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**CAREER TECHNICAL & EXTENDED EDUCATION DIVISION MEETING**

**August 17, 2012**

**2:15 – 3:30 p.m.**

**ATTENDEES:**

Sandra Andre, Kevin Barrett, Steve Bertram, Rita Campo Griggs, Eric Duvall, Chris Feddersohn, Lori Graham, Sergio Hernandez, Carl Lofthouse, Dennis Lutz, Jay Miller, Pete Ordille, Wilma Owens, Morgan Peterson, Mollie Smith, Jack Stone, Ken Swift, Anita Talone, Cristina Tejeda, Solange Wasef, Debi Workman, David Wright.

Wilma welcomed everyone to the new school year**.**

The City of San Marcos has indicated that all lanes on Mission Road will be open on the first day of school.

**PROGRAM REVIEW AND PLANNING:**

The Guidelines for Completing Program Review and Planning (PRP) Documents Academic Year 2012-13, Year One were distributed. PRPs are due to the Dean’s office on Sept. 14. Wilma encouraged everyone to follow the directions carefully and be very precise and clear as to their requests; attachments should not be included.

**BUDGET:**

Wilma explained that the 2300 and 2400 accounts have been reduced by 10% and there is a chance that those accounts could have additional reductions. The 4000 and 5000 accounts were reduced by 20%. She asked that everyone be very prudent in their spending. Prior approval is still required for all purchases. There will be travel funds available from the Instruction Office and the Regional Consortium. Wilma asked that everyone be careful to not abuse the use of their Cal Cards so we can continue to have that privilege.

**SUBSTITUTES:**

The budget to pay for substitutes was exhausted at the end of the last fiscal year. Wilma stated that a large portion of the expense occurred during summer. She requested that chairs ask their faculty to reconsider accepting a summer teaching assignment if they have a pre-planned vacation scheduled that occurs during the summer semester.

**ADVISORY COMMITTEE MEETINGS:**

Wilma asked that everyone hold an advisory meeting during the upcoming academic year; meetings should include industry advisors. Wilma has set aside $150.00 for each program to cover costs.

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**STUDENT SUCCESS TASK FORCE – SENATE BILL 1456:**

The California Legislature has been looking very critically at community colleges and they have legislatively narrowed our mission to basic skills, career technical, and general education transfer. The Legislature is saying that we need to be outcome oriented. Students should come in with a plan, execute that plan and then move forward. This legislation has forced us to look at assessment, unit accumulation and education plans differently, and in the process making sure that our students are successful. Basic skills should be completed upfront. A grade of “W” counts as repetition. Wilma suggested that everyone study this new legislation because it affects curriculum, course repetition, which courses can be repeated, and unit value limits of certificate programs.

**DROP DEADLINES:**

Wilma explained the importance of adhering to drop deadlines which is especially crucial for financial aid students. An asterisk by a student’s name indicates that they are receiving some type of financial aid. If students stop coming to class and they are not dropped, they will continue to receive financial assistance. Palomar is required to pay back those funds whether or not we are successful in getting students to return the funds. Wilma explained that rosters must be certified on census day by the instructor of record of each class. A handout detailing this new procedure was emailed to everyone.

**CAREER PATHWAYS:**

The Gainful Employment Laws state that what we are teaching in Career Technical Education must lead to a career and we are required to certify to the federal government that our curriculum is fulfilling that requirement. Wilma sent the Career Pathways link and asked that everyone look through it carefully to ensure the information is accurate. <http://www.capathways.org/>

**ENROLLMENT:**

Wilma explained that our present schedule is 1 million dollars over budget. Therefore, we will need to reduce the Spring 2013 schedule by 55 weekly paid contact hours. This must be accomplished by August 30. Reduction will be taken from the part-time salary budget.

**ENROLLMENT MANAGEMENT SYSTEM:**

An enrollment management system is being implemented at Palomar. This new software will provide automated information which in the past has been calculated manually. This program puts everything in a spreadsheet and automatically calculates faculty loads, how much that costs, enrollment information using historical data over the previous 4 semesters, how much FTES a class generates and much more.

**SUPERVISION:**

Human Resource Services has indicated that per the Education Code, faculty cannot be supervisors. Wilma now must be listed as the supervisor of classified staff who work in departments with a chairperson. Wilma asked that chairs keep her updated on any issues related to the classified employees in their departments.

**WEB SITES:**

Wilma has set aside Perkins funds to assist departments with updating their websites.

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**OTHER ITEMS**:

Cabinet & Furniture Technology faculty will be on sabbatical during the spring 2013 semester while the T-Building is being remodeled. The renovated building will be ready for the Fall 2013 semester.

Wilma asked everyone to forward accomplishments which occur during the upcoming academic year to her for inclusion in the year-end report to the Governing Board. Her August 14 Board presentation will be forwarded to everyone.

Minutes submitted by Donna DeYarman.