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**CAREER TECHNICAL & EXTENDED EDUCATION DIVISION MEETING**

**March 10, 2014**

**3:30 – 4:30 p.m.**

**ATTENDEES:**

Sandra Andre, Steve Bertram, Sarah De Simone, Shanon Dreyer, Michael Finton, Sergio Hernandez, Wayne Hooper, Carl Lofthouse, Dennis Lutz, Wilma Owens, Ken Swift and Solange Wasef.

**GAINFUL EMPLOYMENT**

The federal government passed legislation that requires all schools to disclose gainful employment information to the public. Wilma explained the process and passed out directions as to how this project should be completed. She will also be sending an email to everyone outlining the process. A gainful employment link needs to be placed on discipline websites which connects directly to the discipline template.

**IPC REPORT**

IPC will be evaluating the PRP allocation requests during their next 3-4 meetings. Upon completion of the allocation requests, they will then move on to the faculty hiring priorities. They will be making hiring decisions for 2015-2016 dependent upon the budget.

**INSTRUCTOR SUBSTITUTES**

Wilma reminded everyone that faculty need to receive advance clearance before scheduling a substitute instructor for their class. Faculty should inform their department chair/director and ADA when they need to be absent and if they have a substitute in mind. The department chairperson and ADA will then have ample time to verify that the substitute instructor is active in the system. She asked that departments pass that information along to the part-time faculty as well.

**PREREQUISITES**

Presently, prerequisites are only enforced for Math and English, however, that will change effective with the Fall 2015 semester. Wilma urged everyone to check the college catalog for prerequisites in their discipline. If there are any that need to be removed, that should be completed through Curricunet.

**COURSE DEACTIVATIONS**

Wilma asked that everyone carefully peruse the Course Deactivation list which was recently sent out. She stated that if there is no plan to offer the courses listed, then they should be removed from the catalog.

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**STUDENT LEARNING OUTCOMES**

Accreditation expects Palomar to show continuous improvement for Student Learning Outcomes, which means 95% completion. Presently, approximately 50% of Palomar courses don’t have an assessment or a follow-up plan. Wilma asked that everyone work with their facilitator to get those completed.

**PRP FOLLOW-UP**

Wilma explained that they want specific information. She suggested that everyone make notes throughout the year, which will make completion easier in the future.

**PERKINS APPLICATIONS**

Perkins training will be held next week for those who plan to request funding for 2014-2015. Wilma informed everyone that advisory minutes must be submitted by April 18, 2014 in order to apply for funding.

**PROGRAM BUDGETS**

Wilma reminded everyone to carefully watch their spending to ensure they stay within their allotted budget.

**HELP COUNSELING**

Counseling will continue to offer HELP counseling throughout the Spring 2014 semester. She urged faculty to refer students dealing with mental health issues to Counseling.

**STUDENT SERVICES TASK FORCE**

Wilma encouraged everyone to join a Student Services Task Force group so their voice is heard. This is a plan that’s being developed in response to legislation, the Student Success Task Force Act. Palomar is required to develop a district-wide plan. Anyone interested should email Adrian Gonzales.

Minutes submitted by Donna DeYarman.