Call to Order
The meeting was called to order at 12:30PM by Katy Ho


Absent/Excused: Mike Barros, Jon Blumhardt, Jennifer Higa-King, Conred Maddox, Russell Uyeno

I. Check In/Update
The Library will be closed from Saturday, December 20th through Sunday, January 11th. It will re-open on January 12th.

II. Approval of Meeting Minutes (Dec 1)
Members were asked to submit any changes to Renette Sonomura

III. Presentation & Discussion (Guy Shibayama)
Guy Shibayama did a presentation about the Apprenticeship Program. See attachments for more information.

IV. CLT Charter
The committee will revisit the charter in January. As a guide for the discussion, Katy will bring back a list of questions from the FSEC committee review template. The task was spearheaded by Cynthia Smith for FSEC

V. Enrollment
As of this morning, enrollment was down 4%. Students were purged from their classes for non-payment. Students who are on financial aid, VA benefit or have a payment plan were exempted from being purged. Katy would like to investigate why approximately half of the students enrolled in the fall semester did not enroll for the spring semester. Mechanism is in place to call students who were purged from their classes or who have not yet enrolled.

VI. Finals Week Policy
Feedback from FSEC on the finals week draft is forthcoming. The draft will be discussed in the CLT meeting. The hope is to finalize it by the end of spring.

VII. Sign-up Sheet
The sign-up sheet for note-takers and presenters was circulated among the members.