



Aracely Aguilar, MBA
Interim Vice President
Dean of Career & Tech
Education

**CAREER STUDIES
DIVISION**

FULL-TIME FACULTY

Jerry Ludwig, Chair
Corey Williams, Vice
Chair
Charles Daniel
Gustavo Demoner
Nikki Jacobson
Buck Stapleton
Corey Williams
George Yan
Francine Zexter

Lorenzo Ybarra

**ADMINISTRATION OF
JUSTICE DISCIPLINES**

Administration of Justice
Corrections/Homeland
Security
Fire Technology
Police Science

**BUSINESS
DISCIPLINES**

Accounting
Business Administration
Business
Finance
Law
Management
Marketing
Paralegal Studies
Real Estate

PARALEGAL DIRECTOR
Patricia Morris

TRAVEL DISCIPLINES

Travel
Hospitality

Career Studies Division Meeting

Agenda

Thursday, August 27, 2015

1:30 PM

Welcome 5 new full time Faculty members

Brandman University, Audra Lancaster-Boyce

Minutes of June Division Meeting

Reports:

SLO Committee report, Lorenzo Ybarra (election of new Rep)

Paralegal Report, Pat Morris, Director

Senate Report, Nikki Jacobson (election of new Rep)

Curriculum committee, Gustavo Demoner (election of new Rep)

Adjunct (election of new Rep) see administration

Advancement and Program Development (Dean Pracher)

Business Advisory Board formation committee to form

Tenure review Committee to be formed for new Faculty

Over 40 students process notify chair to publish

Reprographics handout Syllabus submittal to Judith Fierro

Creation of new Certificate programs

Absenteeism, Office hours posted on Doors Work Block

Announcements

Adjournment

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

