CTE GenEd Board Meeting Minutes
August 16, 2012 (R) 7/635

Members present: Diane Caulfield (CTE), Frank Fenlon (Counseling), Jennifer Higa-King (UC), Kara Kam-Kalani (UC), Sandy Sanpei (CTE), Fumiko Takasugi (UC)--Recorder

Meeting was called to order at 2:40pm.

1. Choosing a new Chair

Sandy was chosen as the new Chair of the committee by unanimous decision.
Fumi was chosen as Recorder

2. Updating the Intranet

The Chair will see that the Intranet is updated as necessary. Jennifer will ask Todd to give Sandy access for updates.

3. College catalog

Catalog information should be the official record, but information on the Internet can change in the meantime, as new decisions are made. Counselors need to update all of this with STAR as well.

March is the deadline by which Pat Yahata needs all new changes to the catalog. Chairs of the various sub-committees will go to the GenEd meeting and give the sub-committee updates, changes, and certifications to Jennifer.

4. Processing of future applications, required forms, timeline

The group can send out an email about who is on the board, and that we will be accepting applications.

The GenEd board will be meeting in February or March. We will be setting our deadlines once we get CPC/DCC deadlines set for future applications.

Triage programs need to get their forms in early so that they can be processed in time.

5. Board charter

The issue that the Board is missing a Natural Sciences representative from the UC was raised. The committee agreed that the expertise of a Natural Sciences faculty member is significant for the committee. Furthermore, based on the CTE Gen Ed Board Statement of Intent, keeping the numerical balance of members from CTE and UC is also important.
Diane agreed to look into an additional CTE representative. Kara agreed to look for an additional UC member to represent Natural Sciences.

6. Other matters

Jennifer will check on the status of AG100 Introduction to Agricultural Science and report to the committee to see if it should be listed as fulfilling a DB designation.

Meeting ended at 3:40pm.

Addendum

Since the meeting, members followed up with the following matters:

- Jennifer reported back to the group that the AG100 course is indeed current in certification.
- Jennifer agreed to work with the CPC Chair to establish some deadlines so that we can answer questions regarding certification of specific CTE courses per request from Diane. Jennifer noted that it would be good for all Boards to use the same deadline(s).
- Diane approached Evelyn Greene (Tech I), who agreed to serve on the CTE GenEd Board.
- Kara approached Paul Sherard (UC Natural Sciences), who agreed to serve on the CTE GenEd Board.