

**School Meeting/SLOAC Workshop**  
**Friday, October 27, 2011**  
**11:00 a.m. – 1:30 p.m.**  
**M -101**

AGENDA

11:00 – 11:30 a.m. Dean's Update

1. School Business/ Actions/Requests
2. Spring Semester Update
3. Perkins Planning Meeting
4. Q&A

**11:30 – 1:30 - SLOAC Workshop**

The room will be available until 1:30 p.m. Alan Viersen and Kurt Hill will be available to provide technical assistance.

BTCWI – School Leadership Meeting  
Monday, Nov 7<sup>th</sup>, 2011  
3:30 – 4:30 pm  
M 107-E

Agenda items:

1. Spring semester update
2. Department Updates
3. Perkins -
  - campus meeting details
  - funds for curriculum
  - budget status
4. Travel/Conference processes
5. Other

Please bring other agenda items you may have to the meeting.

San Diego Miramar College  
School of Business, Technical Careers & Workforce Initiatives  
January 19, 2012  
1:00-2:00 p.m. Rm. M-110

**AGENDA**

**1. School Business**

- a. Budget 2012-13
- b. Program Cards
- c. Class Syllabi
- d. Drop rosters

**2. Spring Enrollment Update**

**3. Summer Schedule**

- a. Essential and grant-funded classes only
- b. Start dates need to be prior to June 30<sup>th</sup> if possible.
- c. Summer credit courses offered will impact the number of late-start spring 2012 classes

**4. Perkins Update**

- a. New Coordinator
- b. **Unmet Needs Review – 2011-12**
- c. Proposal Process – 2012-13
- d. New Priorities

**5. Department Chair/Program Director Updates  
Automotive**

- Aviation Maintenance/Aviation Operations
- Business
- Child Development
- Diesel
- Paralegal

**6. Future Directions - Integrated Planning for BTCW**

Program Development  
Industry Engagement  
Internship Project  
Resource Development

BTCWI Leadership Meeting  
February 13, 2012  
3:30-5:00 p.m.  
C- 105

AGENDA

- I. Spring LATE START & Summer Classes
  - a. Summer – no schedule, Add code only
  - b. Fall application –for summer
  - c. Book orders should be submitted
  - d. Summer fee based options
  
- II. Fall Schedule Development
  - a. 3 proposals
    - i. Same as 11-12
    - ii. 4% decrease
    - iii. 6% decrease
  
- III. School Priorities - Comprehensive 3 year Plan/Projections
  - a. Top Priorities by year
  - b. Program Changes
  - c. Staffing Plan
  - d. Capital purchases
  
- IV. **SLOAC Update**
  
- V. VTEA
  - a. 2011-12 Budget Revisions – February 24, 2012
  - b. 2012-13 Proposals - early March
  
- VI. Marketing Project
  - a. Next meeting – March 2, 1:30p.m. M-108
  
- VII. Other

BTCWI – SCHOOL LEADERSHIP MEETING  
FEBRUARY 27, 2012

- I. School Business
  - Fall 2012 Schedule Development
  - Week of Mar 5 – Roll forward
  - Reporting Faculty Absences
  - Adjunct Faculty Evaluations
    - Due April 20, 2012
- II. **School Priorities – draft**
- III. Dept/program updates
- IV. Marketing Campaign Project
  - a. Planning Meeting – March 2, 2012 1:3 pm M-108
- V. Other
- VI. Next Meeting: March 11, 2012

BTCWI Leadership Meeting  
March 12, 2012

AGENDA

- I. FALL 2012 SCHEDULE UPDATE
- II. SLO PROJECT – status
- III. VTEA APPLICATION – release date 3-12-12.
- IV. DEPT/PROGRAM UPDATES
- V. MARKETING CAMPAIGN PROJECT - UPDATE
- VI. OTHER

Next Meeting: MARCH 26, 2012

BTCWI Leadership Meeting  
March 26, 2012

## AGENDA

- I. FALL 2012 SCHEDULE UPDATE
  - a. FTEF allocation
  - b. Enrollment Strategy
  
- II. VTEA
  - a. Purchase Requisitions due – April 13, 2012
  - b. APPLICATIONs – due March 26, 2012
  - c. CTE Advisory Committees ( handout)
  
- III. DEPT/PROGRAM UPDATES
  
- IV. Evaluations – completion date: April 9, 2012  
Online Rosters – Fall
  
- V. OTHER

Next Meeting: April 9, 2012

BTCWI Leadership Meeting  
April 23, 2012

AGENDA

- VII. FALL 2012 Schedule
  - School/Dept FTEF - handout
- VIII. Budget 12-13- handout
- IX. Priority of Assignment Discussion
- X. Remaining Perkins Funds
  - Unmet Needs
  - Summer Projects
  - Other
- XI. Evaluations – due dates
  - a. Contract – May 4
  - b. Adjunct – May 11
- XII. Department/Program Updates

Next Meeting: May 7, 2012