



CCE CLUSTER AGENDA/MEETING MINUTES

Wednesday, October 27, 2010

12:00-1:00 p.m.

Lake Worth Campus – ETA 101

ITEM 1. What specific measures has your faculty instituted to reduce the incidence of plagiarism? Has the faculty noticed that plagiarism is increasing among students?

Discussion: Cluster members reported that this is not an issue in their areas as classes are typically short and do not include papers or tests.

Data/data source: (where appropriate)

Action: N/A

ITEM 2. Election of new Cluster Chair and new Cluster Scribe

Discussion: Nominations were made for new Cluster Chair and new Cluster Scribe. Isabel Karimi was selected as the new Cluster Chair and Elizabeth Carracher will be the new Cluster Scribe.

Data/data source: (where appropriate)

Action: New Cluster Chair and Cluster Scribe were elected. Transition of responsibilities to new Chair and Scribe will begin.

ITEM 3. Update: CCE Marketing Meetings & CCE Registration Meeting

Discussion: Summaries of the CCE Marketing Meetings (10/13/10 & 10/19/10) and CCE Registration Meeting (10/19/10) were shared with the group.

Data/data source: (where appropriate)

Action: Additional meetings will be scheduled to continue the discussion on these topics.

ITEM 4. CCE Course Evaluations

Discussion: A request was received from Jeff Nowak for information on the CCE Course Evaluation process. Information needed includes an overview of how the course evaluations are done (the process), and how the results are compiled and used. Examples of the actual forms and samples of compiled reports were also requested.

Data/data source: (where appropriate)

Action: Liz Carracher will send an email to the Cluster members detailing the request, and request written feedback from the membership.

ITEM 5. Update: Spring 2011 Brochure

Discussion: Kim Ardila-Morgan made a presentation on the CCE marketing plan. Good progress has been made on both a short term and long term marketing plan. An evergreen brochure is being developed, and plans for marketing Spring and Summer 2011 classes were shared with the group. There is a need for a long term marketing plan to include an updated evergreen brochure that should be produced in time to market our classes for the Fall 2011 semester (2012-1). Brochure distribution strategies were discussed, as was the importance of updating the mailing list. Peggy Adams-King offered the assistance of Gwen Sidlo to coordinate the Spring 2011 mailing arrangements for the brochure. Dean Richie reminded the group that there are also display pieces (trade show materials) that need to be updated. Approximate cost is \$5000.

Data/data source: (where appropriate)

Action: Kim Ardila-Morgan will compile the information submitted by each area and will submit to College Relations and Marketing. They will then complete a draft layout of the brochure. Sandi Barrett offered to follow-up on updating the trade show materials. Program Managers will review the existing mailing list to make any corrections needed.

Dean Richie will request that the topic of CCE marketing including cost and bulk mailing arrangements be referred to the Provosts Council for discussion at their next meeting.

ITEM 6. Session Code for Drop with Non-Payment

Discussion: Cluster members discussed the need to look at alternate session codes to determine exactly what we need for our courses. Flexibility is important so that we have the ability to make business decisions. There is a need to request additional session codes through the Consortium.

Data/data source: (where appropriate)

Action: Cluster members recommend that we request approval from the Provosts Council to schedule a meeting with Ella Cassidy to discuss the creation of session codes that will address our need to make timely and accurate business decisions as to whether to run or cancel a class.

ITEM 7. Course Pricing

Discussion: Carrie Pasquale reported that she received feedback from Mr. Becker concerning the pricing strategy for Avocational classes. She was advised that pricing for Avocational classes should follow the same guidelines as those for CCE classes. Courses that were on the Fall 2010 (2011-1) schedule can be run in the Spring 2011 (2011-2) and Summer 2011 (2011-3) terms at the same price; however prices for any new courses should be calculated using the formula presented to the Cluster by the Provosts. All courses will need to follow the new pricing guidelines effective with the Fall 2011 semester (2012-1).

Data/data source: (where appropriate)

Action: Pricing for new CCE and Avocational classes should follow current guidelines.

OTHER. N/A

Attendance:

Adams-King, Peggy
Ardila-Morgan, Kim
Barrett, Sandi
Bressner, Diane
Carracher, Liz
Finley, Berkley
Forsten, Deb

Karimi, Isabel
Nicholson, Gwen
Pasquale, Carrie
Reiter, Jill
Richie, Patricia
Robinson, Eileen
Zinser, Nancy

Submitted by:

Elizabeth Carracher
Scribe

c. Minutes Distribution List