

**OCCUPATIONAL DEANS' MEETING  
SAN DIEGO COMMUNITY COLLEGE DISTRICT, ROOM 272  
FRIDAY, APRIL 11, 2003  
9:00 a.m. - 12:00 p.m.**

**MINUTES**

**I. Welcome/Introductions**

Cassie Morton

Cassie Morton, Dean, Business, Information Technology and Cosmetology, SD City College  
Fred Allen, Sr. Dean, Business and Professional Studies, Grossmont College  
Gonzalo Huerta, Dean of Instruction for Applied Sciences, Imperial Valley College  
Jackie Escajeda, Program Assistant I, CCCCCO  
Kay Hartig, Executive Dean, Educational Development & Services, Cuyamaca College  
Lois Bruhn, Manager, Economic & Workforce Development, SDCCD  
Margie Fritch, Workbased Learning, San Diego Community College District  
Michelle Turner, Administrative Coordinator, SD/Imperial Counties Regional Consortium  
Mollie Smith, Interim Director, Vocational & Apprenticeship Programs, Palomar College  
Randy Barnes, Associate Dean of Apprenticeship Programs, SDCCD

Cassie Morton called the meeting to order.

**II. Approval of Minutes from February 20 & 21, 2003  
& March 13, 2003**

Cassie Morton

Cassie Morton requested revisions for the minutes from February 20 & 21 meeting. Cassie stated that on page 7 under Open/Other Items, the CCAOE needed to be changed to CCCAOE. Kay Hartig moved to accept the minutes with changes. Gonzalo Huerta seconded. The February minutes were approved.

Cassie requested revisions for the minutes from the March 13 meeting. Cassie stated that in section VII. Chancellor's Office Report that Joyce Arntsom be changed to Joyce Arnston. Kay moved to accept the minutes with changes. Mollie Smith seconded. The March minutes were approved.

**III. Apprenticeship Programs - Regional Program Approval Guidelines**

Lois Bruhn

Randy Barnes stated that he reviewed the Regional Program Approval Guidelines regarding approval of apprenticeship programs and found out that the occupational deans are not required to approve these new programs. According to Randy, the DAS decides new apprenticeship programs based on excess capacity and will not approve if it is a duplicate program. He requested that the guidelines reflect this approval process and bring to the Occupational Dean's meeting for verbal approval only. Randy believes that the occupational deans be informed of new programs. Lois Bruhn moved to change the guidelines to have the apprenticeship information brought to occupational deans for verbal only. Kay Hartig seconded.

#### IV. Program Approvals

##### Apprenticeship Programs - Verbal Notification

##### a. Communications Technician, San Diego City Civil Service

Randy Barnes

This program is for students to learn how to install and repair all of the communications equipment used in police cars and ambulances. There are currently 4 students completing this training.

##### b. Construction Electronic Systems Technician, Associated Builders and Contractors

Randy Barnes

This program is considered low voltage because the students will only be working with wiring that is below 110 volts and cabling. There are currently 40 to 50 students completing this program but this number will possibly increase to 200.

##### c. Tool and Die Maker, Honeywell Corporation

Randy Barnes

This machinist program is where they make die casts for Honeywell Corporation at City College. They currently have only 2 completing this training.

Lois Bruhn stated that apprentices are not counted as FTEs. The students in the apprenticeship programs are considered isolated apprentices because they are integrated within existing classes. Cassie Morton suggested having a professional development presentation on apprenticeship for the occupational deans in May. Michelle Turner will place topic on the May agenda.

Cassie Morton requested clarification on how Randy was handling the issue of prerequisites. Randy stated that in the Ed Code apprenticeships may have prerequisites waived; however Randy is incorporating them in the new programs coming online.

Michelle will email Regional Program Approval Guidelines document to Randy, so he may revise with the recommended changes. Fred Allen moved to change the procedure and Gonzalo Huerta seconded. All approved that Randy will revise the guidelines. Randy will ensure that each new apprenticeship program brought to the occupational deans meeting have a paragraph describing the program.

##### Degree Program - Final

##### a. Library Technician

Gonzalo Huerta

Gonzalo Huerta tabled this until the May meeting.

#### V. CCCAOE Report

Mollie Smith

Mollie Smith provided a summary of key items from CCCAOE. According to Mollie, Perkins for 03-04 is 20 million nationally, which will result in about 2 million for California. The Perkins forms have very few changes this year and are located on the website. Mollie stated that it is important to spend all of the VTEA dollars at the rate in which you receive them.

Due to the recent ruling by Ralph Black, the Chancellor's office is negotiating with EDD & DSS on how to match student data and not violate the FERPA rules. The most important point is that the colleges need to think about how they could identify their low-income students and generate employment data without violating student's confidentiality.

The occupational deans will be receiving a survey to distribute to their colleagues about preference for 1 or 2 conferences a year. The CCCAOE staff is still waiting for a response from the CIO's to determine whether we will have the spring 2004 conference in San Francisco. Mollie also mentioned that Region X will at some point be featured on the CCCAOE website.

According to Mollie, the VEST unit is researching changing the TOP codes to CIP codes. At this time the cost for individual colleges is prohibitive, so the change may take place gradually. Mollie wanted to ensure that each dean notifies their MIS department as well as the Chancellor's office of a TOP code change.

## **VI. Tech Prep & Program Articulation - Discussion re: Regional Activities**

Margie Fritch

Margie Fritch provided information about Tech Prep and Program Articulation on behalf of Lynne Ornelas. According to Margie, Grossmont - Cuyamaca Colleges are participating in a data sharing partnership project called Cal-Pass. They are able to access information from their high school partner, which allows them to easily access information about the number of Tech Prep students in the following 3 categories:

1. earned articulation credit while in high school
2. transitioned to college after graduation
3. enrolled in same pathway at community college

The other colleges in the region are exploring ways to collect and report the same data elements.

Margie stated that the San Diego Unified School District does not have their data for articulation. Lynne is working with them to find out why this data was not included. According to Margie, Tech Prep is waiting on funding for 2003-2004.

Margie stated that Tech Prep Directors thought of working on a regional project to create regional ladders using the information contained in the brochures "Looking for a Career" and Career Ladders. Tech Prep may include this project in their upcoming grant as a possible action item. Lois Bruhn stated that originally this project was a WEDCO recommendation. Margie stated that this would be helpful with the articulation process with the high schools.

According to Margie, Lynne got a request from a high school to articulate the child development program. The articulation guidelines state that the high school must be in the proximity of the college and each Tech Prep representative will send the information to the appropriate college for verification and refusal. If the closest college refuses to articulate, then other colleges have the opportunity to do it. The Tech Prep Directors want to know if this is the same policy with each college within Region X. According to Margie, in the articulation agreement a student can take their high school transcript to any college and get credit; however she is unsure if this is the current procedure with Palomar or Southwestern. She would like clarification regarding current

policy and when it was implemented. Mollie Smith will verify Palomar's articulation process. Kay Hartig recommended Margie contacting Mary Wylie or Irma Alvarez at Southwestern to verify their articulation process.

## **VII. Regional Consortium Report**

Kay Hartig

### **a. Occupational Deans Role/Responsibilities**

Kay Hartig stated that the Occupational Deans Role/Responsibilities draft was presented at the Occupational Dean's Retreat in February for brainstorming and revisions. Kay stated that this version is based on the suggested changes from the Retreat and she requested that the deans review and approve. Kay will forward to the CEO's once approved for their review. Cassie Morton stated that the designated dean may not do all of these things. Lois Bruhn recommended bringing the WEDCO definition into this role and get approval from SDICCCA. She will contact Dana Quittner regarding description to include in this draft. Lois requested that Michelle Turner email this draft to her for reference. According to Kay, this committee does not give report to SDICCCA. Cassie Morton stated that she will ask Mary Benard to clarify with Pat if we are one of the SDICCCA committees and if we report at their meetings. Gonzalo Huerta suggested that if we are a SDICCCA committee that we should report once a quarter at their meetings.

The following is a list of recommended changes to the role/responsibility document:

- Remove reference to vocational education and replace with occupational.
- Spell out WIA and VTEA.
- Add "but are not limited to," after responsibilities may include.
- Make every bullet point an action using "ing."
- Change Insuring to Ensuring.
- Replace "to do" with "to support" in the 8th bullet.
- Add "Workforce Development" after College in the 11th bullet.
- Delete "Single point of"; capitalize contact; and replace vocational with occupational in the 12th bullet.
- Replace "Liaison for ROP" with "Networking with ROP"
- Delete "and understanding" in the 17th bullet.

Michelle Turner will forward revised draft to Margie Fritch, so she can review for syntax errors.

### **b. "Looking for a Career" Brochure Update**

Kay Hartig mentioned that it is time again to revise the "Looking for a Career" brochure. According to Kay, we are almost out of these brochures from the 100K we printed last year. She recommended that each college make changes to their copy in red and mail the brochure back to Michelle Turner by May 2. Michelle will create an updated list and have the new draft for the next dean's meeting on May 16. According to Kay, there will be no format changes just clean up existing information.

## **VIII. Chancellor's Office Report**

Jackie Escajeda

Jackie Escajeda provided the Chancellor's report. She announced that she will be leaving on April 30th and Thomas Nussbaum will be retiring in January 2004.

She mentioned that the VTEA Title IC 2003/04 Local Application documents and the 2002/03 Final Report documents are posted to the VEST website. She wanted to confirm if anyone in our region was interested in a videoconference to discuss these forms. Kay Hartig stated that the deans were not interested in participating.

Jackie stated that the VEST Memo 04-10 Effective Program Summary will be used to complete the Consolidated Annual Report (CAR) and to assist with the reauthorization of Perkins. She mentioned that a web based survey will be posted to the VEST website in the next few weeks to poll colleges/districts on the reauthorization of Carl D. Perkins. Jackie encourages the deans to forward the survey link to all interested parties. In addition, a Special Populations survey will also be distributed shortly. She provided a handout about Special Populations Workshops scheduled throughout the state in Ontario, Chico and Fresno. For those interested, they must register at [www.casp.cc](http://www.casp.cc).

The 2003/04 AmeriCorps RFA for the Foster Youth Mentoring Project (FYMP) and the AmeriCorps Local Emergency Readiness Teams (ALERT) program have been announced. Only campuses that submitted a Letter of Intent to Participate are eligible, which are due by 4/14/03. The RFA information is at <http://www.cccco.edu/divisions/ss/ameriCorps/ameriCorps2.htm>.

Jerry Douglass will send out a survey to obtain feedback from the occupational deans about WIA and their involvement with WIA. Jackie recommended contacting Paula Ford at (916) 322-4003 if the deans have questions about WIA.

Jackie requested that Michelle Turner send her the occupational dean's distribution list including email addresses. Jackie mentioned that the apprenticeship RSI budget for 2002/03 was restored to full funding of \$12,729,000.

Jackie provided an economic development update. She stated that renewal ITC and RFAs should be out no later than next week; applications will be due May 15. Renewals will be for only one year, and centers will be asked to prioritize objectives in case funding should be reduced due to different funding cycles. Center grants will have the opportunity to request a time extension (no additional funds) for 2002/03 grants for up to six month; monitors will be notifying Center Directors if they haven't already about this. Other grants may request time extensions - three months is preferred - but the deadline for asking for extensions is April 30. The deans should contact their Project Monitor for an extension request form.

## **IX. Old Business**

NONE

## **X. New Business**

Margie Fritch created a memo for distribution regarding an IT articulation meeting with UCSD

Extension. The meeting is scheduled for Friday, April 25 at the San Diego Community College District Offices in room 335. The meeting will be from 9:30 a.m. until 10:30 a.m. The discussion will focus on articulating our community college IT courses and certificate and degree programs to the IT courses offered through UCSD Extension.

Margie mentioned a grant opportunity that she received from Julie Webell and will confirm if we can apply. Margie will forward confirmation to Michelle Turner for distribution to the deans.

**XI. Announcements/Other Items/Adjournment**

**Meeting adjourned 11:15am**

***Next meeting: May 16, 2003 at the SDCCD, Room 272.***