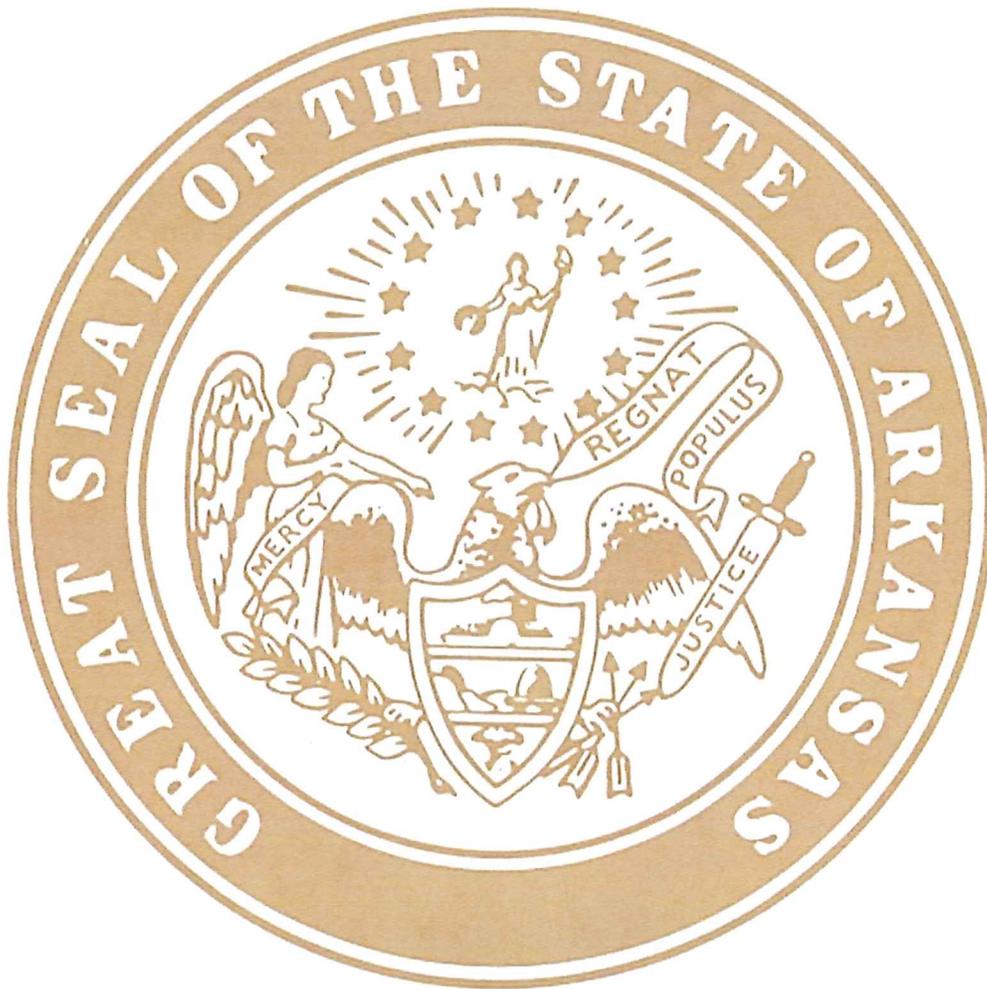




ARKANSAS DEPARTMENT  
OF CAREER EDUCATION



Mike Beebe, Governor  
William L. "Bill" Walker, Jr., Director

Agenda Manual  
December 4, 2014



William L. "Bill" Walker, Jr.  
Director



Governor Mike Beebe

## State Board of Career Education Members



Phil  
Taylor  
Chairman



John Riggs  
Vice  
Chairman



Margarita  
Solórzano



Richard  
Smith



Martha  
Dixon



Dr. Ann  
Bain

## Ex-Officio Members

Mr. William L. "Bill" Walker, Jr., Ex-Officio Secretary

Mr. Shane Broadway, Ex-Officio Member

Mr. Tony Wood, Ex-Officio Member

Metroplex Event Center

December 4, 2014

8:30 a.m.

10800 Colonel Glenn Road

Little Rock, AR 72204

## AGENDA

### State Board of Career Education (SBCE)

Metroplex Event Center  
10800 Colonel Glenn Rd  
Little Rock, Arkansas

December 3, 2014  
8:30 a.m.

- TAB A      Action Item – Approval of Minutes of October 28, 2014
- TAB B      Information Item – There were four compliance findings identified during the Office of Career, Technical, and Adult Education’s (OCTAE) monitoring visit, which was conducted in April of this year
- TAB C      Information Item – Request by ATU-Ozark Community College/ATU Career Center for a satellite location at Paris, Arkansas, to implement Health Science Technology and STEM/Mechatronics program of study
- TAB D      Information Item – Presentation by ASU Mountain Home as to need for a center located at the ASU Mountain Home Campus. On June 2, 2004, the State Board of Workforce Education and Career Opportunities approved a secondary center at Arkansas State University Mountain Home (ASUMH)
- TAB E      Information Item – Request to submit revised language and Rules and Regulations for ACT 1285
- TAB F      Information Item – Request to submit revised language and Rules and Regulations for ACT 743

Director’s Report

MINUTES - MEETING OF THE  
STATE BOARD OF CAREER EDUCATION  
October 28, 2014  
10:00 a.m.

The State Board of Career Education (SBCE) was called to order by Chairman Phil Taylor. The meeting was held at the Arkansas Career Training Institute, 105 Reserve Street, Hot Springs, Arkansas.

A record of member attendance is as follows:

PRESENT

Ex-Officio Nonvoting Members

Mr. Phil Taylor, Chairman  
Ms. Margarita Solórzano  
Dr. Ann Bain  
Ms. Martha Dixon

Mr. William L. "Bill" Walker, Jr., Ex-Officio Secretary

ABSENT

Ex-Officio Nonvoting Members

Mr. Richard Smith -  
(Dr. Appt.)  
Mr. John Riggs, Vice Chairman  
(Out of town)

Mr. Tony Wood  
Mr. Shane Broadway

A. ACTION ITEM – APPROVAL OF MINUTES OF AUGUST 7, 2014

On a motion by Dr. Bain and second by Ms. Dixon, the State Board of Career Education unanimously approved the minutes of August 7, 2014.

B. ACTION ITEM – APPROVAL OF CHANGE TO GED® RETEST POLICY

Ms. Janice Hanlon, GED® administrator, recommended that the State Board of Career Education adopt a change in the retest policy for GED® testing.

The revised policy would read as follows:

The Adult Education Division of the Arkansas Department of Career Education will set retest requirements for GED® testing based on GED® data, policy, and research analysis and shall report any changes to the board at the next scheduled board meeting.

On a motion by Dr. Bain and second by Ms. Dixon, the State Board of Career Education unanimously approved the revision to the GED® retest policy.

C. ACTION ITEM – REQUIREMENT FOR GED® RETEST POLICY

Ms. Janice Hanlon, GED® administrator, recommended that the State Board of Career Education approve the retest requirement for any section of the GED® test.

The retest requirement for any section of the GED® test would read as follows:

After passing the GED Ready™ (practice) test and taking the official GED® test, the candidate may retest two times in each of the four (4) areas without a waiting period. After the second time of retesting in any test area, a 60-day waiting period will be imposed on the candidate for any test not passed.

On motion by Dr. Bain and second by Ms. Solórzano, the State Board of Career Education

unanimously approved the retest requirement for any section of the GED® test.

D. ACTION ITEM – STATE PLUMBING APPRENTICESHIP COMMITTEE APPROVAL

Mr. Randy Prather, program manager for apprenticeship and construction education, recommended that the State Board of Career Education approve the appointment of Mr. Kevin Linton to the State Plumbing Apprenticeship Committee to fill the Congressional District 3 position vacated by Mr. Stephen Hayes, who retired.

On motion by Ms. Solórzano and second by Dr. Bain, the State Board of Career Education unanimously approved the appointment of Mr. Kevin Linton to the State Plumbing Apprenticeship Committee.

DIRECTOR'S REPORT

Director Walker informed the board members that a ribbon-cutting ceremony would be held at the Arkansas Rehabilitation Services' new facility at 900 W. 7th Street in Little Rock. The new facility houses the Little Rock field office, the Increasing Capabilities Access Network (ICAN), and the Telecommunications Access Program (TAP). Director Walker recognized Ashley Cross for her interior design work for the new facility, as well as for the Arkansas Career Training Institute's new classroom space located in the former armory acquired by the Arkansas Career Training Institute.

Director Walker recognized Lee Meadows and his staff for bringing the agency into the 21st century in technology.

Director Walker informed the board members that the agency submitted the budget request.

Director Walker announced the next board meeting will take place in conjunction with the annual joint staff training session on December 4, 2014.

ADJOURNMENT

Mr. Taylor adjourned the meeting at 11:22 a.m.

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William L. "Bill" Walker, Jr., Ex-Officio Secretary  
State Board of Career Education

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Phil Taylor, Chairman  
State Board of Career Education

STATE OF ARKANSAS



Department of  
Career Education

Mike Beebe  
*Governor*

William L. "Bill" Walker, Jr.  
*Director*

December 4, 2014

TO: State Board of Career Education

FROM: William L. "Bill" Walker, Jr., Director  
Sandra Porter, Interim Deputy Director, CTE 

SUBJECT: INFORMATION ITEM – There were four compliance findings identified during the Office of Career, Technical, and Adult Education's (OCTAE) monitoring visit, which was conducted in April of this year.

INFORMATION/RATIONALE: Finding 1) Failure to meet maintenance of effort for PY 2013-14; Finding 2) the State failed to implement local application forms that address each of the elements in section 134 of the Perkins IV; Finding 3) The State's definition of a program of study does not align with Federal definition pursuant to Perkins IV; Finding 4) The state failed to ensure that each subrecipient implemented at least one program of study pursuant to Perkins IV.

We responded to OCTAE on October 24, 2014 and received follow-up advice as to how we have responded to the compliance findings. We are responding with further clarification as to our definition of a program of study and have forwarded requested information as to how subrecipients are implementing their programs of study.

STATE OF ARKANSAS



Department of  
Career Education

Mike Beebe  
*Governor*

William L. "Bill" Walker, Jr.  
*Director*

December 4, 2014

TO: State Board of Career Education

FROM: William L. "Bill" Walker, Jr., Director  
Sandra Porter, Interim Deputy Director, CTE

SUBJECT: INFORMATION ITEM – Request by ATU-Ozark Community College/ATU Career Center for a satellite location at Paris, Arkansas, to implement Health Science Technology and STEM/Mechatronics programs of study.

INFORMATION/RATIONALE: A regional advisory board of area industries and Paris School District administration determined the need for skilled workers who can reside in the area and obtain a livable wage. With those discussions, ATU Ozark and ATU Career Center were brought on board to discuss options of locating a satellite in Paris to offer Mechatronics, which would offer a skill set for Rethink Technologies, an industry that is planning to locate in Paris, which would impact the economic development of this area. Additionally, the healthcare industry's ever-increasing demand similarly supports the need for additional skilled entry-level workers paired with student interest in the Health Science Technology program of study.

Both programs of study will earn concurrent credit through ATU Ozark with students able to complete an Associate Degree of Industrial Control Systems or one of nine Allied Health Associate Degrees and would serve Paris, Scranton, and County Line School Districts all of which are located outside of the 25 mile radius of career center's service area.

RECOMMENDATION: Without additional sustainable funding for Secondary Career Centers it would not be advisable to add additional satellite programs at this time. If the Board would consider acting on this item after the 2015 legislative session ends at which time we would know if we received additional funding, it would be the agency's recommendation that this request for a satellite location at Paris be approved.



Department of  
Career Education

Mike Beebe  
Governor

William L. "Bill" Walker, Jr.  
Director

December 4, 2014

TO: State Board of Career Education

FROM: William L. "Bill" Walker, Jr., Director  
Sandra Porter, Interim Deputy Director, CTE

Handwritten signature in black ink and initials "SP" in blue ink.

SUBJECT: INFORMATION ITEM – Presentation by ASU Mountain Home as to need for a center located at the ASU Mountain Home Campus. On June 2, 2004, the State Board of Workforce Education and Career Opportunities approved a secondary center at Arkansas State University Mountain Home (ASUMH).

INFORMATION/RATIONALE: The rationale in 2004 for the location of a secondary center at ASUMH was the support of local business, industry, legislative groups and school superintendents. The secondary center was not opened at that time; however, new administration renewed interest in offering programs in the skilled and technical area to meet the needs of the workforce. ASUMH has demonstrated their commitment to success of the center by providing a building, which will house Automotive Services, Welding, Mechatronics, and HVAC. Partnerships with area high schools and business/industry have been formed which contribute to sustainability of the center.

RECOMMENDATION: Without additional sustainable funding for Secondary Career Centers it would not be advisable to add an additional center at this time. If the Board would consider acting on this item after the 2015 legislative session ends at which time we would know if we received additional funding, it would be the agency's recommendation that this request to open a secondary center at Arkansas State University Mountain Home be approved.

STATE OF ARKANSAS



Department  
Of Career Education

Mike Beebe  
Governor

William L. "Bill" Walker, Jr.  
Director

November 19, 2014

TO: State Board of Career Education

FROM: William L. "Bill" Walker, Jr., Director  
Sandra Porter, Interim Deputy Director, CTE  
Sonja Wright-McMurray, Division Manager, Arkansas Works

SUBJECT: INFORMATION ITEM – REQUEST TO SUBMIT REVISED LANGUAGE AND  
RULES AND REGULATIONS FOR ACT 1285

**INFORMATION/RATIONALE:** It is the request of the Career and Technical Education (CTE) Division to begin the legislative process that follows the state's general procedures for adopting or changing rules with the purpose completing the approval process of the Rules and Regulations for Act 1285 that will govern how College and Career Coach programs are administered, implemented and evaluate within the state.

**RECOMMENDATION:** It is the recommendation of the agency that the Board approve Act 1285 revised language and Rules and Regulations for Career and Technical Education to begin the Legislative Rules and Regulations process.

1 State of Arkansas  
2 89th General Assembly  
3 Regular Session, 2013  
4

As Engrossed: H3/25/13  
**A Bill**

HOUSE BILL 2039

5 By: Representative Mayberry  
6

7 **For An Act To Be Entitled**

8 AN ACT TO ESTABLISH THE COLLEGE AND CAREER COACHES  
9 PROGRAM; TO ASSURE THAT ALL STUDENTS HAVE ACCESS TO A  
10 COLLEGE AND CAREER COACH FOR THE PURPOSE OF RECEIVING  
11 ASSISTANCE IN PREPARING FOR EDUCATION, TRAINING, AND  
12 CAREERS AFTER HIGH SCHOOL; AND FOR OTHER PURPOSES.  
13

14 **Subtitle**

15 TO ESTABLISH THE COLLEGE AND CAREER  
16 COACHES PROGRAM; AND TO ASSURE ACCESS TO  
17 A COLLEGE AND CAREER COACH FOR ALL  
18 STUDENTS.  
19

20  
21  
22 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:  
23

24 *SECTION 1. DO NOT CODIFY.*

25 *The General Assembly finds that:*

26 *(1) Many students leave high school:*

27 *(A) Without a plan for their education, training, or*  
28 *career after high school;*

29 *(B) Unaware or lacking understanding of the process or*  
30 *preparation required for success after high school graduation; and*

31 *(C) Failing to recognize the value of secondary education,*  
32 *leading to high dropout rates; and*

33 *(2) The state has a responsibility to assist the citizens of*  
34 *Arkansas to advance and to prosper by providing access to the College and*  
35 *Career Coaches Program that will assist students by:*

36 *(A) Intervening at the middle school and high school*



1 level;

2 (B) Assisting students with developing and maintaining  
3 dynamic career plans;

4 (C) Exposing students to various opportunities for careers  
5 and education after high school; and

6 (D) Educating students about the process for pursuing  
7 postsecondary education and financial assistance.

8  
9 SECTION 2. Arkansas Code Title 6, Chapter 1, is amended to add an  
10 additional subchapter to read as follows:

11 Subchapter 6 - College and Career Coaches Program

12 6-1-601. Findings.

13 The General Assembly finds that:

14 (1) Highly skilled and educated people who can handle demanding  
15 jobs and generate new ideas are necessary for Arkansas to prosper in a global  
16 economy; and

17 (2) With only eighteen percent (18%) of Arkansans twenty-five  
18 (25) years of age and older holding a baccalaureate degree, Arkansas is  
19 ranked forty-ninth in the nation for adults who hold a baccalaureate degree,  
20 creating a impediment to the success of the state.

21  
22 6-1-602. Creation - Program participation.

23 (a)(1) The College and Career Coaches Program is established to assist  
24 students in preparing for postsecondary education or careers.

25 (2) Coaches shall be accessible to students who attend middle  
26 schools and high schools located in Tier 3 and Tier 4 counties.

27 (b)(1) School districts located in Tier 3 and Tier 4 counties shall  
28 receive priority to participate in the College and Career Coaches Program.

29 (2) School districts located outside of Tier 3 and Tier 4  
30 counties who do not have access to a College and Career Coaches Program may  
31 apply jointly with an institution of higher education, an education service  
32 cooperative, or a non-profit organization to the Department of Career  
33 Education for participation in the College and Career Coaches Program.

34 (c) A school district participating in the College and Career Coaches  
35 Program is eligible for administrative support and supplemental grants if  
36 funding is available.

1 (d) A school district may use national school lunch state categorical  
2 funds to support the school district's participation in the College and  
3 Career Coaches Program.

4 (e) Participation in the College and Career Coaches Program is  
5 contingent on the availability of funding.

6  
7 6-1-603. Program administration.

8 (a) The Department of Career Education, in partnership with the  
9 Department of Education and the Department of Higher Education, shall develop  
10 and administer the College and Career Coaches Program.

11 (b) The Department of Career Education, the division manager for  
12 Arkansas Works, an administrative analyst and at least two (2) managers,  
13 shall manage the College and Career Coaches Program and:

14 (1) Provide guidelines and procedures for implementing the  
15 College and Career Coaches Program;

16 (2) Develop, coordinate, and offer training opportunities for  
17 college and career coaches;

18 (3) Monitor implementation of the College and Career Coaches  
19 Program by on-site technical assistance visits at least one (1) time every  
20 five (5) years;

21 (4) Develop guidelines and procedures for the application  
22 process;

23 (5) Accept or reject the annual application of a College and  
24 Career Coaches Program after:

25 (A) Reviewing and evaluating evidence of the performance  
26 and success of a College and Career Coaches Program; and

27 (B) Prioritizing approval and supplemental grant funding  
28 to College and Career Coaches Programs in Tier 3 and Tier 4 counties that are  
29 operated in partnership between a school district, an institution of higher  
30 education, an education service cooperative, or a non-profit organization;  
31 and

32 (6) Prepare annual reports that may be shared with members of  
33 the:

34 (A) Governor's Workforce Cabinet;

35 (B) General Assembly; and

36 (C) Governor's office.

1  
2 6-1-604. College and career coaches - Duties - Supervision.

3 (a) A college and career coach shall:

4 (1) Hold a baccalaureate degree; and

5 (2) Complete the required career development facilitator  
6 training within one (1) year of hiring.

7 (b) The college and career coaches shall be stationed at an  
8 institution of higher education, an education service cooperative, or a non-  
9 profit organization and shall provide services and support to students in  
10 middle schools and high schools located in Tier 3 and Tier 4 counties,  
11 including without limitation:

12 (1) Assisting the career orientation instructor with the  
13 development of college and career plans for students, beginning in grade  
14 seven (7);

15 (2) Assisting the school counselor with college and career  
16 planning resources and revising college and career plans for each student  
17 annually, beginning in grade nine (9);

18 (3) Offering high school students college and career planning  
19 services and activities that combine counseling on career options and  
20 experiential learning with academic planning to assist students with their  
21 college and career plans;

22 (4) Encouraging parental participation by scheduling annual  
23 parent sessions, beginning with students in grade seven (7), to assist  
24 parents and students in understanding the college and career planning  
25 process;

26 (5) Providing parents and high school students with information  
27 about career and technology education program opportunities available in  
28 Arkansas and the level of education and skill required to be successful in  
29 various career fields;

30 (6) Preparing high school students with information and  
31 preparation for financing a postsecondary education;

32 (7) Assisting schools in promoting quality career development  
33 for students in grades seven through twelve (7-12);

34 (8) Supporting students in middle school and high school in the  
35 exploration of career clusters and the selection of an area of academic focus  
36 with a cluster of study;

1 (9) Improving and promoting career development and college  
2 planning opportunities within school districts and communities;

3 (10) Attending continuing education programs on the certified  
4 career development facilitator curriculum sponsored by the state;

5 (11) Coordinating with school counselors and school  
6 administrators on career day events, career classes, career programming,  
7 college planning, and financial aid activities;

8 (12) Coordinating community resources and citizens representing  
9 diverse occupations to provide career development activities for parents and  
10 students; and

11 (13) Assisting with online-based career guidance and college  
12 planning systems.

13 (c)(1) An institution of higher education, an education service  
14 cooperative, or a non-profit organization participating in the College and  
15 Career Coaches Program shall assign an on-site supervisor who shall:

16 (A) Supervise the College and Career Coaches Program  
17 locally; and

18 (B) Be a liaison between the institution of higher  
19 education, education service cooperative, or non-profit organization and the  
20 Department of Career Education.

21 (2) The Department of Career Education, through the division  
22 manager for Arkansas Works, and the on-site supervisor shall evaluate the  
23 performance of each college and career coach.

24  
25 6-1-605. Program effectiveness and measurement.

26 (a)(1) The effectiveness of the College and Career Coaches Program  
27 shall be evaluated based on measurable benefits to students, including  
28 increases in:

29 (A) High school graduation rates;

30 (B) Completion of the Smart Core curriculum;

31 (C) College attendance rates;

32 (D) Remediation rates; and

33 (E) Applications for financial aid.

34 (2)(A) The Department of Education and the Department of Higher  
35 Education shall collect and report performance data to determine the  
36 effectiveness of the program.



STATE OF ARKANSAS



Department  
Of Career Education

Mike Beebe  
Governor

William L. "Bill" Walker, Jr.  
Director

November 19, 2014

TO: State Board of Career Education

FROM: William L. "Bill" Walker, Jr., Director  
Sandra Porter, Interim Deputy Director, CTE  
Sonja Wright-McMurray, Division Manager, Arkansas Works

SUBJECT: INFORMATION ITEM – REQUEST TO SUBMIT REVISED LANGUAGE AND  
RULES AND REGULATIONS FOR ACT 743

**INFORMATION/RATIONALE:** It is the request of the Career and Technical Education (CTE) Division to begin the legislative process that follows the state's general procedures for adopting or changing rules with the purpose completing the approval process of the Rules and Regulations for Act 743 that will govern how CTE programs of study are administered, developed, implemented and evaluate within the state.

**RECOMMENDATION:** It is the recommendation of the agency that the Board approve Act 743 Rules and Regulations for Career and Technical Education to begin the Legislative Rules and Regulations process.