Imperial Valley College

Applied Sciences / Career Technical Education (CTE)

January 29, 2009

1:30 PM, Board Room

Minutes

Representatives

|  |  |  |
| --- | --- | --- |
| **DEPARTMENT/PROGRAM** | **PRESENT** | **NOT PRESENT** |
| Academic Services |  | Kathy Berry |
| Applied Sciences/Career Technical Education | Gonzalo Huerta |  |
|  | Patricia Robles |  |
|  | Norma Santana |  |
| Workforce Development |  | Joe Espinoza |
| Business Division | Valerie Rodgers |  |
| Computer Information Systems |  | Walid Ghanim |
|  |  | Thomas Paine |
| Child, Family, & Consumer Sciences Division | Becky Green |  |
|  |  | Fonda Miller |
|  |  | David Scott Sheppard |
| Industrial Technology Division |  | Jose Lopez |
| Air-Conditioning and Refrigeration Dept. |  | Frank Miranda |
| Automotive Technology Dept. |  | Ricardo Pradis |
| Building Construction Technologies Dept. | Jose Velasquez |  |
| Welding Technology Dept. |  | Marco Morales |
| Nursing and Health Technologies Division | Tina Aguirre |  |
| Emergency Medical Services Dept. |  | Steve Holt |
| Guest - Nursing |  | Laura Hartsock |
| Agriculture Dept. |  | Lianna Zhao |
|  |  | Patrick Pauley |
| Alcohol & Drug Studies Dept. |  | Suzanne Gretz |
|  |  | Robin Staton |
| Admin of Justice, Correctional Science, & POST Dept. | Les Knapp |  |

1. **Call to Order** - The meeting was called to order at 1:35 pm by Gonzalo Huerta.
2. **Introductions** - All attendees introduced themselves.
3. **CTEA Title IC Perkins IV – Gonzalo Huerta**

Gonzalo Huerta gave a summary of the CTEA 2nd Quarter Report that was submitted. Budgets for each TOP Code were provided and reviewed.

Curriculum Development was discussed. Full-time faculty obligations include developing and/or modifying curriculum within their program. Extra Duty Agreements are okay if the full-time faculty are developing and/or modifying curriculum outside of their program and also for adjunct faculty developing and/or modifying curriculum, whether inside or outside of their program. For more information, it was suggested to refer to the CTA contract.

Professional Development was discussed. CTEA funds can be utilized for professional development activities that improve pedagogy, not for subject learning. It can also be used to attend regional meetings. A handout was provided.

CTEA can fund memberships, except those for lobbying organizations.

Core Indicators were discussed. One of the requirements is to address the non-traditional students.

The State has completed its 2008-2012 CTEA state plan executive summary. It is available on CD.

***Action: Funded programs were asked to submit Activity Funding Forms to Applied Sciences as needed for activity completions. Patty Robles will email definitions of non-traditional students to all department heads of funded programs. Departments were asked to submit their program advisory committee membership lists, agendas, and minutes.***

1. **Occupational Deans’ Committee – Gonzalo Huerta**

Gonzalo Huerta will be attending an ODC meeting in San Diego on February 6th.

***Action: Val Rodgers will consider attending and will notify Applied Sciences of her decision.***

1. **Certificates – Gonzalo Huerta**

Admissions & Records only counts students that have completed certificate programs with 18+ units as program completers. Internally, the College can account for students that have completed certificate programs with less that 18 units as program completers, however, there is not system in place to take those into consideration at this time.

***Action: Bettsie Montero will be figuring out a mechanism to report students that have completed programs with less than 18 units as completers.***

1. **Other** - None.
2. **Next Meeting –** March 30th at 1**:**30 pm.
3. **Adjourn** - Gonzalo Huerta adjourned the meeting at 2:30 pm.

*Handouts: a) Program Budget Balances; b) Professional Development Handout*