



Association for Career and Technical Education
1410 King Street, Alexandria, VA 22314
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WORK-BASED LEARNING

ACTE WORK-BASED LEARNING / YOUTH APPRENTICESHIP SECTION POLICY COMMITTEE MEETING

Minutes

1:00 PM-2:00 PM ET – NOVEMBER 16, 2020

“Our Section has a bright future as a Division.”

Welcome

Jan Jardine, Section Lead, called the meeting to order at 1 pm. She welcomed committee members and invited each to introduce themselves and their role on the Policy Committee.

Purpose of Policy Committee/ACTE Strategic Plan

Kelli Diemer, ACTE WBL, explained the role of policy committee as the governance of the Section or Division. The committee will work closely with Jan to guide the section to grow into a division while serving the membership.

Chair’s Vision

Jan Jardine shared her vision for the section.

Message from ACTE

Nancy Trivette, ACTE Past President, brought greetings from ACTE.

Brainstorming session: Strengths of great organizations (How are they member-focused?)

Jan facilitated a brainstorming session to come up with ideas on how to keep our focus on members.

Ideas included: constant communication, useful resources, open-minded ideas, encourage questions; getting to know each other; supportive network for problem solving; accessibility (for example: recorded professional development); feedback system that allows for inquiries platform; start with the end in mind; invites members to engage; fostering generous mentality; being inclusive; sharing best practices; “sticky environment” not a “rubber environment”; collaborative environment; absolute community who wants the best for all students; networking (for example: speed dating); develop a solid brand as ACTE WBL



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Policy Committee Member Roles

Kelli Diemer, ACTE WBL, discussed specific roles for the regional representatives, special focus groups, and section committees.

Region Representatives - The role of the Work-Based Learning Regional Representative policy committee member is to represent the region by sharing information about what is going on in the region-specific to work-based learning to the ACTE WBL Policy committee and sharing information with the region about the work of the ACTE Work-Based Learning Section. This can be accomplished in several ways: (1) Include your region WBL Policy representative on your communications to your regional committee members and invite the Work-Based Learning regional representative to send a report that will be shared during the policy meeting OR (2) invite the WBL regional representative to report during the Policy meeting. (This may depend on your Regional Policy procedures handbook).

Special Focus Groups – (Work-Based Learning Educators, State Departments, and WBL Continuum) These representatives will speak for these groups and share information about our section to those they represent.

Section Committees – (Professional Development, Advocacy, and Awards) These representatives will work with committees to develop events, resources, and opportunities for our members.

Strategic Planning Committee for FY21

Jan Jardine spoke on the need to continue strategic planning. More information to come.

Action Items

- All members are asked to go to the ACTE Work-Based Learning Section website (www.acteonline.org/work-based-learning-section) and review the States' Resources posted.
- Kelli D will send an email to all ACTE Regional Vice Presidents introducing the ACTE WBL Regional Policy members.
- Kelli D will send regional wbl member lists (no emails addresses) to regional representatives.
- The Zoom recording will be posted on the Work-Based Learning section website.

Adjournment

Jan Jardine adjourned the meeting at 2:10 ET.

Submitted by acting secretary, Kelli Diemer, ACTE WBL