



**CAREER TECHNICAL & EXTENDED EDUCATION DIVISION MEETING**  
**September 27, 2011**  
**4:00 – 5:00 p.m.**

**ATTENDEES:**

Debbie Allen, Kevin Barrett, Shanon Dreyer, Chris Feddersohn, Janet Hoffman, Tom Medel, Jamie Moss, Wilma Owens, Ken Swift, Brett Van Wey.

Wilma reminded everyone to pass along pertinent information learned at the Division and Chair/Director meetings to their faculty and department ADA.

**IPC/IPC PLANNING CALENDAR:**

October 14 is the deadline to make any changes to previously submitted program reviews. Berta sent out an email outlining the process. Wilma explained that the program review form is what IPC will be using for decisions related to allocation of resources. A reminder was given that chairs/directors should notify all disciplines within their department of this deadline. Wilma explained that the IPC calendar is intended to align deadlines so everything isn't due at the same time.

**HIRING CONVERSION:**

The Education Code states that if an individual is working as a part-time employee for more than two years, then that job should be converted into a permanent position. Positions which were out of compliance were identified and a list of position conversions was delivered to Human Resource Services, however, we may not have the budget to cover all of the salaries.

**SUMMER 2012:**

The Summer 2012 scheduling materials will be coming out this week; we should schedule with no growth. At this point we are expecting that the campus will be closed on Fridays for the summer semester.

**INDEPENDENT STUDY CONTRACT:**

The new independent study contract form is located on the Instruction Office web site.

**OVERLAPPING CLASSES:**

Wilma explained the new rules and form related to students who want to receive permission to overlap classes. The maximum amount of overlap time is 20 minutes; anything in excess cannot be approved. This is a Title 5 requirement and that Title 5 language is on the new form. Instructors must be very specific as to what the student will do to make up their missed time. Instructors are required to keep a log and said log must be turned in to their dean at the end of the semester. Student and instructor must sign each logged date/time.

**FALL 2011 ENROLLMENT REPORT:**

Fall 2011 enrollment is down 3.4%. Wilma explained that we did want to have some growth, therefore, approximately 100 additional classes were added for Spring 2012. Enrollment Services generated a report that tracked the number of students who attempted, but were unable to register for a class. The classes most in demand were within Math, English, Psychology, History, Speech and Spanish. A Welding 100 and Family and Consumer Science 165 were added from our division.

**SPRING 2012:**

Enrollment for Spring 2012 was discussed. Classes with single digits two weeks prior to the start of the semester need to be canceled. This gives students ample time to find another class, and also part-time faculty who may have been teaching that class, a chance to find another class to teach. We should market early if needed. Wilma reiterated the importance of studying past trends and making sure there aren't too many of the same classes being offered. Chris commented that their students miss the pink reminder cards. Per Jamie, the cards were too costly so emails are now used. It was suggested that an orientation for new students might be helpful.

**STUDENT LEARNING OUTCOMES:**

We are required to be at proficiency by the end of the Spring 2012 semester. Wilma explained that proficiency means that every course must have at least one SLO and one assessment. If a course hasn't been offered within the last 3 years, then that course should be made inactive. Courses that haven't been offered in an even longer time should be removed from the catalog. We need to be working on the program SLOs as well. Career Technical AA degrees will need to be converted to AS degrees prior to the end of the Fall 2013 semester. A Non-Substantial Change form will need to be submitted to the Chancellor's office for that change to be made.

**CONSTRUCTION:**

Keys for the new ITC building are to be released on October 15. The remodeling of the T building will then begin.

**WEBSITE:**

Wilma set aside funds for departments needing help with updating their websites. Please contact the CTEE office if you want assistance.

**BUDGETS:**

Budgets were rolled over for the current fiscal year. Per the governor, we should anticipate mid-year cuts. Enrollment fees won't be raised until Summer 2012.

Janet Hoffman reported that Camp Pendleton wants to bring troops to Palomar at some point during February 2012. She is hoping that a variety of classes can be available for them to visit.