

Perkins Committee Meeting

Nov. 4, 2025 | 9:30 am – 10:30 am | Teams or 2201 (R280)

Purpose Statement: The purpose of prioritizing Perkins projects is to ensure that educational initiatives align closely with community and program needs as identified through the Comprehensive Local Needs Assessment (CLNA). This involves evaluating the projects based on their potential impact on workforce development, student outcomes, and responsiveness to local economic demands.

Members:

Dr. Eleazar Ortega, interim chair	Quincie Jones
Heidi Frazier	Michele Osweiler
Kody Gilleo	Todd Reser
	Staci Weigum

Members in attendance: Eleazar, Kody, Quincie, Todd, Staci, Michele

Guests in attendance:

Agenda			Minutes	
Topic	Responsible	Description	Discussion	Action
Fiscal year 2026 updates	Eleazar	<p>1) Eleazar (Executive Director of Institutional Effectiveness) will be the interim chair until the Reporting & Institutional Effectiveness Coordinator is hired.</p> <p>2) Quarter 1 report was added to the committee Teams (Documents > 2025-2026 > Quarterly reports).</p> <p>3) Spending updates are available on Tableau Server (tableau.mus.edu > Info request > Perkins committee). After Quarter 1, spending was at 22%. Currently, it is at 32%.</p>	<p>The Reporting & Institutional Effectiveness Coordinator position is still open and accepting applications, hopefully the position will be filled by January and that person will be the Perkins Committee chair.</p> <p>Discussion regarding spending included whether we can estimate where spending should be. That has been difficult to figure out but is possible.</p>	
2026-27 Request form and rubric	Eleazar	<p>A draft of the request form is on Teams (Documents > 2026-27 > Request form & rubric). I'd like to add a sheet about allowable versus unallowable projects, as well as examples of measurable outcomes. Besides that, any comments on whether it needs revision?</p> <p>The rubric criteria from last year is also in Teams, does anyone have any feedback as to whether you want to make revisions?</p>	<p>Reviewed and provided suggestions for edits to both the request form and rubric in order to align with Perkins requirements. If we approve these forms soon we can begin requesting proposals starting on Nov. 14.</p>	<p>Eleazar will make the revisions and send the updated draft to the committee to approve by Monday, Nov. 10.</p>
Process for project needs	Eleazar	<p>When someone's approved project can no longer be fulfilled, what should the process be? A rubric to prioritize/rank the projects that were not accepted as well as any other late submissions?</p>	<p>Discussed that all eligible projects that do not move forward to the next fiscal year can be ranked in a queue to fill any needs during the year, in such cases where someone cannot start their project.</p>	<p>The committee will document the process in the committee handbook by the January committee meeting.</p>

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Strategic goal progress - committee handbook	Eleazar	Review the purpose and draft of a committee handbook to document processes and ensure consistency. The draft is in Teams (Documents > Committee Handbook).	The draft handbook is aimed to document committee processes so that we can be consistent and transparent. This is a very rough draft, and everyone should read through it, add language to sections, or make revisions by our next meeting in January.	Committee members to review the rough draft and make revisions by our next meeting in January.
CLNA	Eleazar	The CLNA is due May 2026. Part I of the CLNA was completed in August 2025, the rest of it will be due in May. The document is in Teams (Documents > CLNA).	Eleazar will meet with division directors this month to plan out the completion of the CLNA. All Perkins projects must align to the CLNA, which is why the chair attends advisory board meetings-- to document any workforce needs discussed into the CLNA.	
Adjourned	Eleazar		Meeting was adjourned at 10:32am.	Next meeting will be scheduled for January 2026.