



Imperial Valley College
ECONOMIC AND WORKFORCE DEVELOPMENT

SECRETARIES' MEETING

Thursday, September 19, 2013
9:00 am, 1704 EWD Conference Room

<u>Members Present:</u>	<u>Members Not Present</u>
Analisa Veliz Efrain Silva, Chair Frances Arce-Gomez Patricia Robles, Recorder Rhonda Ruiz Sandie Noel Susie Luna Vicky Figueroa	Lency Lucas (excused)

Unadopted Minutes

- 1. Call to Order**
The meeting was called to order at 9:08 am by Efrain Silva.
- 2. Lottery Funds**
Instructional Council will meet today to distribute the funds.
- 3. CTE Program Review (Ed Code §78016)**
There is a Program Review meeting on September 24th. Faculty members are to validate the data provided and complete a SWOT analysis of their programs (due October 26th).
- 4. Department Reports**
WIA Programs
Most Dental students are finishing out their internships.

EWD Division Office
The Career Fair will be held on Monday, October 7th in the gym. Departments/programs wishing to participate should submit a registration form. Assistance for set-up is needed.
- 5. Other**
Spring Schedule
Most of the division's spring schedules have been completed.
- 6. Next Meeting**
The next meeting is scheduled for Thursday, October 17, 2013 at 9:30 am in the 1704 EWD Conference Room.
- 7. Adjourn**
The meeting was adjourned at 9:45 am by Efrain Silva.