MEETING MINUTES

CBEIT Monthly Meeting

Date: October 23, 2026 **|** **Time:** 10:30 am – 11:30 am **|** **Location:** CC 233 **|** **Attendees:** Karis Clarke, Nicky Damania, Shawn Newsom, Marah Meek, Anna Melby, Ruthie Welborn, Michelle Hart, Sandi Owens, David Moncayo, Ben Perlado, Tamu Smith

1. ED Application

- The CBEIT team reviewed progress on the state grant deliverables and the ED application. Prior deliverables included outreach, marketing, and student-learner profile materials. The ED application has been under development since May, with September kicking off to assign roles.
- The application was reduced from approximately 60 to 48 pages; the target length of the application is 20 pages. Additional editing and review are in progress.
- The culinary arts competency-based education (CBE) program is the proposed pilot. The group discussed the "PACE Plus" as a possible program name, noting that potential student clarity and possible confusion with the financial aid pace of progression terminology, and the need to check whether Coastline copyrighted the name.
- The proposed Institutional Food Service Management certificate was discussed as an initial launch before the full degree. Nutrition B10 and competency-based education requirements remain an obstacle to a full degree pathway. CBEIT team discussed obtaining or adapting statewide competency-based general education resources.
- A meeting with a Coastline contact was discussed to learn from their implementation and faculty model.

2. SAP Report and Financial Aid Process

- The team compared different CBE enrollment and financial aid approaches, including multiple entry points, 14-week terms, pricing, and progressive unit-equivalent enrollment. Examples were from other institutions.
- Questions remain about how competency completion maps to units, payment timing, satisfactory academic progress (SAP), incomplete grades, withdrawals, and student eligibility
- The team discussed using Banner for the initial program rather than Regent, given implementation and staffing limitations. The configuration of banner still requires evaluation.
- Student support includes orientation, auto-enrollment agreements, regular advising and check-ins, and faculty oversight. Roles discussed included a faculty program lead, advisor, and instructional faculty.
- Culinary CBE would serve primarily people already who are working in the industry, with flexible pacing and scheduled opportunities for practical assessments and lab access. Students will complete required competencies and related assignments.

3. District IT Support

- Discussed the need for a formal IT or enterprise application service request to support changes across Banner modules, including scheduling, grading, SAP/Financial Aid, and reporting.
- Prior conversations with district IT and Ellucian were noted. The team discussed routing the request through the formal project intake process so the work can be prioritized.
- Questions remain about MIS reporting, competency to unit equivalencies, tuition calculations, and the appropriate Banner configuration.
- The team located the possible enterprise application service request and discussed seeking clarification on the correct submission process.

4. General Education Support

- The team has reported difficulty securing faculty participation to develop CBE general education coursework, despite prior outreach.
- A statewide workgroup developing shareable competency-based education materials may help reduce local development work.
- Starting with the certificate that does not require general education, was discussed as a practical way to pilot the model while broader faculty support and degree requirements are developed.
- Previously discussed Fall 2027 launch was considered unlikely. Spring or Fall 2028 and related catalog timelines were discussed as possibilities.
- The team discussed the need to clarify how students with prior culinary coursework could enter and complete the CBE pathway and how equivalencies would be handled.

5. Action Items & Next Steps

1. **ED Application:** continue reducing and finalizing the application for submission **(Karis & Nicky)**
2. **Coastline:** Arrange a meeting with Erin from Coastline to discuss program implementation, naming, etc. **(Marah)**
3. **CBE Curriculum:** Clarify outstanding nutrition competency and degree/ general education development needs. **(Marah)**
4. **IT request:** Confirm the appropriate enterprise/ project request route and submit formal Banner support request. **(Karis)**
5. **Financial Aid**: Map competencies to course - unit equivalencies and review financial aid, SAP, enrollment and grading processes. **(Ruthie & David)**
6. Revisit implementation schedule and catalog after application and IT dependencies are clearer. **(Karis)**

Next Meeting

November 20, 2026 | 10:30 AM – 11:30 AM | Location: CC 233