



Department of Career and Technical Education

TO: Dr. Kenneth Patterson, Interim President
Maxine Hughes, Interim Vice President of Instruction

FROM: Seth Ward, Director
Career and Technical Education

DATE: July 1, 2020

RE: Recommendation to Suspend Culinary/Electrical Wiring Technology
Certificate Programs

In an effort to demonstrate the fiscal responsibility of the Luna Community College CTE Department, our staff has conducted some internal program viability audits resulting in significant recommendations.

With years of ongoing reduction in Culinary and Electrical Wiring Technology, it is my recommendation that these two Certificate Programs be suspended, effective for the Fall Semester of 2020. As the institution emerges from probationary restrictions and enrollments begin to recover from COVID-19 impacts, these programs may become more sustainable. In that case, we can plan for reimplementation. However, at this time these programs are not fiscally viable for continuation.

The suspension of Culinary and Electrical Wiring Technology will enable the administration and staff of the CTE Department to build and better service remaining programs. With your approval, the CTE Department will begin suspension proceedings and the Fall Term schedule will reflect teach-out strategies for remaining students.

Please let me know if you have any questions in regards to this recommendation.

A handwritten signature in black ink, appearing to be 'Seth Ward', written over the text of the letter.

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