

**Arts and Cultural Programs  
Division Meeting  
February 8, 2013, 9:00 am to 11:00 am in Room M109**

**Tentative Agenda**

- I. Student Learning Outcomes (SLO's) – Matt Koutroulis**
- II. 2013 Legislation Update - Handout**
- III. Summer Schedule/Fall Schedule Update**
- IV. Curriculum Update**
- V. Artwork Display – Margaret Griffith**
- VI. Faculty Business**
- VII. Open Mike**

**Arts and Cultural Programs  
Division Meeting  
March 8, 2013, 9:00 am to 11:00 am in Room M109**

**Agenda**

- I. Dr.Kenn Pierson, VP Academic Affairs**
- II. Old Business**
- III. SLO Follow-Up**
- IV. Curriculum Update**
- V. ASO Wish List**
- VI. Mac Software Upgrades (It Needs)**
- VII. Open Mic**
- VIII. Faculty Business**
  - a. Academic Senate**
  - b. Announcements**
  - c. Other**

**Arts and Cultural Programs  
Division Meeting  
April 12, 2013, 9:00 am to 11:00 am in Room M109**

**Agenda**

- I. A Toast to Ron Reeder and David Dawson**
- II. Old Business**
- III. SLO's**
- IV. Summer/Fall**
- V. RHC 50<sup>th</sup> Anniversary**
- VI. Outstanding Student Awards**
- VII. Open Mic**
- VIII. Faculty Business**
  - a. Academic Senate**
  - b. Announcements**
  - c. Other**

**Arts and Cultural Programs Division  
Rio Hondo College**

**March 9, 2012  
9:00 am to 11:00 am  
LR 101**

- I. Announcements
- II. Division Dean updates
- III. Budget update
- IV. Student Educational Flow charts
- V. Campus Inn/Music Bldg. changes
- VI. Supply Budget Deadline & Wish Lists
- VII. Foundation accounts
- VIII. Outstanding student awards/showcase
- IX. SLO assessment reminder
- X. Upcoming Cultural events
- XI. Academic Senate/Curriculum reports
- XII. Miscellaneous

**Arts Division Meeting  
Friday, April 27, 2012  
LR 101  
9:00 am -11:00 am  
Agenda**

**9:00-10:00 am**

**Welcome/Announcements  
New Repeatability Regulations  
Student Educational Pathways  
SLO assessments  
Program Review - Visual Arts  
Cultural Events Coordinator/Events**

**10:00-10:30 am**

**Student Conduct Issues - Dyrell Foster**

**10:30-10:00 am**

**New Dean Hiring/Timeline  
Other issues**

**Arts and Cultural Programs  
Division Meeting  
September 7, 2012, 9:00 am to 10:30 am in Room LR 101**

**Tentative Agenda**

- I. Fall Schedule/Spring Schedule Update**
- II. Curriculum Update**
- III. Program Review (Photography)**
- IV. Transfer Curriculum Model**
- V. Student Learning Outcomes**
- VI. Rio Hondo Symphony**
- VII. Faculty Business**
- VIII. Open Mike**

**Division of Arts and Cultural Programs  
Rio Hondo College  
FLEX Day Agenda  
January 27, 2012**

**FLEX Activities – Wray Theatre  
8:00-10:30 am**

- 8:00-8:30      Continental Breakfast
- 8:30-10:45    Welcome/College Updates/Student Success Task Force Panel
- 10:45-12:00   FLEX Breakout Workshops

**Arts Division Meeting  
LR 101 (afternoon)  
1:00 pm to 3:00 pm**

- 1:00 – 1:30 pm      Welcome Back Announcements- **LR 101**  
Online Fraud issues  
Photo/Film Pass  
Student Services Building  
Cultural Events – Spring/Workshop update  
Proposed Division meeting Schedule for Spring 2012  
Fall/Summer Schedule review  
Academic Senate/Curriculum Updates  
Campus Inn update  
Foundation update  
Curriculum revision schedule
- 1:30 - 2:30 pm      Panel Discussion  
DSPS- Mark Matsui, Director, DSPS  
Student Issues – Dyrell Foster, Dean, Student Affairs
- 2:30 – 3:00 pm      SLO Assessments  
Music Room Usage Discussion – Music Faculty



**Career Technical Education  
Division Meeting  
August 21, 2009  
8:30 – 11:30 a.m.  
T102**

**Attending Full Time:**

Edward Gonzales, Jay Sunyogh, Steve Tomory, John Frala, Michael Dighera, Gary Halvorson, Richard Stein, David Lindy

**Attending Part-Time:**

Lee Haeberlein, Flint Tabata, Nabil Zaki, Claudia Romo, Bob Beauchemin, Javier Luna, Helen Leung, Pati Fairchild, Melissa Mandani, Bruce Noble,

**Classified Staff and Managers:**

Mike Slavich, Lydia Corrales, Monica Francis

The meeting was called to order at 8:41 a.m.

**1. Fall Semester 2009:**

- Mike welcomed everyone to the new division. He explained Business and Technology is back together for at the very least one year. He explained that the division consists of Accounting, Business, Computer Information Technology Automotive, Auto Body, Drafting, Electronics, GIS, Tech Prep, CWE, and Perkins IV.
- He explained that the office is still located in T123 and the office hours will be 7:30-4:00 pm.
- He reminded everyone to turn in their syllabi, including their SLO'S and Final Examination for their class to the division secretary. This is to be completed by the end of the 2<sup>nd</sup> week of classes (September 4<sup>th</sup>)
- Mike introduced our new in house counselor, Helen Leung. He explained that she and Melissa Mandani will be counseling the Career Technical Education students and gave the following schedule:

Monday: 11:00 am-7:00 pm  
Wednesday: 3:00 pm-8:00 pm (3<sup>rd</sup> Wednesday of each month)  
Thursday: 8:00 am-5:00 pm  
Saturday: By Appointment Only

- Claudia announced the date for the next articulation meeting for Tech Prep as October 23 to be held at Swiss Park from 8:00 am-3:00 pm. She explained some

new procedures for the upcoming year dealing with the process of articulation. She would like to have the curriculum electronically so she could have everything prepared in advance for ease of articulation. This way the faculty are not filling out so much paperwork on the day of the meeting.

She also discussed a new way of handling credit by examination. A database will be created to keep records and initiate correspondence to inform the student.

She announced an upcoming event regarding Women in the non-traditional workforce being held on September 25 from 7:30 am-3:00 pm at Swiss Park. Mike informed those who receive Perkins IV funds must attend this conference.

Claudia also discussed the SB70 Grant to aid in the relationship between Rio Hondo College and the middle schools. Right now we have a partnership with 2 middle schools in the El Ranch Unified School District. The goal is to explore 15 industrial trades, hold a summer camp and a kid's camp.

Claudia suggested that we choose a date for the CTE career day sometime in February. It was decided that the 26<sup>th</sup> would be a good day. It was also decided that the areas would be split between the Drafting department in the upper quad and the Automotive department in the tech quad.

- Mike talked about Perkins IV monies. Being that the funds are Federal there are no cuts, however, there is a new monitor who is questioning everything so you must be careful when completing your application. Next year will be more competitive.
- Mike discussed the problems discovered in the "B" building which were unexpected and caused some delay. We must be out of "C" & "D" by December 18<sup>th</sup>.
- Mike announced to the group that our part-time faculty budget got cut by \$50,000.00. So far the supply budget seems to be intact. As for Perkins funds Mike suggests that the monies get encumbered as soon as possible.

## **2. Semester News:**

- Division Meetings:  
Division meetings will be held the last Friday of each month with the exception of September 18<sup>th</sup> and November 20<sup>th</sup> meeting times for all dates are from 8:30-10:30 am as follows:
  - September 18
  - October 30
  - November 20
- Mike discussed enrollment and his plans for the fall 09 semester. He will let classes run 1 full week before making a decision to close them due to low enrollment. He explained that 18 students was the limit to let a class run, there may be exceptions for new courses never before offered.

- Mike requested that all curriculum be given to Lydia so there is a central place for them to be kept and someone to follow-up with the process. He also announced that any new programs in the area need to be completed by September 19<sup>th</sup> through curriculum to be sent to the chancellor's office.
- Mike asked that everyone display their office hours in their office or cubicle as it applies. He explained that each one is responsible to keep their office hours and if something comes up or you are in the lab or can not meet your posted hours you must let Monica know.
- Mike explained to the group that he is still trying to get a first aid/CPR class together for everyone. Nursing dropped the ball last semester.
- Special guest Bob Itatani came and spoke to the group about the handling of disruptive DSP&S students in their class.

### 3. Old Business:

- Mike announced that the leaders for all SLO's would be as follows:  
Gary Halvorson for ARCH/DRAF/CIV/GIS/LAND.  
John Frala for AUTO/AUTB/TCED/WELD  
John Frala has volunteered to hold workshops for new instructors regarding SLO'S
- Mike requested that all advisory committee meetings be completed by April 16, 2010. This would include the following departments:  
**Drafting**  
**GIS**  
**Auto Collision**  
**Automotive**  
**AET**  
**HEM**

### 4. New Business:

- Mike announced that for Spring 2010 Auto Collision classes will be held off campus due to construction of their area. Classes will be held at Eckles Auto Body, 11630 E. Whittier Blvd., Whittier, CA 90601
- Mike handed out the Saturday service hours and dates to all in attendance to be announced to the students.
- Mike showed and explained to the faculty how the hours taught per class are calculated for a 16 week semester.

Meeting adjourned at 11:30 am. The next meeting will be September 18, 2009 in room T102.

**Division Meeting  
Business & Career Technical Education Division**

**Minutes  
November 20, 2009**

**Attending Full Time Faculty: Michael Dighera, John Frala, Ed Gonzalez, Gary Halvorson, Warren Roberts, Richard Stein, Jay Sunyogh, Steve Tomory, Gene Blackmun, Julie Huang, Shin Liu, Mercedes Martinez, Rick Shield, Jon Whitford**

**Attention Part Time Faculty: John Cameron, Ann Solis, Melissa Som de Cerff, Alexia Sokol, Eric Bladh, Claude Martinez, Johnnie Atkins**

**Not in Attendance:**                    **With permission: David Lindy**  
   **Without permission: Mar-Sue Ratzke, Lem Williams**

**General Information:**

**Welcome:**

The meeting was called to order at 8:34 am. Mike welcomed the group. He asked that everyone introduce themselves.

**October Division Meeting Minutes:**

Mike presented the minutes from October 30, 2009 for approval.

Rick Stein requests 3B to be sent to him (steps to Planning an advisory meeting (hand out)).

Motion to accept made by Gene Blackmun and 2<sup>nd</sup> by Ed Gonzales. All were in favor.

**Guest Speaker:**

Dorali Picardo will be arriving shortly to discuss articulation.

**Banner Wait List:**

The decision to have a wait list for classes is no longer up to each division. It has been decided that every class will have a wait list of 10.

Mercedes Martinez would like to have her wait list increased to 15.

**Career Technical Education Division's New Office:**

Mike anticipates being in the new office by the end of the semester or early spring semester.

**Curriculum:**

Jay Sunyogh and Gary Halvorson are working on curriculum for the courses with over 100 transfers. Doralie Picardo provided a needed form to Jay and Gary. They will complete the form and return it to Doralie to be submitted.

The deadline for curriculum to be submitted to Fran to get on the Feb. agenda is November 22, 2009. For signatures on curriculum papers contact Ed Gonzales, Mike Dighera and Shin Liu.

**International Business Degree:**

Julie Huang is working on curriculum to create an International Business Degree. This will be sent to the Business division staff to review. Julie moved to add the International Business Degree to the curriculum. Gene Blackmun seconded. Vote was unanimous.

**New Marketing Certificate of Achievement:**

Gene Blackmun informed the group he is working on a new Certificate of Achievement of Marketing and explained how it will improve the department. Gene moved to add the new Marketing Certificate to the curriculum. Julie Huang seconded. The vote was unanimous.

Also will have an AA or an AS degree with the exception of a few classes. Other schools are keeping the units around 18 for the certificate. We too are going with 18 units. Students will be able to select some of the electives. We added GIS as an elective. Once we have submitted this to the state for approval changes can still be made.

**Microsoft Windows Annual Fee:**

Rio Hondo College Business Division has been working with Microsoft to provide the software for Windows to students enrolled in Business courses. The annual fee for this is due. The cost of the program is \$400.00. The division approved the renewal of the annual fee of \$400.00. The group decided to have flyers were made and handed out to the Business students. The students will be required to meet with Lisa Sandoval or Elsa Becerra in the Business lab.

Jan Duncan will meet with Lisa and Elsa to discuss what procedure they would like to use for this.

**Program Review:**

The process starts in the fall and is finalized in the spring. Forms needed are on the Rio website. You can cut and paste from a word document. It's best to print out Data charts separate. Up for review are; Drafting and Auto Collision GIS is doing there's separately. A few changes are needed and will be done shortly.

**Program Plans:**

Business Division – Last year academic was separate (Logistics, CIT, Management and Marketing). This year there are only two areas. Mike will look into this. Consensus of the Business Division is to keep them separate. Mike will go back and confirm they are listed separate. Unit plan will say separate listing.

**SLO'S**

Program SLO'S with Program Plan

John? and Craig? are looking into theirs. Drafting is in.

Julie Huang is collecting SLO'S. Copies of grades have been requested.

Mike would like to have the part timers more involved with the SLO'S.

Part Timers with like courses can have one part time faculty member responsible to meet with the other part timers to do assessments report. The part timer will then meet with the Full time faculty member to verify information.

Mike is requesting full timer faculty to inform him of any part timers now willing to participate with SLO'S.

All grades need to be calculated for SLO'S. This includes all of the D's and F's.

If there is something you want for your program show it in your assessments in your SLO'S.

Meetings can be called with the part time faculty or a conference call can be done. There is no charge for a conference call. Schedule the call for an hour. If you would like Mike Slavich to be present, schedule this through Monica Francis.

**Career Day:**

Career Tech date will be Feb. 26, 2010 and Business will be March 12, 2010. The schools to be invited are Santa Fe, Cal High, Whittier and Bosco Tech. Business instructors can give a list to Claudia Romo of any additional schools they want invited. Claudia will send out a save the date.

**Summer Session:**

Dates and times have not yet been finalized. Judy Pearson anticipates having the dates on December 1, 2009. At this time they are looking at 2 – 5 week session. Late start would be June 21, 2009. Night session would be June 26, 2009.

**Flex Day:**

Mike would like everyone to take a look at the flex schedule to see if they would like to have a workshop. Mike is considering having a workshop on Perkins / Tech prep. Contact Mike if you would like a specific break out to work on SLO'S.

**District Lab:**

Excessive paper usage has become a problem. Mike is still working on getting a new card system implemented. This card system is presently being used by the Library. Mike has requested a quote to include our lab. This will allow students to have a prepaid card to use for copies or print jobs. CIT students will get a card with limited copy uses.

One issue is where the funds will be deposited. Profit and replacement is questionable. Paper, Toner and replacement costs quotes will be given by Hewlett Packard. Mike's request would be that the funds are made easily available for the replacement of supplies.

There is a possibility of having a copier in the district lab. This would be program software driven.

Working to have the above implemented by spring.

**Banner:**

Jon Whitford asked about everyone having access to Banner. Each staff member has a ID number and an email address. Names of any staff not being in contact with the Business division regarding Banner is to be given to Mike.

Parking permits at this time can not be paid on line through banner.

**Security:**

Instructors requesting to be accompanied to their vehicles are being told they can have this service only once a semester. Mike will follow up with Steven Gabriel regarding the lack of security assistance.

**Senate:**

Library / Counseling budget decided to change 50% law. Resolution is being pulled back. May make full control by school.

Minimal qualifications:

May change minimal grades and no grandfather clause. They are going back to reviewing it all.

Articulation Meetings- can do small groups or a conference call.

Senate is working with CIT, Auto & Drafting.

Articulation Agreement Pathways. How students can stay in pathways as well as go outside. 3213 high school articulate your program. Claudia Romo can assist with this.

**Work Orders:**

Regarding the chairs in the upper quad, Monica will put in a work order to have them bolted to the ground. Bolts are missing and chairs may cause an injury to a student if the chair falls to one side.

Contact Monica Francis or Jan Duncan to put in a request for anything needed in the classrooms.

Mike would like all the rooms to be clean and fully stocked with supplies.

Room B118 is missing 5 chairs. These may be in room B119. Mercedes Martinez will look in room B119.

Melissa Som de Cerff informed Mike there is no fire extinguisher in B118 where there is a sign stating there should be one. Jan Duncan will put in a work order for this.

**Cerritos College:**

Congratulations are in order for Shin Liu. She has been elected to the Cerritos College board of trustees.

**Grant Review:**

Shin Liu has been working on a grant for 8 – 10 grand. Mike has signed off on this and has been submitted.

**Guest Speaker:**

Dorali Picardo was unable to attend meeting.

**Meeting Adjourned** at 9:39 am.



## CAREER TECHNICAL EDUCATION DIVISION

### Division Meeting Agenda

Thursday, April 29, 2010

1:00 p.m. - 3:30 p.m. Room B102

#### 1) SPRING SEMESTER 2010:

- a) Welcome
- b) Introductions

#### 2) SEMESTER NEWS:

- a) Division Meetings
  - The last Friday of each month, with the exception of the May 21<sup>st</sup> meeting times for all dates are, 8:30 am-10:30 am as follows:
    - May 21
- b) New and revised curriculum:
  - 1. Need motion to create an on-line course out of MGMT 146
- c) Student Email: Inform your students to activate their email as it is necessary for critical information and use of the system. They can do so on the Rio Hondo web page.
- d) Grade Sheets and Back Up Documentation

#### 3) Old Business

- a) Summer 2010
- b) Fall 2010 career Days
- c) Classrooms (update)
- d) Pay for Print (One Card) May 10-14 installation begins in A & R
- e) Review Logistics flyer

#### 4) New Business:

- a) SLO software
- b) Business Lab (Credit) Summer/Fall
- c) South Whittier Educational Center
- d) Perkins IV Funds Approved
- e) Travel & Registration for Perkins Funding
- f) All Staff E-Mail

#### 5) Adjourn

**Next Division Meeting - Friday, May 21, 2010**

# Business & Career Technical Education

Division Meeting  
January 23, 2012

## Minutes

### Attending Full Time

Carl Anderson, Gene Blackmun, Michael Dighera, Marius Dornean, Gary Halvorson, Julie Huang, Jeannie Liu, Shin Liu, Mercedes Martinez, Jay Sunyogh, Steve Tomory, Jon Whitford

### Attending Part-Time

Sergio Barron

### Classified Staff and Managers

Mike Slavich, Monica Francis

Meeting called to order at 2:35 p.m.

#### 1. Welcome and Introductions

- A. Mike welcomed everyone.

#### 2. Last Meeting Minutes

- A. Mike asked that the group review the minutes from the January 27th meeting. After the review of the minutes, Jon Whitford moved that the minutes be accepted. Jeannie Liu 2<sup>nd</sup> the motion. The vote was unanimous. None were opposed.

#### 3. New Business:

##### A. Spring 2012 Division Meetings

1. These meetings are required for Full Time Faculty. Part Time faculty are always welcome. This would give you flex time.
  - a. Thursdays 2:30 – 3:30
    - o March 15
    - o April 12
    - o May 17
2. Mike asked that Mike Dighera and Jeannie Liu prepare a presentation for the next Division Meeting, March 15<sup>th</sup>, on a step by step process in revising courses for curriculum committee review.
3. Mike also announced that sometime in April we are to receive a master copy of the catalog for revisions/corrections. Mike will turn in and keep a master copy of all the corrections made by faculty from each department.

##### B. New Programs - Certificate and Degrees

Mike announced that both the Marketing and Logistics degrees/certificates are in the Launch mode on the Chancellor's website so they are done.

##### C. Budget-District/State

Mike let everyone know that the next cuts to the budget are going to be harsh. He explained that Summer and Fall would be a roll over from last year but Spring 2013

could see some significant cuts. He explained that he will have an “A” and “B” plan for spring just in case. Once we have completed Summer and Fall the administration will have a better idea of how many FTE’s we will have left. He also informed everyone that he will be looking at fill rates, both at the beginning of the semester and mid-semester, as well as completion rates to create his plan. He does see combined class being eliminated so he suggests that everyone plan accordingly.

#### **D. Curriculum Review**

Mike stated that updating curriculum is imperative. He also said that any curriculum at the 100 level that is not updated by the 5 year mark will not be offered in the schedule.

#### **4. Old Business**

- **Student Learning Outcomes (SLO)**

Julie stated that the Business division is still behind for Fall.

Gary mentioned that Manual Perez has not done his for Fall.

Mike asked that John and Julie run reports for the next division meeting.

- **Advisory Committee**

All departments have had their advisory meeting or have a date planned except for GIS and Auto Collision.

- The Division Picnic will be held on Saturday, June 2<sup>nd</sup>. A venue is forthcoming.

#### **A. Next Division Meeting –**

- Thursday March 15, 2012 at 2:30pm.

**Meeting was adjourned at 3:31 pm.**

**Business & Career Technology Education**

**Division Meeting**

**Division Meeting Minutes**

**May 17, 2012**

**Attending Full Time**

Carl Anderson, Gene Blackmun, Michael Dighera, Marius Dornean, Gary Halvorson, Shin Liu, Mercedes Martinez, Warren Roberts, Rodolfo Rios, Jay Sunyogh, Steve Tomory, Jon Whitford.

**Attending Part Time**

Douglas Hansen

**Attending Manager**

Mike Slavich

**Approved Absences**

John Frala, Jeannie Liu, Julie Huang

**Unapproved Absences**

Richard Stein, David Lindy

**Meeting called to order at 2:32 P.M.**

**1. Welcome and Introductions**

- A. Mike welcomed everyone. Introductions were dispensed with.
- B. Minutes from April 12, 2012 were reviewed and discussed. Motion to approve the minutes was made by Gene Blackmun, and seconded by Steve Tomory, and were approved unanimously.

**2. New Business**

- A. New program, certificates and degrees (Logistics/Marketing) have been completed and approved by the Chancellor's Office. Auto has completed the certificates and they are pending approval from the Chancellor's Office. GIS had the first reading to remove the prerequisites from 281 and 230.

A Transfer Model Curriculum has been developed and streamlined the process for curriculum committee. This model will also give the students guaranteed acceptance into a CSU. There was a discussion regarding the fact that the student may get in but not necessarily in the area of study they would like.

- B. Budget-District/State: Mike announced that he will be sending out letters to all part time faculty informing them that there may not be an assignment for them in the fall semester. For those who do have an assignment in the fall semester just tell them to disregard. He told the group that he just wanted to be fair in giving this letter to all part time staff.

Mike explained that he will let the full time faculty choose their load for Spring 2013 but he will be assigning overload and part time faculty and courses being offered.

Mike also explained that times are already getting tight and it will get worse before it gets better. He explained that the evening college supervisor has been let go and all of the deans, directors and vice presidents will have to be evening college supervisors a few times during the semester.

- C. Curriculum review: Beginning Fall 2013 there will be no repeatable courses accepted by the Chancellor's Office. All courses that have the repeatability option on the curriculum must have them removed by the curriculum committee prior to fall 2013 or risk not being able to offer those classes until it is fixed. Most of these courses are in the Auto Collision area.

The cut off for the Spring addendum of the catalog is August 27, 2012.

- D. Fall 2012-Is being entered in AccessRio and will look pretty close to the schedule as currently planned. It goes into live registration around July 4, 2012.
- E. Financial Aid will be following the criteria of the Chancellor's Office for gainful employment. In reviewing the list on the Chancellor's website it was noticed that some of our degrees were not listed and it was asked how do we get our degrees on the list. Mike said he would talk to Elizabeth and Kats to see how we can get our degrees on the approval list.

### 3. Old Business

- **Student learning Outcomes (SLO)**

- Gary Halverson: DRAF, ARCH, CIVL, GIS, LAND
- John Frala: AUTO, AUTOB, ELCD, AET, WELD
- Julie Huang: MGMT, MRKT, CIT, ACCT

There were complaints that the SLO system is not working properly.

- **Advisory Committee Meeting Dates Needed:** All Advisory Committee Meetings have been completed.
- **Perkins IV Budget:** We will wait for results from the application.

### 4. New Business

- Commencement is Thursday, May 24<sup>th</sup>, so get your cap and gown order into the bookstore.
- Division Picnic, Saturday, June 2<sup>nd</sup>, and the flyer has been emailed
- Other: Mike went around the room for any further comments. There were none.

### 5. Adjourn: Motion to adjourn, Marius, seconded by Rodolfo, meeting ended 3:21 P.M.

Next Division Meeting – Friday, January 25, 2013



**Business & CTE Division Meeting  
April 4, 2013**

**Minutes**

**Attending**

Jay Sunyogh, Gary Halvorson, Warren Roberts, Carl Anderson, David Lindy, Marius Dornean, Mercedes Martinez, Jon Whitford, Jeannie Liu, Shin Liu, Julie Huang, John Frala, Rick Stein (arrived at 2:54 pm)

**Faculty Absent:**

Steve Tomory, Michael Dighera who were at Skills America in San Diego.  
Gene Blackmun, Rudy Rios.

**Called to order**

The meeting was called to order at 2:36 p.m.

**Meeting Minutes**

After the review of the minutes from the last meeting Carl Anderson moved to accept as read, John Frala 2<sup>nd</sup> and the vote was unanimous.

**Guest Speaker:**

Matt Koutroulis came to talk to the group about SLO entry. He explained what information the accreditation committee will look for such as quality and consistency. SLO's mostly represent the objectives and exiting skills. There should be a minimum of two active SLO's per course and courses that are not offered every semester can be entered every 2 years. He explained that by tying equipment needs to learning outcomes that is can help a department acquire what is needed.

**Summer 2013 Schedule**

Mike announced that summer is complete and open for viewing in Access Rio.

**Part Time Printing Limit**

Mike announced that the limit set for part time printing has not brought about any complaints.

**Enrollment**

Mike advised everyone that we may experience a dip in enrollment due to the partial recovery of the economy and the new restrictions being applied to financial aid students.

**Advisory Committee Meeting Dates**

Mike confirmed that all departments with the exception of Logistics have set their dates for the advisory meetings. Mike will check his available dates for a Logistics meeting.

**Brochures**

Mike announced that CTE received their brochures so the business faculty should check with Jan about receiving theirs.

**Committee Reports**

**A. Senate:** Elections are coming up. Jon Whitford volunteered for next year if no one else wanted to. Shin asked to be replaced as the meets conflicted with her class. John Frala will be running again for the board.

**B. Curriculum:** Nothing much to report at this time. Everything has been turned in and through the process.

**C. ICT:** Nothing to report at this time.

**Upcoming Interviews:**

Interviews for the part time pools will occur as follows:

Logistics: May 17 from 9-11.

Welding May 17 from 1-3.

Civil May 7 & 9 from 2-5.

**Adjourned**

Meeting was adjourned at 3:40pm.



TERESA DREYFUSS  
INTERIM SUPERINTENDENT/PRESIDENT

August 1, 2012

BOARD OF TRUSTEES

Dear Career Technical Education Faculty,

ANGELA ACOSTA-SALAZAR

The start of a new school year in Fall 2012 is coming quickly. Flex day will occur on Friday, August 17th at 8:00 am in the Wray Theatre. Part-time faculty are welcome to attend flex day, although it is not mandatory.

NORMA EDITH GARCÍA

Following lunch on Flex day each division will take 3 hours to enter all SLO's as well as linking them to degrees/certificates where applicable. This is required by the ACCJC, our accreditation agency, who will be requiring a written report regarding this very subject in October making the completion of this project critical and time sensitive. The Career Technical Education and Business Divisions will be meeting in B-107 from 1:00 to 4:00 pm to enter program SLO's and meet as a Division.

GARY MENDEZ

If you are a part time employee you are welcome to attend, however, attendance is not required. Flex day begins on August 17<sup>th</sup> at 8:00 am for those of you who wish to participate in the whole day affair. ***If you are part-time and wish to attend either Flex day, August 17th and RSVP to Lydia Corrales by no later than August 10, 2012.*** You may reach Lydia via e-mail at [lcorrales@riohondo.edu](mailto:lcorrales@riohondo.edu).

VICKY SANTANA

MADLINE SHAPIRO

**As a side note: All full time faculty please hold Friday, September 21 from 8:00 am to 1:00 for a division meeting on course offerings for Spring 2013.**

I look forward to seeing all of you.

Mike Slavich  
Dean, Career Technical Education Division  
Rio Hondo College  
562-463-7368