



CAREER TECHNICAL & EXTENDED EDUCATION DIVISION MEETING

August 15, 2014

2:15 – 3:30 p.m.

ATTENDEES:

Sandra Andre, Kevin Barrett, Steve Bertram, Rita Campo Griggs, Sarah DeSimone, Eric Duvall, Anthony Fedon, Michael Finton, Sergio Hernandez, Wayne Hooper, Andrew Kisner, Carl Lofthouse, Jay Miller, Pete Ordille, Wilma Owens, Morgan Peterson, Mollie Smith, Jack Stone, Ken Swift, Dave Thomsen, Solange Wasef, Debi Workman, David Wright.

Introductions were made.

CENSUS CERTIFICATION ROSTERS:

Wilma reminded everyone the importance of certifying class rosters. She urged contract faculty to work with part-time faculty to ensure they understand the process.

CURRICULUM:

Prerequisites will be automatically enforced effective with the Fall 2015 semester. Wilma asked everyone to carefully proof their discipline information in the college catalog to ensure that all prerequisite information is correct. If there are prerequisites showing in the catalog that need to be removed, then that needs to be corrected through the Curriculum process by the October deadline.

SCHEDULE ROTATIONS:

Classes need to be available to both day and evening students; classes also need to be rotated so we are complying with the four-semester rotation.

BUDGETS/FUNDING:

Wilma reminded everyone to use their lottery funds first and then utilize general funds as this is going to be a very difficult budget year. Lottery funds are restricted to direct classroom support.

ENROLLMENT:

CTEE Fall 2014 enrollment is up by approximately 5%. Wilma explained that the college as a whole does need to increase enrollment so if anyone feels they can fill a late-start class, they should contact her.

EMPLOYEES WITH MULTIPLE ASSIGNMENTS:

Due to the Affordable Care Act, short-term employees are now restricted by the number of hours they are allowed to work. Departments who hire employees who work in multiple departments will need to work together to track those employees. Additionally, once an employee has worked as a short-term employee for two years, they can no longer

work at Palomar as a short-term employee. The college is working toward a system to assist with the tracking.

ACCREDITATION:

Our site visit is scheduled for March 2015. Wilma asked that everyone work toward getting their Student Learning Outcomes and Assessments into TracDat. There are courses and programs that have SLOs but no assessment; these assessments must be completed before we send in our report at the end of the year. Mollie gave a presentation on SLO's and Assessments. She also reminded everyone that there must be a copy of every course syllabus on file in the department office.

PROGRAM REVIEW & PLANNING:

The PRP process is going to be a bit different this year. Last year was a base year, so this is year two of the follow-up. Wilma stated that they are working on improving the form as they received a number of complaints. The new form should be rolled out in October and it will be due back by the end of the calendar year. She suggested that everyone start thinking about what resources they will need and also the justification for them.

CLASSIFICATION STUDY:

The classified staff is going through another classification study which is due to the dean's office by September 5; Wilma asked that supervisors give employees time to complete that project.

CTE ENHANCEMENT FUNDS:

A handout was distributed explaining CTE Enhancement funds that will be allocated to California Community Colleges in the near future.

PROGRAM WEBSITES:

Wilma asked everyone to carefully proof their website to ensure that information is current and accurate. Funding is available for assisting with updating departmental websites.

Minutes submitted by Donna DeYarman.