

CalTPA Steering Committee
Minutes
February 2, 2011

Members Present: Kathy Athey, Billye Brown, Michael Cosenza, Ilene Foster, Stacy Schmidt, Mick Verdi, Katie Pedley and Keith Walters (phone)

Staff Present: Wayne Bacer, Terry Janicki, Phi Phi Lau, Michael Taylor

Minutes approval for November 3, 2010 meeting

Edits will be made to the "Teacher candidates" paragraph. Billye approved the minutes; Ilene seconded.

Discussion regarding CalTPA Steering members' terms

Mick Verdi is the liaison for the TPA UAC and CalTPA Steering Committee. Issues that the group may have will be presented to the TPA UAC meeting. Membership terms for committee members were discussed, but there were no decisions on establishing formal membership term expiration dates.

TPA data collection update

The TPA data collection process will be modified with revised templates starting with the 2009-2010 year. The 2009-2010 collection will be delayed because Title II information will be gathered and used to repopulate information on the templates. The templates will contain general information. Specific TPA questions will be asked in the biennial report (BR).

Letter to superintendent

The superintendent letter needs to address program's decision about sending CTE videos to the CTC. There were concerns of submitting candidate videos to the state. Memorandum of Understanding (MOU) contracts were discussed as a possibility to be implemented within the CalTPA community.

- **ACTION ITEM:** CTC staff will draft the superintendent letter. Prior to distributing the letter to the field, it will be reviewed by both the TPA Users Advisory Committee and the CalTPA Steering Committee.

CalTPA CTE task videos

The committee agreed that future CTE videos for benchmarks and ISCs will be converted to mp4 files. All videos will be posted and will be available electronically through the secured Sparrow site.

Discussion of the CalTPA Coordinators' Meeting

The committee agreed that the CalTPA Coordinators' Meeting will be held on April 11th. CTC staff will send out detailed information to the field about the CalTPA Coordinators' Meeting.

- **ACTION ITEM:** An evaluation form will be created by CTC staff for attendees to complete after the meeting.

The committee decided to eliminate the CalTPA Myth Buster discussion that is scheduled for 2:15 – 3:00. The 2:15 – 3:00 session will address FAQs. The afternoon break has also been eliminated. In its place will be the "Data Collection" session. Michael Taylor will be facilitating the session.

Next meeting date

After the Coordinators' Meeting, the committee members will have a post-CalTPA Steering Committee meeting to debrief the day.

DRAFT