

CAREER TECHNICAL & EXTENDED EDUCATION DIVISION MEETING

May 3, 2010

2:00 – 3:00 p.m.

ATTENDEES:

Debbie Allen, Kevin Barrett, Steve Bertram, Rita Campo Griggs, Chris Feddersohn, Nancy Galli, Paul Kelly, Dennis Lutz, Bruce McDonough, Jamie Moss, Wilma Owens, Mollie Smith, Brett Van Wey and Debi Workman.

New Department Chairs: Chris Feddersohn of Trade & Industry and Dennis Lutz of Design & Consumer Education were introduced as new department chairs. Wilma explained that division meetings are held each month and 1 on 1 meetings with her can be held monthly or as needed.

IPC Report – Committee is presently working on faculty prioritizations. Debi stated that the committee looks closely at how well the proposal is written and how the proposal is tied with SLOs, college goals and objectives, and the strategic plan. She explained that WSCH to FTES should be about 525 but career technical tends to be closer to 400. Wilma suggested that when that occurs, it is a good idea to give an explanation as to why it is low. Examples might be because of room/equipment limitations. Program Review and Planning was discussed and Wilma suggested that everyone be as specific as possible when making requests, stating how many you need, the cost and why you need them. An important component is a department connection to industry through advisory committees. This is a federal requirement through Perkins and also a requirement for internal funding and accreditation. Wilma also stated that the PPR form is being rewritten and requested input related to changes.

Projects and Priorities for 2010-2011 - Department chairs/directors were asked to focus on accountability measures: completions, degrees/certificates awarded and employment during the upcoming academic year. Wilma pointed out that many degrees and certificates have too many units. An AA degree should be approximately 60 units. Certificates that have too many units can be the cause of low student completion rates. She requested that departments review certificates to ensure that they are in the correct range. She also asked that everyone review and remove courses in the catalog that haven't been offered in the last 4-5 years.

Learning Outcomes and Assessments – Wilma stated that everyone did a great job on writing learning outcomes, but now the assessment part needs to be completed. There will be training to assist in the collection of assessment data through a computerized system called TracDat.

Graduation – Department chairs/directors were encouraged to attend the graduation ceremony and were also asked to encourage their students to attend.

Retirements – Wilma announced that Russ Filbeck and Anita Sugar are retiring at the end of this academic year.

Chris Feddersohn announced that the Cabinet & Furniture Technology Awards Banquet is scheduled for Tuesday, May 25 from 10:00 a.m. – 1:30 p.m.

Foundation Accounts – Wilma stated that Deans are now required to sign Foundation check requests.

Mollie Smith indicated that the State Academic Senate did not pass the minimum qualifications resolution, so equivalency will remain an available option.

Minutes submitted by Donna DeYarman.