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**CAREER TECHNICAL & EXTENDED EDUCATION DIVISION MEETING**

**August 16, 2013**

**2:15 – 3:30 p.m.**

**ATTENDEES:**

Sandra Andre, Kevin Barrett, Steve Bertram, Rita Campo Griggs, Sarah DeSimone, Eric Duvall, Anthony Fedon, Michael Finton, Lori Graham, Sergio Hernandez, Wayne Hooper, Andrew Kisner, Carl Lofthouse, Dennis Lutz, Jay Miller, Pete Ordille, Wilma Owens, Mollie Smith, Jack Stone, Ken Swift, Anita Talone, Cristina Tejeda, Dave Thomsen, Solange Wasef, Debi Workman, David Wright.

Wilma introduced the newly hired contract faculty and also welcomed everyone to the new school year**.**

**CENSUS CERTIFICATION ROSTERS:**

Wilma reminded everyone the importance of certifying class rosters. Certification is available beginning four days prior to census.

**CURRICULUM:**

September 27 is the recommended pre-launch deadline with December 4 the final deadline for curriculum approval in order to be included in the upcoming catalog. The Curricunet Approval Process Roles and Responsibilities and also the Proposed Changes to Curriculum Review and Approval Process were distributed. Wilma will send a Curriculum Review and Standards workbook to everyone.

There are changes that are occurring with the curriculum process. Previously when curriculum was pre-launched, it would go to Cheryl Kearse, Gloria Kerkhoff, the Dean, and then it would be placed on the agenda. Curriculum will now additionally need to go through a Division Review Committee for approval. Volunteers are needed to serve on the new Division Review Committee.

**TITLE V - COURSE REPEATABILITY:**

Title V repeatability regulations were discussed. If a student receives a passing grade, they may only take that class one time. Students are allowed to retake a course up to three times if they receive a deficient grade.

Wilma asked faculty to construct their classes and activities with three important words in mind: Access, Success, Completion. The community college mission is now three pronged: transfer, career technical education and basic skills; life-long learning is no longer included.

**PROGRAM REVIEW AND PLANNING - PROCESS AND TIMELINE:**

Per Accreditation, it was recommended that we link planning to resources. We developed a year-one/year-two program review and planning process, however, we have only done year one repeatedly. This past summer a committee implemented year two to that process, which will be going to the faculty senate for approval. There will be instruction on the use of the new form; training dates will be forthcoming. Wilma reminded everyone to be very specific in their PRP requests and also to list everything on the PRP, even if you’re requesting funds from Perkins.

**ENROLLMENT:**

Wilma reported that CTEE enrollment for Fall 2013 is good.

**ACCREDITATION – INSTITUTIONAL SELF-EVALUATION:**

We are starting the initial self-evaluation in preparation for the next accreditation site visit. Wilma is co-chairing the Standard IIA which is instructional programs. She requested that a faculty member from within the CTEE division volunteer through the faculty senate to work on that standard. Standard IIA is an evaluation of all instructional programs at the college. A guide for self-evaluation will be forwarded to everyone.

**PROGRAM WEBSITES:**

Wilma asked everyone to carefully proof their website to ensure that information is current and accurate. Funding is available for assisting with updating departmental websites.

**ADVISORY COMMITTEE MEETINGS:**

Programs should hold their advisory committee meetings during the early part of the Fall semester. This allows time to incorporate advisory committee recommendations into curriculum prior to the curriculum deadlines. Funding up to $150.00 per advisory committee meeting is available.

**STUDENT ORIENTATIONS:**

Wilma suggested that programs offer an information orientation for students at the beginning of the school year. This would be a good opportunity to assist students in putting together an education plan and to also discuss career pathways.

**TRANSFER MODEL CURRICULUM**:

CSU’s are developing transfer degrees at the State level; they are working with community college faculty to make the transfer from the community college to the four-year institution seamless.

 **COMMITTEE PARTICIPATION:**

Faculty was urged to participate on various committees to ensure that Career Technical Education is represented. Patrick O’Brien is the person to contact for committee vacancies.

**INSTITUTIONAL LEARNING OUTCOMES**:

Mollie Smith explained that Institutional Learning Outcomes are a set of values/skills that we identify through the Learning Outcomes Council at the institutional level. She suggested that everyone go to the Learning Outcomes website to research this topic. More information will be presented at the October division meeting.

**OTHER ITEMS**:

Rita Campo Griggs invited everyone to participate in the annual fashion show in two possible ways: by placing an advertisement at no cost in the evening’s program and also to showcase their program in the lobby of the Escondido Center for the Arts. A date for the fashion show has not yet been selected; she will inform everyone when more information is available.

Minutes submitted by Donna DeYarman.