

**OCCUPATIONAL DEANS' COMMITTEE MEETING**  
**FRIDAY, MAY 18, 2001**  
**San Diego Community College District**  
**9:00 a.m. – 12:00 p.m.**

**Minutes**

**I. Call to Order/Introductions**

Gonzalo Huerta called the meeting to order at 9:05 a.m.

Those present were:

- Mary Benard, Miramar College
- Bernadette Black, Regional Consortium, Cuyamaca College
- Pat Centurione, San Diego City College
- Kay Hartig, Cuyamaca College
- Gonzalo Huerta, Imperial Valley College
- Lois Knowlton, Grossmont College
- Eileen Kraskouskas, MiraCosta College
- Cassie Morton, SDCCD
- Wilma Owens, Palomar College
- Kathy Pulse, CCCCCO
- Noel Roberts, CCCCCO

**II. Approval of Minutes of April 20, 2001**

Corrections:

*Page 3, Section II, Regional Consortium Report*  
“...waste up” should read “...waist up”

*Page 6, Section IV, New Business*  
“HBAC” should read “HVAC”

*Page 7, Section II, Old Business*  
Correct spelling of Charlie’s last name is “Klein”

The Minutes were approved with corrections. Wilma moved for approval. Kay second it.

**III. Program Approvals**

- a. *Fitness Specialist Certificate Program (Verbal)*—*Tony Thele*  
Tony indicated the program is designed to train as entry, intermediate and advanced levels as group exercise leaders and personal trainers. The students will learn different techniques of exercises and conduct assessments of health behaviors. He further stated the program would be targeted to those who lead in group exercises. Eileen Kraskouskas asked under which discipline this program went under and Tony replied “P.E.”.

Tony asked to include on the agenda for the next Occupational Deans' meeting, "Baking and Pastry Program" for the first reading.

- b. *Pastry and Baking Arts (Verbal)*—Lois Knowlton distributed Grossmont's brochure on their "Culinary Arts Program." She stated that pastry and baking is "hot" in the industry. She indicated that Grossmont's Culinary Arts program is their fastest growing ROP program. Kay asked if Grossmont has Culinary Arts in a regular credit program, and Lois indicated that only "some of the courses" were. Lois mentioned that this program would be offered as certificate and degree. Kay suggested that Lois and Tony look into the job market for outside information.

#### **IV. Regional Consortium's Report**

- a. *Regional Consortia State Chancellor's Meeting—May 7<sup>th</sup> Report*  
Kay informed the group the neither she or Bernadette were able to attend the May 7<sup>th</sup> Regional Consortia Chars meeting with the Chancellor's Office due to a flight delay. However, she was able to obtain some information to share with the committee. Kay gave Lois Bruhn a letter from Victoria Morrow regarding VTEA reporting for vouchers. Lois Bruhn indicated that one proposal indicated to use VTEA reporting for all students. If you accept voucher students, Lois stated that "you have to have statistics for all students" and indicated that she did not have the staff and resources to do all this reporting and follow-up on voucher students. Mary Benard mentioned that she thought that was the role of the One Stop Case Manager. Lois Bruhn replied "that was the agreement that we proposed—to have the Case manager do the follow up, referrals and job placements..."

Kay mentioned that at the last CCCAOE conference, there was discussion on obtaining the State's approval for out-of-state travel. She indicated that Kim Perry came up with a format to follow, and distributed that form to the group. Kay explained that if you put in your VTEA plan that "professional development may include out-of-state travel," then you are covered. She asked Kathy if included "out-of-state travel" in the VTEA plan, if we had to do the request Kim prepared, and Kathy Pulse stated she did not believe so. The request should be sent to Barbara Whitney.

- b. *Regional Consortium's Accomplishments 2000-01*  
Kay distributed Regional Consortium's list of accomplishments for 2000-01, and welcomed the group to make any additions to the list.
- c. *Marketing Activities*  
Kay gave a status report on the Regional Consortium's marketing activities.
  - Mea Daum is currently developing a new Marketing Plan which will be completed sometime in July 2001;

- Kay Hartig, Bernadette Black, Betsy Stewart, and Mea Daum met with the web designer who will be updating the Regional Consortium's website. Ideas and suggestions were shared and the update is in progress.
- Best Kept Secret brochure—Comments were gathered from the Marketing subcommittee and deans and were shared with Mea Daum for review.

*d. Equity Pioneer Scholarship Award*

Kay indicated that the three representatives who were nominated to read the Equity Pioneer Scholarship applications selected the two winners of the award. The announcement of the winners will be given out next week.

Eileen asked if it was allowed to move money around if they had additional funds. She stated last year she had an additional \$5,000, and asked if that money could be transferred to the bookstore to encumber funds for student support in following year, and Kathy replied that "we can not encumber money in one year for something to be purchased in the next year."

*e. Calendar for next year*

A tentative calendar for Occupational Deans for 2001-2002 was distributed to the group. Kay asked the Deans their consensus on meeting jointly with the Economic Development Practitioners. Mary showed some concern that there was not enough time for the Economic Development Practitioners to meet. Eileen suggested making the meeting longer, possibly extending the meeting and having lunch brought in. However, Kay showed some concern having a lunch meeting because an order may be placed for 25 attendees with only half of the representatives attending the meeting. Lois Bruhn stated that we should just make an effort to move the agenda along, which was the consensus of the committee.

*Note: September 7, 2001 meeting has been changed to September 21, 2001. April 19, 2002, is Imperial Valley College's spring break.*

Eileen informed the committee that MiraCosta has moved to a four day week, with meetings now being held on Fridays.

**V. Chancellor's Report**

*Kathy Pulse*

Due to Barbara Whitney's absence, Kathy distributed the VEST Update for May 2001 on her behalf.

### *Economic Development Program News*

Kathy distributed a status report on “Economic Development Program News.” Kay asked if the \$5 million augmentation will open up funds for more regional collaborative grants, and Kathy stated that the \$5 million was originally for IDRC targeted to certain areas; however, was not sure if this will continue. Kay asked how the participation bid was on these grants, and Kathy indicated that there has been quite a bit of interest. Kay asked if they did not receive enough interest, if the funds would be put in other categories, and Kathy replied “probably.”

Kay indicated that the FII, FSS, Economic Development and Vocational Education applications came out at the same time and all were due at same time. She asked the committee if they would support Kay in sending an email to Victoria Morrow stating the concerns we all had, and the group showed positive support.

Kay stated that she was unclear what the Board of Governors’ Initiative Framing Document addressed. Eileen replied that originally it was a budget change proposal. Kathy indicated that there was a lot of concern using other agencies’ monies. Kay asked that the committee be kept up to date on the progress, and would like weekly updates on issues.

### *Noel Roberts*

#### *Tech Prep*

- Tech Prep Renewal application for 2001-2002 deadline is June 15, 2001. Noel stressed the importance of using blue or red ink when completing the applications. If an application does not have blue or red ink, it will not go through the process.
- Tech Prep Directors Meeting is June 24 at Summary Academy, Palm Desert
- Summer Academy, June 24-26 2001, at the Marriott Resort and Spa in Palm Desert.

## **VI. Old Business**

### *a. Looking for a Career—1<sup>st</sup> draft*

A first draft copy of the Looking for a Career brochure was distributed to each college. After reviewing the brochure, a following list were a few suggested corrections:

- Lois Knowlton indicated that under Health and Services, Nursing ADN (RN), Nursing CNA, and Nursing LVN should all be listed separately.
- Eileen indicated that “Nursing LVN to RN” needed to be added.
- It was agreed to remove the “\*” and its content.
- “Home Health Aide” should be listed under “Nursing.”
- Lois Knowlton agreed to remove “Invasive” and “Noninvasive” listed after Cardiovascular Technology.

- Eileen suggested consolidating the Child Development programs as well. Instead of listing the program as “Child Development or CD”, it was agreed to shorten the title to “Child Dev”. She also stated that “Child Dev Associate Teacher” & “Child Dev-Associate Teacher” is the same program, and noticed that there were several duplications within the brochure. Kay asked if we wanted to just list “Child Development” and have students call the college for more information, and a majority of the group appeared to be favorable for this.
- Eileen suggested having a subcommittee to review how we would want to break down the clusters. After further discussion, the group agreed to edit their copy, email Bernadette a summary of their suggestions regarding the consolidation of clusters, and Bernadette and Kay will then review and determine what the majority voted on. It was decided to have this completed and returned to Bernadette by the end of next week.

*b. VTEA Process and Grants*

Kay informed the committee that she had asked for an extension to the VTEA June 5<sup>th</sup> deadline, however it was declined. Wilma agreed with Cassie Morton in that if we extended the deadline, there would be no staff around anyway. Kay stated that “there will probably be more revisions” once the plan is submitted, and Kathy indicated to “just get in something.” Kay further indicated that the quality of the planning done at colleges could be improved by getting the process out earlier. Lois Knowlton showed some concern regarding the time frame due to the end of the year ceremonies and graduation. Eileen stated that “the Chancellor’s Office is dealing with time frames that do not honor the academic calendar.”

Tony asked why the core measures and allocations were so late, and Cassie replied that the “measures were probably just programming.” Cassie asked “at the end of the plans, do we have to address all vocational programs whether they were funded or not” and the group replied “no.” Cassie showed some concern regarding programs that were under-performing that could bring down the college’s data.

*Questions/Comments for Barbara Whitney*

- Kay requested to have the VTEA applications sent out earlier since the time frame has caused problems.
- Tony asked to have some assurance that we have the opportunity to modify the plan, as we have in the past, since there may be more revisions this year.
- Lois Knowlton asked if we still were supposed to emphasize developing activities based on the core indicators? She further inquired whether we should target more of our activities towards the core indicators, or is that just for informational purposes only?

- Kay asked that the committee be kept up to date on the progress of the Board of Governors' Initiative Framing Document, and would like weekly updates on issues.

Tony asked if the forms each college used were given to every faculty member to complete, and Mary replied that she gave them to everyone on their local planning team. Tony further asked "how we determined which ones we wanted after collecting the data," and Kay replied that for Cuyamaca, she receives the forms from the faculty and gives them to the Workforce Development Committee to decide.

Eileen indicated that she thought the new VTEA plan was to strengthen programs. She stated that "we used to determine funding by special populations, but now it's by who needs the money to expand their programs."

Gonzalo suggested to dedicate one meeting in the beginning of next year on VTEA, and to share with each other what we were doing and what problems we faced. He also recommended conducting VTEA workshops for faculty so they can share and understand the process the Deans have to deal with. The group demonstrated favorable feedback.

## **VII. New Business**

### *a. Election of Chair for 2001-02*

Gonzalo Huerta will be Chair of the Occupational Deans for 2001-2002. Eileen nominated Mary Benard as Chair Elect, and the group supported the nomination. Lois Bruhn will check to see if Mary is interested.

## **VIII. Announcements/Other Items/Adjournment**

Eileen mentioned that approximately a year ago, she gave a verbal on "Irrigation Technology" and "Network Administration", and indicated that this will be a verbal today.

Lois Bruhn indicated that "Continuing Education" title has been changed to "Centers for Education and Technology."

The meeting was adjourned at 11:30 a.m.