CTE Project Team
Agenda/Minutes

2026-27

Meeting Values

Start & end on time & have a prepared agenda and stick to it
Icebreakers to start meeting
Be present and prepared. Cameras on when possible
Assume good, positive intentions
Focus on shared goals and be solutions-oriented
Respect each other and be open to different perspectives
Include everyone– each person has an opportunity to contribute and voice their idea
Have clear, timely, and transparent communication

Scope of CTE

- **Stage One:** Increase CTE outreach/opportunity information through the TST, CTE Coordinators, and teachers;
- **Stage Two:** Building out the onramp for students to access these pathways
- **Stage Three:** Identify if AS students ready to succeed in these pathways

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CTE Team Meeting
October 8, 2026
10:30am – 12pm

Attendees:

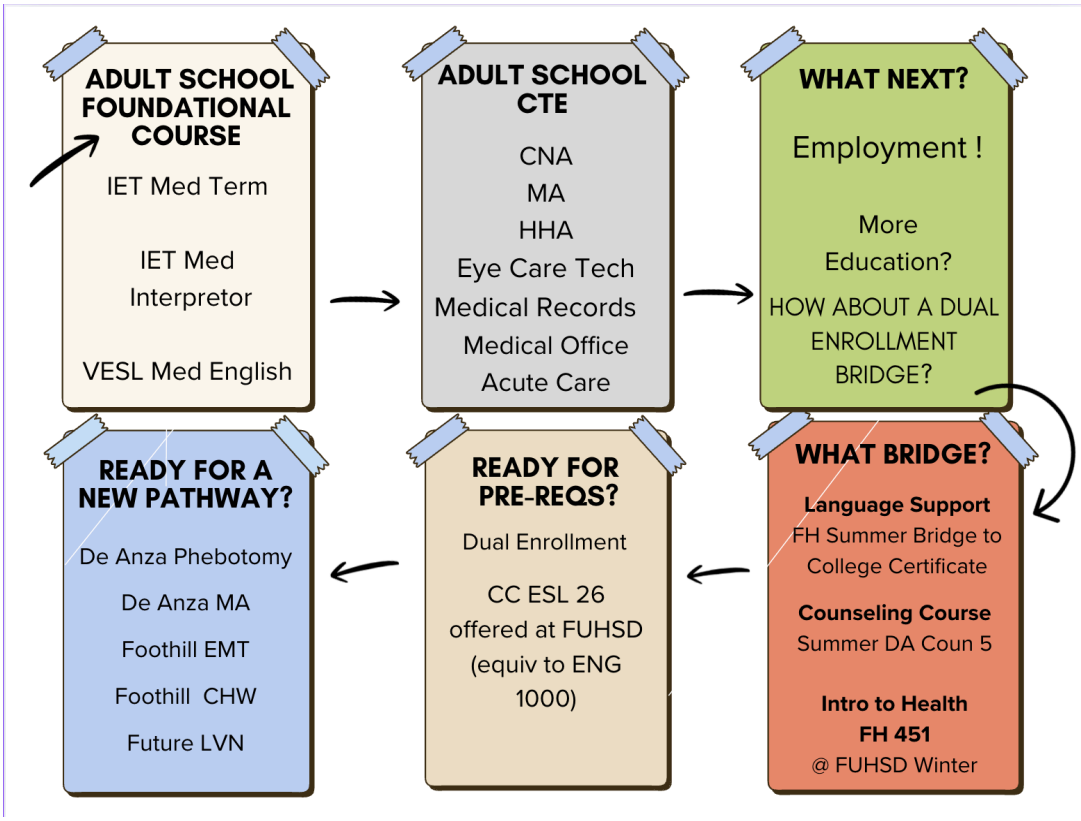
- Virtual warm-up: Schedule November meeting
- Time keeper: Tina
- Note/minute taker:
- Process observer:

Check faculty/Dean feedback on Phlebotomy & EMT Pathway docs: Phlebotomy & EMT

Next Pathway Doc: Work on Information Doc for Intro to Health at both colleges

Information dispersal to teachers and students: Newsletter, Pathway docs, Classroom Info Visits, Saved Seats

Network Meeting: Discuss scheduling of a teachers & wider CTE networking meeting



Stage One: Increase CTE outreach/opportunity information through the TST, CTE Coordinators, and teachers.

- **Check faculty/Dean feedback on Phlebotomy & EMT Pathway docs**
  - Phlebotomy Next steps:
    - Wage and Job description added
    - Nadeen feedback Nov Meeting
    - Faculty/TEacher workgroups for MA & Med term to have articulation/CLP for the phlebotomy pathway because 2 years is a long time.
      - MA + Phlebotomy is in higher demand
    - Faculty/Teacher workgroups for MA digital lit & CIS 4: Computer Literacy (4.5 units)
      - Aracely.hernandez@state.ca.gov
    - Brittany will provide info on order of the courses
      - What order do the courses have to be taken

        - Short definitions (mirror credit…)
        - Estimated cost & time
        - Course outline of record (COR) for CIS 4. Is it basic computer literacy or medical related? Britt said she believes it is basic computer literacy but will get the COR
        - Is credit for prior learning available for some of the courses needed at De Anza? A lot of the courses taken at the adult schools are similar; the less courses students need to take, the sooner they can get to a paying job
    - & EMT
        - Wage and Job description added
        - Nadeen feedback Nov Meeting
        - Innovative: 52 & 53, taught by adult school & paid by adult school,
            - Potential afternoon section 1-5pm
            - At Sunnyvale Center
            - Nadeen takes to Nancy
        - Provide definitions on some of the terms mirrored noncredit (to be more student-accessible)
        - EMR (EMS 50/EMS 400) is a prerequisite and must be taken prior to enrollment in our EMT programs (EMS 52/53 & EMS 401/402)
            - **Can this be offered at the adult schools in the future?**
            - can be waived case by case: life guard, were nurses/doctors in country of origin. The director of the program needs to approve this.
- Transcript evaluators are looking at schools' outline of records across institutions. Therefore, it would help a student get the course outline of records for their transcript to help match key terms. Most likely needs to come from the school's email.

- **Work on Information Doc for Intro to Health at both colleges**
    - Intro to health: Create an information document for teachers for HTEC50/AHS51
        - Add what pathways it leads into for both colleges
    - Foothill Bridge to College Certificate
    - Foothill Program Mapper

- **Decide best time for information dispersal to teachers and students**
    - Med term and Med english end 12/3
    - Full team in meeting
    - Winter Newsletter going out 10/19

Stage Two: Building out the on ramp for students to access these pathways.

- Possible DE class that feeds from MVLA to EMT/EMS.
- Classroom Info Visits & Saved Seats
    - Is having classroom visits contingent on **saved seats**? We are concerned about over promoting courses/pathways that are impacted.
        - Nancy to check in with Aaron for saved seats for EMS 50/400
        - Jenée reached out to TAP and CC Tap: Are there people at the State level who have systems in place that are in compliance with the CCCCO guidance on saving seats?
        - Discuss with nadeen and glen: Nancy does not think FH can save seats for the Allied Health Program, but potentially can for the Community Health Worker pathway.
    - **Classroom visits**: TST feedback:
        - information on when courses in the EMT & Phlebotomy courses are being offered. When are we starting this promotion push?
        - FUHSD is offering Offer zoom sessions (am/pm) every quarter

Stage Three: Identify if AS students ready to succeed in these pathways

- **Discuss scheduling of a teachers & wider CTE networking meeting (c**oordinators, teachers, deans)
    - **Start with faculty curriculum group :**
        - Phlebotomy and MA (CPL) & EMS 50 & 400 with CNA
        - When
        - Short Survey for teachers:
            - What would they benefit from: a topic covered in a summit (planned with a specific outcome for the instructors).
            - Should it be quarterly
            - On Zoom vs. In Person
        - LB Board to identify the team to work on to generate the survey