

**OCCUPATIONAL DEANS' AND
ECONOMIC DEVELOPMENT PRACTITIONERS MEETING
RED LION HANAIEI HOTEL, BAY ROOM
FRIDAY, NOVEMBER 16, 2001
9:00 A.M. – 12:00 P.M.**

MINUTES

9:00 a.m. – 9:45 a.m. Occupational Deans

I. Call to Order/Introduction

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

Those present were:

- Irma Alvarez, Southwestern College
- Sheryl Ambil, Southwestern College
- Randy Barnes, SDCCD
- Mary Benard, Miramar College
- Bernadette Black, Cuyamaca College
- Lois Bruhn, SDCCD
- Pat Centurione, San Diego City College
- Leonard Fabian, Imperial Valley College
- Gonzalo Huerta Sr., Imperial Valley College
- Lois Knowlton, Grossmont College
- Eileen Kraskouskas, MiraCosta College
- Greg Newhouse, Miramar College
- Bruce Maxon, San Diego Mesa College
- Cassie Morton, SDCCD
- Wilma Owens, Palomar College
- Judy Pautler, San Diego Mesa College
- Kathy Pulse, Chancellor's Office
- Stan Schroeder, Grossmont College
- Tony Thele, Southwestern College
- Marlies Vandenberg, Southwestern College
- Mary Watters, Southwestern College

II. Approval of Minutes of October 11, 2001

Cassie Morton made one correction to October 11th Minutes:

Under *Regional Consortium Report, Section i. Work-Based Learning Careers Advisory Committee*: Delete sentence “Lois Knowlton nominated Kim Brooks from Grossmont College to take the lead on this activity, and she accepted.”

III. Program Endorsements

a. *SW (Culinary Arts) Baking Pastries – Certificate of Achievement (First)*

Tony Thele distributed a packet of information on Southwestern's Culinary Arts Baking Pastries program. He indicated that the lab part would be held in the college cafeteria. Lois Knowlton asked if this is considered ROP, and Tony replied "yes." Lois Knowlton showed some concern that Baking and Pastry is a limited field and job opportunities are not big; however, stated that it would not hurt Grossmont's Baking and Pastry program. Judy Pautler indicated that she too voiced her concern at the verbal reading of this program about the availability of jobs. Gonzalo asked if there was a motion to send Baking Pastries to a second reading, which was agreed upon by the Deans.

b. *SW Office Information Systems, Basic and Advanced (First)*

Irma Alvarez requested to modify their request to offer this as a new program. They are taking the same programs in Office Information Systems, Basic and Advanced, and revising it, and are hoping to make it more accessible, easier, and quicker for students to obtain a certificate. Eileen asked if they used the "New Options under an Existing Program" process listed in the Program Approval Handbook, however, Tony replied "no". Gonzalo asked the deans if they were in favor of allowing this reading of Office Information Systems, Basic and Advanced, to be the first and second reading, and all approved.

c. *SW Office Information Systems Bilingual (Spanish/English) (First)*

Irma Alvarez indicated that this is the same as Office Information Systems, Basic and Advanced, with Bilingual added. Gonzalo asked the deans if they were all in favor for accepting this to be the first and second reading, and all approved.

d. *SW Microsoft Office User Specialist, Basic and Advanced (First)*

Irma Alvarez indicated that students would earn a Certificate of Achievement in MOUS. Gonzalo asked the deans if they were all in favor for accepting this to be the first and second reading, and all approved.

e. *SW Legal Office – Professional Microsoft Office User Specialist (Verbal)*

Irma Alvarez indicated that Southwestern has a Legal Secretary program but is changing the name. She stated that this program was approved in 2000—"Legal Secretary with a series of specialties." She stated that they are adding one more specialty to the program, Microsoft Office User Specialist, Word Processing Specialty, certificate or degree. Irma asked that this be put on the next agenda as the first reading. Eileen suggested following the new process listed in the Program Approval Handbook.

f. *SW Legal Office – Professional Microsoft Office User Specialist Bilingual (Verbal)*

Irma Alvarez indicated that this is the same as Legal Office-Professional Microsoft Office User Specialist with Bilingual added. Irma asked that this be put on the next agenda as the first reading.

g. Cuy Business Office Technology Program (Second)

On behalf of Kay Hartig, Bernadette Black stated that there have been no questions concerning Cuyamaca's Business Office Technology Program and asked the deans for endorsement. Wilma moved for endorsement and all were in favor.

h. Pal Electro Mechanical Equipment Technician (First)

Wilma Owens indicated that she did the verbal on Electro Mechanical Equipment Technician approximately ten months ago. She stated that she would mail the packet to each dean to review. Wilma indicated that Palomar was asked to develop this program to help assist applicants to regional distribution centers and postal centers in passing their exam. Wilma mentioned that this program will be a 26-unit certificate and would train students to maintain regional distribution's and postal centers' equipment. Wilma stated that they added two new courses to already existing courses. Cassie Morton mentioned that this sounded like manufacturing, and Wilma reiterated that this program only trains the student to maintain the equipment.

i. MC Floriculture (New Options/Existing Prog-Verbal)

Eileen Kraskouskas distributed MiraCosta's Request to Add New Option or Certificate within Existing Program to Inventory application required by the new program approval process. She stated that this is a new addition to their Horticulture program. Lois Knowlton asked that under this new process of adding a new option within an existing program, if it was the dean's responsibility to analyze the program, and what the procedure was if a dean did not approve, and Wilma Owens indicated that the purpose of requesting to add new option within an existing program is for informational purposes only. Wilma stated that this new procedure allows colleges to quickly respond to changing an existing program to keep abreast of occupational standards.

Lois Bruhn moved for endorsement since this new procedure is for informational purposes only, and all approved. Tony Thele asked if they could develop a new option of certificate program using this form under any existing program and Eileen replied "yes." Lois Knowlton indicated that if someone felt like this process was being abused, to discuss it with the dean. Gonzalo Huerta motioned for this to be considered the first and second reading as well, and all were in favor.

j. MC Architecture Transfer Certificates (New Options/Existing Prog-Verbal)

Eileen Kraskouskas distributed the Request to Add New Option or Certificate within Existing Program application for MiraCosta's Architecture Transfer Certificate. Gonzalo Huerta motioned for this to be considered the first and second reading, and all were in favor.

k. *MC Web Management to Internet and Multimedia
(New Option to Existing Prog-Verbal)*

Eileen Kraskouskas distributed the Request to Add New Option or Certificate within Existing Program application for MiraCosta's Web Management. Gonzalo Huerta motioned for this to be considered the first and second reading, and all were in favor.

IV. Old Business

Program (Approval) Endorsement Process

Wilma Owens distributed the draft copy of the Program Recommendation Process for San Diego and Imperial Counties Occupational Deans. She indicated that a negative recommendation for a program does not preclude the college from sending the program forward to the Chancellor's Office, but rather is the proposing college's responsibility of providing information on why the program should be recommended over the negative endorsement.

Wilma also indicated that adding a new program and new option requires different forms and a different process. She stated that she will draft two Program Recommendation processes—one for the new programs and one for the process of adding new options and will bring that to the next Occupational Deans meeting in December. The instructions for finding the Program Approval Handbook on the Chancellor's website will also be added.

V. New Business

Stan Schroeder informed the committee that there is a DACUM Facilitator training workshop December 3rd – December 7th, at the Marina Village Conference Center in San Diego, for individuals who work in or with programs in the following TOP codes: Health, Public Safety, Business Education, and open (no TOP code requirement). He stated that there is no charge to those coming from those fields, and for all other participants the training fee is \$1,095. Cassie Morton asked if it was possible for other people who are not affiliated with the above TOP codes to attend the workshop, and Stan replied "yes."

Stan Schroeder stated that if a community college wanted to host a DACUM Facilitator training workshop that they would be compensated. It was asked if there was a requirement that the participants conducted a training workshop afterwards, and Stan replied that they expect those who do not pay a fee to conduct two or three workshops. He stated that if one paid their own way to the workshop, there were no expectations for them to conduct workshops afterwards. Stan stated he would email the flyer out to the group.

VI. Other

9:45 a.m –11:15 a.m. Occupational Deans & Economic Development Practitioners
Joint Session

I. CCCAOE Vice-President's Report

Eileen Kraskouskas asked if anyone wanted to submit a presentation proposal for the Spring 2002 CCCAOE Conference. Gonzalo Huerta suggested adding the two-year review of vocational programs, and Eileen indicated that that proposal has already been submitted. The registration flyer for the Spring 2002 CCCAOE conference at Tenaya Lodge, Yosemite, was distributed to the group. Eileen mentioned that there will be a bus available from the Fresno airport on the morning of March 6th.

The next Board meeting is in January.

II. Regional Consortium Report

a. Chancellor's Office Digital Signature Online Project

Bernadette Black informed the committee of the Chancellor's Office Digital Signature Online pilot project. She indicated that the Chancellor's Office hired Gary Adams, a consultant from Deloitte & Touche, to design a web-based application to get the VTEA local plan online. A few highlights of the pilot project included:

- A digital certificate is loaded into the PC which identifies and authorizes the user to sign;
- The budget summary would automatically be calculated;
- The budget summary is automatically created for each TOP code;
- Once the basic information is entered in the database, it pre-populates so the user does not have to enter the information twice;
- The Core Indicators is pulled automatically;
- A wizard is included at the top of the application to help the user through the process;
- It will notify the user if they are spending too much or too little on the budget sheet.

Bernadette Black mentioned that Gary Adams will be presenting a cost analysis report to the Chancellor's Office and depending on how much the project will cost will determine if it will be implemented.

b. Chancellor's Office VEST Report

Bernadette Black distributed Kim Perry's VTEA report from the Regional Chairs meeting November 5, 2001.

c. Chancellor's Office Economic Development Report

Bernadette Black distributed Kay Ferrier's Economic Development report from November 5, 2001 Regional Chairs meeting.

d. *Professional Development Funds*

A flyer was distributed listing the funding opportunities available to the nine colleges. Bernadette Black indicated that \$600 is available to each college to send one representative to the Special Populations workshop December 3rd and 4th in Sacramento. She stated that the only participants signed up at this point were from Cuyamaca, Palomar and Grossmont. Lois Knowlton mentioned that she tried signing up a second person from Grossmont College, however, was told that the Special Populations workshop was closed.

Bernadette Black informed the Deans that \$2,000 is available to each college for professional development activities, and distributed a copy of the purchase request to each dean.

e. *Economic Development and VTEA Mini Grant Opportunities*

Bernadette informed the committee of the following mini-grant opportunities:

- \$15,000 available for Economic Development mini-grants. Five mini-grants will be awarded with a maximum request of \$3,000. Proposals are due **Monday, December 10, 2001.**
- \$12,000 is available for VTEA mini-grants. Four mini-grants will be awarded with a maximum request of \$3,000. Proposals are due **Monday, December 10, 2001.**

Bernadette asked for volunteers to be readers for the mini-grant proposals, and the following agreed to participate: Wilma Owens (Economic Development), Cassie Morton (VTEA), Eileen Kraskouskas (VTEA), Tony Zambelli,(VTEA) and Robin Carvajal (Economic Development). Gonzalo indicated that he would not be available to be a reader if the readers were to meet the week of December 10th. Copies of the mini-grant applications were made available as well.

f. *Career Development/Work-Based Learning Activities*

Bernadette Black stated that the Regional Consortium would be facilitating a Career Development workshop that is required by the Regional Consortium's augmentation. She stated that the workshop would consist of one keynote speaker, labor market information, and round table discussions. Bernadette stated that Cassie Morton has taken the lead on this project and Cassie gave the tentative date of Thursday, March 14th to conduct the workshop, depending on the speaker's schedule. Cassie mentioned that conducting the workshop on a Friday would not be good for Counselors, therefore, tentatively scheduled the workshop on a Thursday.

Bernadette indicated that a one-day workshop would be conducted on Work-based Learning that focuses on Best Practices. The date of that workshop has not yet been determined.

g. *Schedule for Balance of Year*

The Regional Consortium's annual calendar for 2001-2002 was distributed to the committee.

▪ *Occupational Deans Retreat*

Bernadette Black asked the Deans if there was any interest of having another Occupational Deans' retreat either in January or May, 2002. Lois Knowlton asked why those two months were selected, and Bernadette replied that the February meeting was a joint session with the Economic Development Practitioners, March is CCCAOE, and April is another joint session, therefore leaving January or May 2002, for the Occupational Deans. It was suggested to have the retreat in February and include the Economic Development Practitioners. It was unanimously decided to having the retreat in Spring 2002.

Suggested topics included:

- Eileen indicated that MiraCosta is in process of doing their accreditation under the new WASC standards, which possibly would make a good agenda item for the retreat. She indicated, however, that possibly it would be too early to discuss.
- Gonzalo Huerta suggested discussing the two-year review of vocational programs.
- Marlies Vandenberg recommended having project directors from Centers give a presentation about their Center. She stated that there is a lack of knowledge in Centers and this would be a good way to network and share information.
- Share best procedures on data collection forms required by the Chancellor's Office.

III. Chancellor's Office Report

Kathy Pulse informed the committee that the Chancellor's Office travel budget has been cut by 90%, therefore, eliminating three staff members being able to attend regional meetings. She stated that a representative could be made available by phone. Wilma Owens asked if having a videoconference would be a possibility, and Kathy Pulse indicated she would check. Mary Watters asked if the Regional Consortium could pay for one representative from the Chancellor's Office to attend the meetings, and Kathy stated that she would check on this as well.

School-to-Career

The Sustainability Institute will provide information gleaned from the National School to Work Office Resource Mapping Institute held last spring in Biloxi, Mississippi. The Director's Forum is scheduled for November 29 – 30, 2001, 8:30am-5:45pm. The Director's Forum is designed to offer a number of opportunities for STC Local Partnership teams to interact, share ideas and resources as well as receive committee products and services that will lead to sustainability. Cassie asked if staff from the Chancellor's Office would be there, and Kathy indicated she did not know.

VTEA

Kathy distributed an updated VTEA report for November and stated that if anyone had any questions to contact Barbara Whitney. She stated that \$4 million is available to colleges with ADN programs, and \$1 million is available to the Regional Health Occupations Resource Centers (RHORC).

Economic Development

Kathy Pulse distributed the Economic Development Program News for November 2001. She indicated that the Board of Governors met earlier in the week to discuss the key issue of Career Ladders. She stated that the Board did not redirect any Economic Development funds, and approval by the Board is scheduled for January 2002. It is likely that the 2002-03 RFA specifications for new Industry Driven Regional Collaboratives and Initiative Centers will include career ladders approaches as an allowable activity. The Job Development Incentive Funds projects will reflect objectives contained in the “Ladders of Opportunity” document developed by the Board.

Four Centers for Applied Competitive Technology is up for competitive bid, including Region X.

The ED>Net Conference will take place in Burbank on April 15-17, 2002. The theme of the conference is “California Diversity Equals Global Competitiveness.” Senator John Vasconcellos and State Librarian/Historian Kenneth Starr will be among the keynote speakers.

Kathy Pulse indicated that new grants will start July 10th. Dana Quittner asked if there is a possibility of grants being pulled back after money has been spent, and Kathy replied that she did not believe so.

IV. New Business

High Cost Programs – WEDCO Request from SDICCCA

Dana Quittner indicated that WEDCO assessed the cost criteria—the criteria being categorized by facilities, staffing, recruitment, support services, etc.—and took that back to SDICCCA. She stated that they have been informally advised that there is an interest in creating an alignment between two regions, with San Diego and Imperial Counties as being one of them, for the Career Ladders initiative. Dana indicated that there will be no redirection of funds. She stated that because San Diego and Imperial Counties region is underfunded, by identifying monies needed to linking them to career ladders will in fact help influential CEOs pursue this with the Governor. Lois Knowlton asked if the idea was to assess how much money was needed for marketing and recruitment, and Dana Quittner replied “yes.” Dana further stated the purpose was to determine how much it would take to put a program together as if there was no other infrastructure at the college. The thought of this project is to look at the costs and determine regional needs.

V. Other

Marlies Vandenberg asked that rather than the \$125,000 augmentation go directly to the RHORC, have the Regional Consortium be the fiscal agent and subcontract with

RHORC. Mary Benard asked if there would be an administrative percentage taken out for the Regional Consortium, and Marlies replied that there is no indirect and the augmentation would be used at 100%. Eileen moved to have the Regional Consortium assume responsibility, which was agreed upon by the group.

11:15 a.m. – 12:00 p.m. Economic Development Practitioners

I. Approval of February 9, 2001 Minutes

On behalf of Wilma Owens, Chair, Mary Benard asked if there were any corrections to the February 9th Minutes.

Two corrections to the February 9, 2001 Minutes:

- Marlies Vanderberg should be spelled Marlies Vandenberg (Page 1)
- Marlies Vandengerg should be spelled Marlies Vandenberg (Page 8).

The minutes were approved as corrected.

II. Program Updates

Greg Newhouse, Advanced Transportation Tech Center, Miramar College, indicated that they are making their Diesel Tech program an “all fuels” program. The Center is incorporating greater computer technology for their Aviation program, and are purchasing some equipment and integrating that in their courses.

Greg Newhouse indicated that they are collaborating with SD/REBRAC in developing an Emergency Response seminar for fire technicians, and what to do when an accident arrives.

III. Old Business

IV. New Business

V. Other

Kathy Pulse showed some concern on the little participation from the Economic Development Practitioners at the meetings, and indicated that many regions have the same problem. Marlies Vandenberg indicated that it would be good for Centers to meet to discuss the various data collection forms required by the Chancellor’s Office, and Bernadette Black suggested adding that as a topic to the retreat in Spring 2002, which was agreed by the Deans. Gonzalo Huerta suggested changing the order of the agenda to Occupational Deans, Economic Development Practitioners, with the joint session being last. Mary Benard agreed with changing the order and suggested having the Economic Development Practitioners be first on the agenda allowing them to give their presentations to the deans at the beginning of the meeting. She indicated that alternating the agenda around might increase participation.

VI. Adjournment

The meeting was adjourned at 12:10