

Career Studies Division Meeting

Minutes

Thursday, August 27, 2015

Welcome

Gerald Ludwig, Division Chair, welcomed all in attendance.

Self-Introductions

Faculty members present introduced themselves. Attendees present were: See attached list.

1. After signing in, everyone was asked to review the minutes from the previous meeting. The minutes were read and approved.
2. Jerry welcomed the new full time faculty members in attendance.
3. Lorenzo Ybarra discussed the upcoming election for a new adjunct representative.
4. Nikki Jacobson discussed the upcoming election for a new representative for the Academic Senate
5. Pat Morris provided an update of the paralegal program activities and next orientation session to be held Sept. 17.
6. Gustavo Demoner spoke briefly about the curriculum committee.
7. A report about the Administration of Justice division was given.
8. A report about the Travel & Hospitality division was given.
9. Tenure, offices and administrative duties were discussed for the new faculty members.
10. Procedures regarding reprographics, absenteeism, office hours and syllabus submittal was also discussed.
11. Audra Lancaster-Boyce presented information regarding Brandman University.
12. Representatives from the Student Success Initiative discussed the new joint transfer program (AA-T/AS-T)
13. Response of the Sheriff's department was discussed in detail, along with expectations of what is deemed a reasonable response.
14. Handouts regarding Faculty Entrepreneurship Champion Mini-grants, and other possibilities were provided. See Mark Pracher, if interested.
15. Division meetings will be held third Wednesday of each month.
16. No announcements, comments, or other.

Adjourned.

By Pat Morris

