



CAREER TECHNICAL & EXTENDED EDUCATION DIVISION MEETING

February 1, 2013

10:00 – 11:00 a.m.

ATTENDEES:

Sandra Andre, Rosie Antonecchia, Steve Bertram, Rita Campo Griggs, Shanon Dreyer, Sergio Hernandez, Carl Lofthouse, Jamie Moss, Wilma Owens, Morgan Peterson, Pippa Pierce, Solange Wasef and Debi Workman.

CAREER CENTER:

Rosie Antonecchia, Career Center Director, and Pippa Pierce, Career Center Coordinator gave a presentation outlining the Career Center resources. They are located in SU-17. Rosie inquired as to how the Career Center could help faculty incorporate career pathways and the career language into the classroom. Faculty discussed various ways they currently present career guidance to their students. Rita stated that she took her class for a presentation and tour of the career center last semester. Rosie suggested that faculty give their students 5 extra credit points if they visit the Career Center. She also suggested that the faculty work closely with her to educate her about their specific fields and then she can in turn disperse that information on to students. She stated that she presently relies a great deal on information she finds on the web, which is effective but also time consuming. They requested that faculty send links to them since faculty are the experts in their specific disciplines. Rosie emphasized that the ultimate goal is for students to find a job upon completion of their education. They invited faculty to go to the Career Center web site where there is a great deal of information already available. Pippa announced that they are hosting a Job Expo on May 8. She requested faculty forward names of employers they would like invited to participate in the Expo. She explained that several workshops are being planned in the near future. The Career Center is also partnering with the Youth Entrepreneurship Program (YEP) which helps students at no cost. YEP provides free consultations for students who are interested in starting up their own business. Events such as this are listed on Palomar's Event Calendar as well as on the Career Center's web site.

STUDENT FOLLOW-UP

Wilma stated that we periodically do student follow-ups; next year we will be contacting industry. She asked faculty to forward the names of companies who have hired our graduates so they can be a part of the survey.

FALL 2013 SCHEDULING

Wilma indicated that we are scheduling flat for Fall 2013. We are being directed to schedule the same weekly paid contact hours (WPCH) as were offered in Fall 2012 after the cuts.

Wilma explained the importance of using data when scheduling classes. Everyone needs to know their program rates (fill rates, retention rates). Wilma suggested that everyone

go to the Institutional Research and Planning website and also examine their PRPs to locate this data element information. If anyone needs assistance, please contact Wilma.

COOPERATIVE EDUCATION

Cooperative Education is being transferred to the Business Department effective July 1, 2013. The Business Department will be contacting those disciplines who have Cooperative Education in their programs.

REPEATABILITY

We have to take repeatability off of all courses. Wilma reminded everyone who hasn't completed that task to do so as soon as possible. She stated that AA degrees that haven't been converted to AS degrees will be automatically changed.

ROSTER CERTIFICATION

Wilma reminded everyone to certify their rosters.

STUDENT LEARNING OUTCOMES

Wilma asked everyone to continue their work on SLOs.

BUDGET

Approximately 150 sections were added to the Spring 2013 schedule. We are being asked to continue to conserve in our discretionary funds because there could be more mid-year cuts.

PROFESSIONAL DEVELOPMENT FUNDS

PD funds are still available; please contact the Division Office if there is a need.

WORKFORCE & COMMUNITY DEVELOPMENT

The faculty senate is being tasked with coming up with a recommendation for the restructuring of Workforce & Community Development. We're presently in a holding pattern for those classes.

Minutes submitted by Donna DeYarman.