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**Occupational & Noncredit Programs
Public Works Management Advisory Meeting
Minutes**

*Tuesday, October 9, 2012
Palomar College, AA-140, 11:30 a.m.*

In Attendance:

Mark Hosford, City of Encinitas
Skip Hamman, City of Carlsbad
Chuck Crist, City of Vista
Tim Regello, City of Vista
Paul Buckley, City of San Marcos
Scott Smith, City of Oceanside
Tom Parry, Retired, County of San Diego
Mollie Smith, Palomar College

Approved minutes from November 1, 2011

Motion, Mark Hosford
2nd, Chuck Crist

The primary discussion during the 2012 advisory meeting was how to stabilize the Public Works Management program. There have been four class cancellations since Fall 2010 and three of the classes have had 16 and 17 students enrolled.

Results from the survey conducted in the summer of 2011 indicated strong support among the agencies in San Diego County. Since the last advisory in Fall 2011, the decision was made to put the entire program on-line to make it easier for students within the service area to take the classes and to reach a broader audience.

Advisory participants agreed to move forward with the program.

Action: Advisory attendees are going to send Mollie names of publications that would be potential publications for advertising the program. Mollie is going to secure advertising in publications as funding allows.

Enrollment and Scheduling

- o Bud Oliveria just informed Mollie that he will not be able to develop Plan Interpretation and Cost Estimating for the Spring 2013 semester. Tim Regello expressed interest in developing the class.

Action: Mollie will follow up with Tim.

- WWT.WTE.PWM 60 Supervision will be developed by Lorrie Teates for on-line delivery Fall 2013. The class will be offered on-line every other semester.
- PWM 56 Parks & Landscape Maintenance class is an elective. The question of whether to discontinue the course was discussed by the group. The decision was made to deactivate the course until enrollment picks up again. The reasoning was that with seven PWM courses, the PWM 56 course is offered during a semester with two other courses which subdivides the population of potential students. Students have seven other electives to choose from.

Action: PWM 56 will be deactivated effective 2013-14.

Curriculum Changes. None

Program Review – Student retention and success

- Mollie provided all attendees with a copy of the program review document. Discussion focused on the importance of student retention and success.

Student Learning Outcomes

- There was a brief discussion of SLO's. 50% of the courses have been assessed and results entered into TracDat. Mollie will work with individual faculty members on ? ✓

Meeting was adjourned at 1:30 p.m.