



CAREER TECHNICAL & EXTENDED EDUCATION DIVISION MEETING

August 19, 2011

2:15 – 3:30 p.m.

ATTENDEES:

Sandra Andre, Steve Bertram, Rita Campo Griggs, Mark Coppedge, Eric Duvall, Michael Finton, Sergio Hernandez, Carl Lofthouse, Dennis Lutz, Jay Miller, Pete Ordille, Wilma Owens, Morgan Peterson, Mollie Smith, Ken Swift, Anita Talone, Cristina Tejada, Solange Wasef, Debi Workman, David Wright

Wilma welcomed everyone to a new school year. Introductions were made.

STUDENT LEARNING OUTCOMES

Student learning outcomes must be a part of the class syllabus; Wilma asked that part-time faculty be notified of this requirement. There is still some work to be completed to finish program SLOs and assessments. Mollie Smith, Mark Coppedge and Ken Imaizumi are available to assist with getting SLOs developed and into the data base. Mollie stated that we are required to be proficient by 2012; an SLO timeline will be forthcoming. Proficient means that there is at least one SLO and one assessment for every course and program. Mollie stated that if a program has an extensive number of courses, she can assist faculty with a slightly different method to complete their SLOs to make the project more manageable.

DROP DEADLINE

The importance of dropping students who do not show up to class by the drop deadline was discussed and also ensuring that every student in class is showing on the official roster.

SUBMISSION OF GRADES

We're doing well with submission of grades; our Division has not had many on the outstanding list recently.

STUDENT WORKERS and VOLUNTEERS

Student workers are required by Title 5 regulation to be enrolled in a minimum of 12 units. The number of hourly workers employed at the college is being reviewed; a portion of the budget presently used for temporary positions may be converted to permanent contract positions. It is hoped to have that completed by the Spring 2012 semester. In the meantime, paperwork should be submitted as usual for the Fall semester. Wilma pointed out that a volunteer form must be completed by anyone who is volunteering at the college.

PROGRAM REVIEW AND PLANNING

The schedule for the PRP process has not been finalized, however, Wilma will forward the draft to the division. The last PRPs were completed during the Spring 2011 semester so nothing will have to be completed this Fall. IPC will be looking at those PRPs and allocating budgets and resources; funds should be allocated to department budgets no later than December 2011. They will then start a new cycle.

Wilma asked that a concerted effort be made to help students graduate and apply for certificates. It is imperative that we can show proof that students complete their programs and also find employment after they have completed their education.

CURRICULUM

Curriculum needs to be completed by November to get in next year's catalog.

NO SMOKING POLICY

Try to convey the message as nicely as possible that Palomar is now a smoke-free campus. Additional signs have been ordered.

Minutes submitted by Donna DeYarman