

CAREER TECHNICAL & EXTENDED EDUCATION DIVISION MEETING

August 20, 2010

2:15 – 3:30 p.m.

Dean Wilma Owens welcomed everyone to the 2010-2011 academic year.

CLASS SYLLABUS:

The importance of a class syllabus was discussed. Wilma pointed out that a class syllabus should be on file in the department office for each class that is offered during a given semester. She asked that part-time faculty be reminded of this requirement.

STUDENT REGISTRATION:

The importance of verification of student registration was discussed. Wilma reminded everyone that all students in the classroom must be officially registered for that class.

SUBMISSION OF GRADES:

Wilma reminded everyone that grades should be submitted within 5 days after a class is completed.

VOLUNTEERS/STUDENT WORKERS/SHORT-TERM EMPLOYEES:

Proper paperwork must be completed to hire all student workers, short-term employees as well as volunteers. New paperwork is required with the beginning of each new fiscal year. Human Resource Services will notify the department when an employee is cleared to begin work.

BUDGETS:

Wilma stated that the budgets for fiscal year 2010-2011 may be changed to 90-95% of the allocation received in 2009-2010 rather than using 2008-2009 figures. Fiscal Services will choose whichever is greater.

INSTRUCTIONAL PLANNING COUNCIL:

Debi Workman was introduced as the CTEE representative for IPC. If anyone has any concerns which they would like brought before IPC, they should contact Debi.

ENCUENTROS:

Sandra Andre outlined the October 23 Encuentros event. She stated that presenters are needed and if anyone is available to assist on that day to contact her.

DESIGNATED SMOKING AREAS:

Chris Feddersohn stated that they have built a designated smoking area for the T Building. Wilma inquired if any other departments were in need of one. Steve Bertram indicated that Automotive Technology could use a designated area. Wilma will follow up and advise.

LECTURE/LAB CONVERSIONS:

All Lecture/Lab courses must be converted to Lecture and Laboratory courses during the fall 2010 semester.

SURVEILLANCE CAMERAS:

Wilma reported on the use of surveillance cameras on campus. She stated that the topic is still in the planning stages.

LOW ENROLLED CLASSES:

Classes with low enrollment were canceled during the week prior to the start of the fall semester. Wilma explained that cancellations were completed at that time to give students a better opportunity to locate another class before the beginning of the semester.

BUILDING UPDATE:

Wilma reported that all is going smoothly with the construction of the new IT building and she explained that there will also be a renovation of the existing T building.

Minutes submitted by Donna DeYarman.