**Lone Star College System**

CESD Meeting Minutes

May 5, 2009

**PRESENT:** Nadine Jenkins, Bill Coppola, Rebecca Riley, Judy Murray, Katherine Miller, Ed Albracht, Bennie Lambert, Cher Brock, John Fishero, Thad Anglin, Feleccia Moore-Davis, Linda Luehrs-Wolfe, Larry Rideaux, Glen Wood, Linda Head, Lawrence Brandyburg, Julie Leidig, Elizabeth Chapman

**ABSENT:** Diana Pino, Jean Grove, Siobhan Fleming, William Durham, Jade Borne

1. **New Business**
2. CE Restructure and Status (Linda Head)

* Process is going smoothly, Directors have been hired for each college and Senior Program Managers have been hired for each program
  + Directors
    - Montgomery - Layton Gill
    - CyFair - Janet Tabor
    - Kingwood - Robin Garrett
    - Tomball – Sharon Jones
    - North Harris – Christina Hinkson
  + Senior Program Managers
    - Alternate teaching Certification – Dell Burditt
    - Manufacturing and Trades – David Lenzi
    - Health – Lisa Thomas
    - Languages and ESL – Nadia Nazarenko
    - Seminars and Workshops – Pat McDougall
* Scheduling a meeting at each campus with the CE Director, VPI and Linda Head to discuss changes and have set goals

1. CE New Programs (Linda Head)

* Held training on new program development for approximately 80 Workforce (CE and Credit) personnel
* CE Council will develop processes for new program development
* Shared update on new programs that will be going live for Fall of 2010
* Marketing push beginning next week for three of the new programs: Eco, Mechatronics and EMT
* CE will be working with VPI’s to coordinate marketing events for new labs opening at each campus

1. Six-Drop (Glen Wood)

* Waiting on final vote from Texas Legislature, otherwise, the plan is to implement for Summer I term
* Training will be provided by ARC personnel at each campus
* Larry Rideaux will be attending the Dean’s Council on May 11th to provide information to the Deans
* New Veteran’s Chapter – new GI Bill will send money to school instead of students for student and fees, only remaining money will be sent to student – drops will affect payments

1. Code of Conduct (Larry Rideaux and Nadine Jenkins)

* Implementation timetable is to have a final draft by the end of May and then to begin training sessions at the campuses
* Intended to be an online document used to refer students, faculty and administration to the correct policies with regard to disciplinary actions and appeal procedures

1. College Connections (Larry Rideaux)

* Shared data from the database that the College Connection Advisors are using to track data
* Will add a checkbox to the student information form asking if the student is on reduced/free lunch in order to gather data on low income status

1. **Reports**
2. VP of Instruction Update (Julie Leidig)

* Faculty Credentials – Philosophy faculty must have an MA in Philosophy or an MA with 18 hours in Philosophy; World Religion and Philosophy of Religion must have an MA in Philosophy, an MA with 18 hours in Philosophy or an MA in Theology or Religious Studies or a Masters with 18 grad hours in Theology or Religions Studies.
* Program Review – Reviewed the program review template to be developed for CurricUNET and made suggestions for clarification; 15 criteria identified for reporting on healthy Workforce programs.

1. SSC Update (Nadine Jenkins)

* Met with Dr. Goodall regarding creating and sending out a mass email and flyers detailing precautions to take regarding the Swine Flu

1. Institutional Effectiveness Update (Siobhan Fleming) - Absent
2. LSC Online Update (William Durham) - Absent
3. University Center Update (Lawrence Brandyburg)

* Finals will be done by May 16th
* Summer classes will begin June 9th

1. Deans’ Council Update (Elizabeth Chapman)

* Working on job description with Dr. Carpenter
* Deans’ retreat planned for August 11th

1. VPAD Report (John Fishero)

* The joint meeting was very productive
* Reminded everyone to make sure personnel is accurate for the first budget lock

1. Workforce Council, CE Council, Corporate College update (Linda Head)

* Nothing in addition to above information