



CAREER TECHNICAL & EXTENDED EDUCATION DIVISION MEETING
February 4, 2011
2:45 – 3:30 p.m.

ATTENDEES:

Debbie Allen, Kevin Barrett, Chris Feddersohn, Jamie Moss, Wilma Owens, Mollie Smith and Ken Swift.

Field Trips:

Wilma reminded everyone that Field Trip Authorization Requests need to be submitted a minimum of two weeks prior to a scheduled field trip.

Overlap Forms:

Wilma explained that overlaps forms cannot be processed if the time conflict exceeds twenty minutes per week.

Program Review and Planning Process:

The new PRP forms were distributed. The deadline for submission to the Dean's office is March 11. Wilma asked that the forms be completed and submitted as soon as possible. All faculty should work with their respective department and discipline partners to complete the PRPs.

Faculty Hiring:

When submitting a Position Authorization form, a separate form is required for each request. The deadline for making requests for 2012 will be March 11; forms should be complete and justifications sound prior to submitting.

Travel Funds:

The Division office has Consortium and Perkins travel funds available. If faculty is interested, paperwork should be submitted immediately. Travel must be within the State of California.

Restricted and Designated Budget Development:

Designated and restricted budget development forms are due to Fiscal Services on March 11. In order to meet that deadline, forms should be submitted to the Dean's Office on or before March 1.

Enrollment:

Discussion was held regarding the 2011-12 Budget and Prioritizing Course Enrollment at the Community Colleges. Wilma explained that it draws the line between budget and curriculum. We need to take a closer look at the number of units required to earn a certificate or AA Degree, ensuring that the total unit value does not exceed guidelines.

Perkins Funds:

Wilma stated that the deadline for spending Perkins funds is fast approaching; transactions should be completed at this time.

Minutes submitted by Donna DeYarman.