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**CAREER TECHNICAL & EXTENDED EDUCATION DIVISION MEETING**

**October 14, 2013**

**3:30 – 4:30 p.m.**

**ATTENDEES:**

Sandra Andre, Steve Bertram, Sarah DeSimone, Shanon Dreyer, Anthony Fedon, Lori Graham, Sergio Hernandez, Wayne Hooper, Carl Lofthouse, Dennis Lutz, Jamie Moss, Wilma Owens, Mollie Smith, Jack Stone, Cristina Tejeda, Dave Thomsen, Debi Workman, and David Wright.

**INSTITUTIONAL LEARNING OUTCOMES:**

Wendy Nelson gave a presentation detailing Institutional Learning Outcomes and invited everyone to participate in the process.

**PROGRAM REVIEW AND PLANNING:**

The new PRP form, rubric, and timeline were distributed. Wilma explained that the previous form will continue to be used for non-instructional areas. Although the data isn’t available, everyone can start working on their program mission statement, curriculum, scheduling information, and faculty hiring. The new part is Step II. Emergency Medical Education has volunteered to be a test case. There will be detailed training sessions available and Wilma also stated that she is available to meet with groups who need assistance. Wilma explained the importance of accreditation and urged everyone to give their best effort in the completion of this process.

**CURRICULUM WORKGROUP:**

Cristina Tejeda, Eric Duvall, and Sandra Andre are the current division representatives on the Curriculum Committee. Wilma explained that the purpose of the new curriculum work groups is to proof Course Outlines of Record so they are accurate when they reach the Curriculum Committee. She explained that the Curriculum Committee now has a first read to examine the Course Outline and a second read for approval.

**STUDENT SUCCESS TASK FORCE:**

Wilma explained the SB 1456 Student Success Act of 2012. A rubric outlining the list of legislative requirements and how Palomar is complying with that legislation was distributed.

**CALENDAR COMMITTEE:**

The academic calendar for next year hasn’t been approved as yet; several recommendations will be going to the Senate and the Board.

**MINUTES FROM ADVISORIES:**

Wilma explained that advisory committee minutes will now be posted on the Division website; this is an Accreditation and State requirement. She reminded everyone to carefully proof their minutes prior to submission.

**MATERIAL FEES:**

The proper use of material fees was discussed. The amount collected in a given academic year should match the expenditures, and items purchased using these funds must be an exact match to what is listed on the material fee form.

**OTHER ITEMS:**

Rosie Antonecchia will be giving a presentation at the next division meeting regarding a career fair planned for Fall 2014.

The Career Center hosts a workshop every Tuesday to assist students with their career goals. Rosie asked that faculty inform their students that these workshops are available. Following is a link for additional information: <http://www.palomar.edu/counseling/careercenter/pdf_files/PalomarCollege-CareerPortfolioFlyer2013Perkins.pdf>

Minutes submitted by Donna DeYarman.