



CAREER TECHNICAL & EXTENDED EDUCATION DIVISION

Minutes

September 16, 2010

2:00 – 3:00 p.m.

ATTENDEES:

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

CURRICULUM COMMITTEE:

The two career technical positions on the Curriculum Committee were filled by other division faculty due to there not being a division volunteer.

Wilma stated that there are a number of curriculum areas which are out of compliance. All L/L courses must be converted to Lecture and Laboratory during the Fall 2010 semester. Courses that have not been converted cannot be scheduled for Fall 2011. She also stated that a Certificate of Achievement should not exceed 30 units and a Certificate of Proficiency should not exceed 17 units due to Title 5 regulations. Certificates which presently exceed those numbers will need to be reduced. Wilma is a member of the curriculum committee sub group which will decide the timelines for completion of this project. She will keep everyone informed. If a certificate has outside accreditation standards, they have to follow other guidelines. Examples are Emergency Medical Education, Fire and Police Academies, and Apprenticeship.

PROGRAM REVIEW & PLANNING SHEET:

Suggestions were requested for improvements to the PRP form. Wilma asked everyone to discuss with their peers and get information back to her. Suggestions for improvements will then be taken to IPC. She also asked that everyone look through their completed forms which they previously submitted and inform her if there should be any changes. Some of the previous items requested may have since been purchased and, therefore, no longer needed.

INTEGRATED PLANNING MODEL:

Wilma distributed the Integrated Planning Model. She explained that it has a timeline, program review and planning cycle, and strategic plan information. It is the guideline for all of our activities, budget, planning and resource allocations, objectives, goals, and responsibilities.

MATERIAL AND OTHER FEES:

There is a new consumer education law which requires us to inform students of course-related costs. There will be a blanket note written in the schedule to cover other fees, so individual notes will not be needed for each class. Wilma explained that other fees are not material fees. An example of other fees might be scantrons, printing costs or a notebook.

Wilma reminded everyone of the importance of charging the correct amount for material fees to ensure that there aren't funds remaining at the end of a fiscal year.

TBA HOURS:

The importance of following a TBA schedule was discussed. Wilma explained that if the class states that students will meet 5 hours per week, then students must meet that number of hours each week. The instructor should document that students have completed those hours.

GOVERNING BOARD AGENDA ITEMS CALENDAR:

Wilma asked if everyone received the updated Governing Board Agenda Items Calendar which was sent out via email by Josie Silva earlier in the week.

BUDGET:

Wilma stated that we haven't received any faculty travel funds for this fiscal year at this point. However, she's expecting that we should be receiving about \$3,000.00 from the Consortium.

Budgets (400010 and 500010) have been adjusted for the 2010-2011 fiscal year.

Topics and intersession classes will continue to not be scheduled.

DIVISION MEETING SCHEDULE:

It was decided that division meetings will take place on the first Friday of each month following the Chair/Director meetings.

Minutes submitted by Donna DeYarman.