
FLORIDA CAREER AND PROFESSIONAL ACADEMIES  
JOINT IMPLEMENTATION TEAM TELECONFERENCE MEETING  
AUGUST 21, 2007**

**Call to Order**

Co-Chairpersons Lucy Hadi (Chancellor of Workforce Education-DOE) and Barbara Griffin (Deputy Director-AWI) called the teleconference call meeting to order at 2:00 p.m. EST. They welcomed the implementation team members and immediately proceeded to discuss the items included on the meeting agenda.

**Agenda Review**

Ms. Griffin reviewed the items that were outlined on the agenda and provided to the team members prior to the meeting. No additional items were added to the agenda by team members.

The agenda topics included:

- Welcome and Introductions
- Agenda Review
- Timeline for Implementation Tasks
- Update on Curriculum Review Committee Appointments
- Certification and Credentialing Sub-Team Update
- Strategic Planning and Implementation Sub-Team Update
- Data and Evaluation Sub-Team Update
- Overview of Banner Centers
- Next Steps
- Closing Comments
- Adjournment

**Update on Curriculum Review Committee Appointments**

Elsie Rogers informed the team members that the names of the following Curriculum Review Committee nominees had been submitted to Workforce Florida, Inc. (WFI) for review and approval. (Subsequently WFI approved all nominees at their August 23, 2007 Board of Director Meeting)

**Admissions Directors of Postsecondary Institutions:**

**Division of Community Colleges**

1. Chris Bishop  
Associate Dean of Enrollment Services/Admissions  
Okaloosa-Walton College  
Niceville, Florida

### **Private Colleges**

2. Maria Mead

Associate Vice Chancellor, Admission & Special Projects

Keiser University

Tallahassee, Florida

### **Universities**

3. Ms. Janice Finney

Director of Admission

Florida State University

Tallahassee, Florida

### **Certified High School Guidance Counselors**

1. Carolyn Sue Hofstrand, Guidance Counselor

T. DeWitt Taylor Middle High School

Pierson, Florida (Volusia County)

2. Shelly Hollingsworth, Guidance Counselor

Tampa Bay Technical High School

Tampa, Florida (Hillsborough County)

3. Rick Tutunick, Guidance Counselor

Rutherford High School

Panama City, Florida (Bay County)

### **Assistant Superintendents for Curriculum and Instruction:**

1. Dr. Chris Colwell- Assistant Superintendent, Volusia County Schools

2. Ms. Cathy Fleeger-Assistant Superintendent, Pinellas County Schools

3. Dr. Fran Adams-Assistant Superintendent, Indian River County Schools

### **The Deputy Commissioner of Education, K-12 Curriculum and Instructions:**

Pamela H. Smith

K-12 Deputy Chancellor

Curriculum, Instruction, Student Services, and Secondary Reform

Florida Department of Education

Tallahassee, Florida

### **Regional Workforce Representatives:**

1. Gwenda Thompson, Executive Director, Workforce Development Board of the Treasure Coast, Port St. Lucie, Florida (RWB 20)

2. Thomas "Rusty" Skinner, Executive Vice President, CLM Workforce Connection Ocala, Florida (RWB 10)

3. Kimberly Moore, Executive Director, Workforce Plus, Tallahassee, Florida (RWB 5)

## **Curriculum Review Committee Update**

Co-Chairs Pam Smith and Frank Fuller provided an update of the activities related to the Curriculum Review Committee. The Co-chairs have met to establish and plan the first committee meeting that will be held on August 28, 2007 in Gainesville, Florida.

Planned activities of the committee will include:

- Establish a timeline for the curriculum review process
- Develop a process for course review, approval and denial
- Establish an appeal process
- Approve courses that can be immediately added to the Course Code Directory
- Determine software that will be needed to coordinate programs and courses
- Discuss process for electronic review of courses

Frank Fuller announced that Nichole Monsess has been assigned to staff the Curriculum Review Committee.

## **Certification and Credentialing Sub-Team Update**

Co-Chair Barbara Griffin provided an update of the activities related to the Certification and Credentialing Sub-Team. The sub-team had convened a meeting to discuss and coordinate initial activities.

The team's early accomplishments include:

- Identified High Skills/High Wage Occupations to target for certification review
- Developed a C-I-P to S-O-C Crosswalk
- Classified targeted occupations by focus group: Banner Centers, CHOICE Institutes and SUCCEED Sites
- Researched other states, associations, employers, etc to identify available industry certifications
- Identified initial list of industry certifications for top 25 occupations included on the state's Targeted Occupation List
- Developed a flowchart to outline the certification review process
- Prepared a list of certification standards to be considered in the certification approval process
- Identified certifications that are currently being issued by local school districts

The following comments were shared by committee members:

- Lucy Hadi suggested that the Department of Education be added to AWI's surveying process in identifying the available certification programs
- Bruce Ferguson suggested that a common branding name be developed for the initiative. Lucy Hadi suggested that the common name be tied to the legislation. Ms. Hadi also suggested that Regional Workforce Boards be contacted for input on the branding name. Renee Benton agreed to obtain feedback from the RWBs.

- Lucy Hadi will also solicit feedback from Senator Gatez and other key legislators regarding the name
- Frank Fuller informed the group that industry certification is a part of a growing national effort
  - Barbara Griffin informed the group that based on comments from attendees at the National Governors Association meeting there is an enormous interest and widespread enthusiasm across the nation regarding industry certification and credentialing
  - Barbara Griffin solicited the implementation team's input on initial certifications, standards and processes documents that will be distributed to team members

### **Strategic Planning and Implementation Sub-Team Update**

Co-Chairs Renee Benton and Mary Lou Reed provided an update of the activities related to the Strategic Planning and Implementation Sub-Team. The Co-Chairs stated the sub-team will be working on the following activities:

- Develop a template for school districts, local workforce boards and economic development agencies to use in the development of local plans. The sub-team has developed a list of suggested broad areas to include in the local strategic plan.
  - The template should specify the time frame for development of the local plan.
  - The template should provide each school district with a roadmap in developing local plan.
  - The template format/content needs to be provided to local areas as soon as possible.
  - Lucy Hadi suggested that the CHOICES Replication Model should be reviewed as a basis for establishing local planning guidelines.
  - Lucy Hadi stated that the state should be open to the submission of single or consortium plans that recognize local needs and concerns.
  - Renee Benton stated the process should maintain the business prospective for regional academies. Ms. Benton also suggested that the implementation team solicit input from businesses and seeks ways to develop business partnerships.
  - Various comments were made regarding federal and state programs supporting workforce training through the career academies concept.
- Facilitate a statewide public relations event to involve the business, economic development community and the general public in the career academies initiative. The Governor's participation in the event would generate the press coverage needed to kick-off the initiative.
  - Lucy Hadi suggested that the November Enterprise Florida Board meeting may present an opportunity to hold a media event to include the Governor.
  - Workforce representatives suggested that a combined Workforce/Economic Summit may present another opportunity for public relations.
- Sponsor three to four joint (DOE, AWI & WFI) regional workshops to promote the initiative and to provide guidance for the local strategic planning process.

## **Data and Evaluation Sub-Team Update**

Co-Chairs Lavan Dukes and Tara Goodman provided an update of the activities related to the Data and Evaluation Sub-Team. The Co-Chairs informed the group that the sub-team had met in July and had discussed a number of questions and issues related to the data collect for evaluating and reporting activities related to Senate Bill 1232. Members of the Data and Evaluation Sub-Team had a subsequent meeting with staff from the Okaloosa School System to discuss data and reporting issues. The meeting resulted in the identification of 10 questions/issues that needed resolution. A joint meeting of the Data/Evaluation and Certification/Credentialing sub-teams has been scheduled for August 29, 2007 to discuss the pending questions and issues.

The co-chairs stated that a crosswalk is needed to show the relationship between occupations, courses and certifications. Lucy Hadi stated that the correlated data needed to be presented in a “monster matrix”.

Lucy Hadi also suggested that the Data and Evaluation Sub-Team develop a draft of proposed terms/definitions and all implementation team members provide suggestions to Larry McIntyre.

## **Overview of Banner Centers**

Co-Chair Hadi suggested that in order to conserve time the team delay the Banner Center presentation until the September Board Meeting when the group would be jointly meeting with the Banner Center Advisory Council. This would allow for more direct information to be provided and relative questions addressed. Tom Shiner and the implementation team members agreed with Ms. Hadi’s suggestion to delay the presentation.

## **FCPA Website Update**

Co-Chair Hadi informed the group that the Department of Education would share the preliminary FCPA website address with some committee members for input by the week ending August 25<sup>th</sup>. Once the comments are received and acted upon by DOE, the website address will be sent to all team members. Interactive features including a “Q&A” section will be later added to website.

## **Next Steps**

The following actions were discussed and agreed to by the team members:

- The next meeting of the implementation team will be on September 6, 2007 in St, Augustine, Florida. The meeting will convene in conjunction with a Florida Banner Center Advisory Council Meeting.
- Project plans need to be submitted from all sub-team and will be posted to FCPA Website.

### **Closing Comments**

The Co-chairs encouraged all members to attend the upcoming meeting in St. Augustine, Florida. For those members who will not be able to attend the on-site meeting, arrangements will be made for them to participate by conference call.

### **Adjournment**

There being no further discussion, the meeting adjourned at approximately 3:00 p.m.