

ACTE Administration Division Policy Committee Meeting
November 5, 2024
Zoom
MEETING MINUTES

Meeting Start: 4:03 p.m.

Attendees: Sandra Adams, Dana Lampe, Toinette Outland, Brent Casey, Martin Hanley, Stephen Weltsch, Jayme Fitzpatrick, Michael Connet, Scott Rogers, Alan Kirby

Agenda

1. Welcome & Introductions, Dr. Sandra Adams, VP

2. Updates from VP

- **Martin Haney** provided updates from the Policy Committee.
 - **Bylaw Recommendations:** Expected to be finalized by June 2025.
 - **Membership Growth:** Noted a significant increase in Administration Division membership from previous fiscal year

3. Budget Overview

- Support for two Fellows and a \$500 contribution to the hospitality room are included in the budget.

4. 2024 NCLA - ACTE Best Practices & Innovations Conference Recap

- The conference took place October 9-11, 2024 in Portland, OR.
- Policy team participation was strong, with attendance from several divisions.

5. Points to Consider for St. Louis 2025 Conference

- Topics of interest and strategies for more collaborative sessions were discussed.
- Recommendations included:
 - Sessions targeting CTE administrators with roundtable discussions.
 - Earlier opening for 2025 call for proposals.
 - Formation of a three-member review committee to handle session proposals in mid-February.
- **Volunteers for Session Proposal Reviews:** Jayme Fitzpatrick, Scott Rogers, and Stephen Weltsch.

6. 2024 Fellowship Update

- **Toinette Outland** shared insights from her experience as a 2024 ACTE Administration Division Fellow:
 - Program of Work for Fellows includes tasks such as completing Gallup's Strength Assessment, attending the ACTE National Policy Seminar, interviews with local and state legislators, and serving on ACTE related committees.

- Toinette currently serves as the Virginia Association of Career and Technical Administrators (VACTEA) Region II Representative and the ACTE Policy Committee Secretary.
- Fellows will host a breakout session during the ACTE VISION conference on Friday, Dec 6, from 10:00-10:45 a.m. (Unleashing Leadership Potential: Insights From the ACTE Fellowship Program)
- Discussion on how to increase membership for administration division; recommendation to target aspiring administrators

7. Associate Organization Updates

- [CTEEC](#) will move to the CTE for All section.
- **NCLA:** Rachael Mann will take on the next leadership role starting January 1, 2025.

8. Administration Division Policy Manual Committee Update

- Review of last year's slides: [VISION 2023 Conference Planning](#)
- Plans for the VISION 2024 Conference, include a recommendation to arrive by Tuesday, December 3, for committee meetings.
- Administration Division Policy Meeting (Face-to-face casual meeting)
 - Wednesday, December 4, 11:00 a.m. -12:00 p.m., optional lunch
 - Committee members are asked to send an email to Dr. Sandra Adams if you will be available to attend the meeting

9. First-Time Attendee Breakfast & Orientation

- Scheduled for December 5, 2024 from 7:00-8:00 a.m., with volunteer support requested.

10. [Administration Division Opening Session](#)

- Scheduled for December 5 from 11:45 a.m.-12:45 p.m. (Room TBD)
- Keynote Speakers: Kevin Fleming and Mark C. Perna
- Notebooks will be placed on each attendee's seat
- Coffee and water will be provided
- Book give-a-aways will be distributed to encourage ShopACTE online
- Recommendation to create a spreadsheet for ACTE committee member responsibility and timeslots

11. Joint Hospitality Room with Counseling & Career Development, New Related Services, Work-Based Learning Divisions

- Scheduled for Friday, December 6 from 1:00-2:00 p.m.

12. Administration Networking Event

- A new networking session for up to 150 attendees will take place on Friday, December 6 from 3:00-3:45 p.m.

13. Artificial Intelligence (AI) for Administrators Workshops

- Workshop series on AI for CTE administrators:
 - ACTE staff has been working to help better understand how to use AI to help CTE administrators more effectively perform their duties; workshops will be tailored on how to better engage with these tools.
 - Harry Pickens, Consultant, will lead these workshops (AI for Education)
 - There will be a slight participant fee (no fee for introduction sessions)
 - There has been an update to session times:
 - Introduction Sessions
 - Option 1: January 13, 2025, 3:00-4:00 p.m. EST
 - Option 2: January 21, 2025, 3:00-4:00 p.m. EST
 - These will both be the same session
 - Sandra Adams will attend both sessions to provide intro and greetings
 - Workshops
 - Option 1: February 3, 2025, 2:00-5:00 p.m. EST (One-3 hour session)
 - Option 2: February 10, 17, & 24 at 3:00-4:00 p.m. (Three-1 hour sessions)
 - These will both be the same sessions

14. Strategic Plan Update

- Key areas: Member Value and Engagement, Advocacy and Awareness, Professional AND Leadership Development, Teacher Pipeline Shortage, Strategic Partnerships, and Inclusion, Access and Diversity

15. Election & Voting Reminder

- Members need to register by November 6 to vote in the upcoming election.

16. ACTE Administration Division Business Meeting

- Scheduled for November 19, 2024
- Members are reminded to register for meeting: [Registration link](#)

Meeting Adjourned: 5:02 p.m.

Minutes Prepared by: Toinette Outland