

CAREER TECHNICAL & EXTENDED EDUCATION DIVISION MEETING

February 1, 2010

2:00 – 3:00 p.m.

ATTENDEES:

Debbie Allen, Kevin Barrett, Steve Bertram, Nancy Galli, Bruce McDonough, Tom Medel, Jamie Moss, Wilma Owens, and Mollie Smith.

IPC REPORT:

Since the budget was discussed at length at the previous week's Chair/Director's meeting, the group focused on the implications of the budget constraints. The Program Review & Planning Supplemental form will be due soon; IPC will give notification of due date. Wilma stated that the supplement to the PRP was recently approved by IPC and will probably be approved by SPC this week. The purpose of the form is to integrate planning with budgeting. The PRP supplemental form is not related to the department's basic budget, but the amount requested above the basic budget. A form will need to be completed for each priority. She explained that everyone should pull their information from the original PRP and place those items on the supplemental form as needed. IPC will be the body approving the amount of money to be allocated from those requests. She suggested that everyone start working on this project immediately. She noted that anyone who is not requesting additional funds beyond their basic budget will not need to complete the supplemental form. She also explained that the basic budget for the upcoming year will be allocated to departments utilizing a formula.

RESOURCE ALLOCATION MODEL:

The Resource Allocation Model was distributed and discussed. This process has been approved by SPC.

COURSE SYLLABUS:

Chairs/directors were reminded to collect class syllabi from all faculty. Wilma asked that they inform faculty that they cannot require students to exchange contact information with a study buddy. They should also remind students to only use their Palomar email address when connecting with fellow students and with faculty.

DROP DEADLINE:

Chairs/Directors were reminded to discuss the importance of dropping all no shows prior to the drop deadline. Some part-time faculty may not be aware of the timeline and how critical this process is.

PAPERWORK SUBMISSION:

Wilma reminded everyone that paperwork needing signatures should be submitted through the division office rather than submitting directly to the Vice President of Instruction. This pattern should be followed when she is out of the office.

FACULTY OBLIGATION NUMBER/FACULTY HIRING:

Wilma stated that departments will be asked to complete a new form if they want to hire any new faculty members for Fall 2012. She reminded everyone to start looking at their data so they can be ready to submit form; due date will probably be in April.

SUMMER SCHEDULE/FUTURE REDUCTION:

Wilma stated that course reductions are in place for the Summer semester and will probably roll to the Fall semester. This reduction means no 196, 197, exploration courses or courses needed for a certificate of proficiency. Courses offered must be courses which are listed as a requirement in the college catalog for a degree or a certificate of achievement.

FALL 2010 SCHEDULE:

As departments are preparing their Fall 2010 schedule, they should keep in mind that there should be no growth from Fall 2009.

AVOCATIONAL/RECREATIONAL COURSES:

Wilma explained that the Chancellor's Office has been looking at avocational/recreational courses at the community college level for some time. The legislature is now saying that due to limited resources, our priority should be getting people to work, getting people to transfer, and improving basic skills. She stated that the State's Master Plan is also being reviewed. She stated that if a course isn't putting people to work, if there aren't specific outcomes, if it's not basic skills or transfer to a university, then it needs to be removed from the catalog. She suggested that perhaps some avocational courses could be moved to fee based. Wilma asked that everyone carefully read the January 22, 2010 letter from the Vice Chancellor of Academic Affairs and to also distribute letter to faculty in their area.

SLO's

Wilma reminded everyone, if they haven't already started, to begin working on program SLO's. She also stated that if anyone needed assistance with completion of SLO's to let her know.