

**OCCUPATIONAL DEANS' AND CIO'S MEETING
SAN DIEGO COMMUNITY COLLEGE DISTRICT, ROOM 300
FRIDAY, DECEMBER 13, 2002**

MINUTES

9:00 a.m. – 11:00 a.m. OCCUPATIONAL DEANS AND CIO'S JOINT MEETING

- I. Welcome/Introductions** Mary Benard and Cristina Chiriboga
Mary Benard called the meeting to order at 9:15a.m.

Those present were:

- Mary Benard, Dean of Technical Careers and Workforce Initiatives, San Diego Miramar College
- Cristina Chiriboga, Vice President, Instruction, Cuyamaca College
- Jackie Escajeda, Program Assistant, Chancellor's Office, Sacramento
- Dr. Kay Hartig, Executive Dean, Educational Development and Services, Cuyamaca College
- Margie Fritch, Associate Dean, Tech Prep, San Diego Community College District
- Dr. Lois Knowlton, Senior Dean, Business and Professional Studies, Cuyamaca College
- Dr. Eileen Kraskouskas, Dean, Career and Technical Education, MiraCosta College
- Wilma Owens, Dean, Vocational Technology, Palomar College
- Michelle Turner, Administrative Coordinator, San Diego and Imperial Counties Regional Consortium, Cuyamaca College
- Cassis Morton, Dean, Business, Information Technology and Counseling, San Diego City College
- Dr. Dean Colli, Vice President, Academic Affairs, Grossmont College
- Julie Hatoff, Vice President, Instructional Services, MiraCosta College
- Elizabeth Armstrong, Vice President of Instruction, San Diego Mesa College
- Pam Deegan, Vice President, Instruction, San Diego Miramar College
- Dr. Kenneth Fawson, Assistant Chancellor, Instructional Services and Economic Development, San Diego Community College District
- Judy Pautler, Dean, School of Health Sciences and Public Service, Mesa College
- Diane Lutz, Vice President, Instruction, Palomar College
- Trish Axsom, Dean, School of Technology and Human Services, Southwestern College
- Bruce Turner, Dean, School of Health, Physical Education and Athletics, Southwestern College

II. Sharing Practices

- a. Program Elimination Eileen Kraskouskas

According to Eileen, Mira Costa created a system called an off-cycle program review. This process provides feedback regarding problematic areas within a specific program. Three of the

four programs reviewed, created an action plan, which if not accepted by the committee would move to program elimination. She believes this is a good system to ensure that curriculum is constantly being reviewed and shifted to ensure students success.

Lois Knowlton discussed Cuyamaca/Grossmont's process of reviewing programs every 2 years to meet the Title V requirement.

Cassie Morton mentioned that City has compared data including enrollment demographics and created a task force to review programs. After review of this data, a task force moved the Paralegal program to another location. She stated that this process is not about elimination instead about how to increase numbers. Enrollment percentages were the basis for changing their way of thinking in maintaining programs versus program elimination.

b. Program Initiation

Eileen Kraskouskas

Eileen asked what other colleges were doing to start up a program. She posed this question to the CIO's, "What are you thinking is the reasonable incubator period for starting a program with a new instructor?"

Dean Colli stated that they have previously incubated with part time faculty. He felt this was very difficult as well as the process of identifying priorities for hiring a full time faculty and rationalizing the need.

Cristina Chiriboga stated that Cuyamaca uses 8 qualitative criteria to decide. We have ensured that the announcement states what this program is and what it is not. This makes everything very clear for those applying.

c. Vocational Education Programs Exceeding 60 units for Degree

Cristina Chiriboga

Cristina requested clarification if there are presently any systems set up such as a formal evaluation process to monitor the size of vocational programs.

Diane Lutz stated Palomar would begin this Spring to evaluate and make sense of the program's unit allocation. According to her, the Deans will work with the Chairs to decide.

Mary Benard stated that Miramar is currently looking at industry to ensure that students are gaining the skills for that job.

Ken Fawson stated that a CAP project was conducted at Long Beach and Phoenix. These groups looked at what course work is needed to allow students to go from school directly to work. About 30 industry certified programs actually go straight to industry. He is really interested in looking at packages that allow students to go from school to work. He will be conducting a retreat, which will review a GE package for the Associates of Arts and Sciences.

d. SDICCCA - Study Abroad Program and By-laws

Cristina Chiriboga

Elizabeth Alexander stated that Mesa addressed this a few years ago. The Academic Affairs Committee reviewed programs, which were downsized or eliminated, then replaced with an occupational program that also met the general education or transfer program requirements. She will forward the handout regarding Mesa's process to Michelle Turner for distribution.

Cristina Chiriboga stated that overall the department will determine the mix and priorities by putting the ownership back on the departments.

Dean Colli stated that this brings the responsibility back to the department and takes some "Dean" staff development to ensure success as well as the quantitative side of things will take some time for staff to get familiar with it.

V. Planning for the Future

Articulation Agreements

Margie Fritch

a. 2+2

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b. Tech Prep

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c. College to College

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Margie stated that is procedural to award for Tech Prep Articulation. She asked, "Where should the focus be?" We are doing articulation within districts but how could we expand in what we are doing.

Cristina Chiriboga stated that for regional coordination regarding articulation agreements to work, we must first look at industry areas and faculty then decide if similar enough could transfer from one college to another and that college would honor their articulation. She mentioned that a standardized method concerning articulation would be helpful and is the issue with K-12 partners.

Cassie Morton stated that another factor is faculty to faculty which is from college to high school. Proposal is to allow the transcript to be used anywhere.

Margie Fritch mentioned that the transcript is the key to implement it at the college. All the student must do is complete an application.

Ken Fawson stated that a barrier is what is in each college procedures manual.

VI. Information

a. Regional Collaborations

Lois Knowlton

Lois asked, "What do we do when we cannot start a new program?" Regional collaborations would help when one school drops a program and another picks it up. Possibly looking at the Medical Lab Technician, Mesa has a similar program in place. Sharp came to see if we would be interested in starting this two year program. They have requested that the high school reps come to the meeting as well. Lois stated that we want to be supportive but the cost issues are very expensive. She stated that she would need to address this issue with health care facility to see if

they will assist with lab time. Some programs do not continue because of the cost issue; therefore, students are forced into the private sector to obtain this training.

Dean Colli stated that access to outside resources is good but this will be a new program with costs and clinical sites with additional sections. Does it make sense to add a program by getting a short-term funded program by industry?

Ken Fawson stated that it may not be as expensive if we evaluate what we have and just add the clinical portion.

b. Workforce Alliance

Kay Hartig and Mary Benard

Mary Benard mentioned that we should review Industry studies by SDICCCA and build a model to identify what is needed to train the workforce as well as which campuses and colleges can address these needs and provide the programs.

Kay Hartig stated that there would be 5 industry clusters sharing and working together with 1 Dean will represent all for each cluster. There have been requests to have two Deans for some areas. There would also be 1 or 2 community college members with 2 industry leaders.

Visitor and Hospitality – Eileen Kraskouskas

Biotech/Biomed – Berta Carson and Rick Matthews

Computer and Electronic Manufacturing – Wilma Owens and Michael Rourke

Telecommunications – Kay Hartig and Cassie Morton

Medical Services – Lois Knowlton's replacement

c. Ed. Code Title V Program Review

Kay Hartig and Lois Knowlton

Kay shared the process development by Cuyamaca and Grossmont to meet the requirements of Title V. Vocational programs are to be reviewed every 2 years with information reviewed by the Board. Questions or concerns regarding this process should be addressed to Kay Hartig.

Ken Fawson stated that based on his college's interpretation of Title V language, they review vocational programs every 2 years. Board delegated to the college for review.

Kay Hartig stated that Cuyamaca is on a 5-year cycle versus 2 for regular program review.

VII. Other

Ken Fawson stated that the Perkins III reauthorization might cause problems with everything we have talked about today. He requested confirmation if someone would be willing to have a discussion at SDICCCA regarding the workforce partnership getting labor market funds.

Dean Colli asked Ken Fawson if he would go to the federal representatives and give our point of view regarding the Perkins and VTEA funds. The representatives at the K-12 schools have been addressing this issue and Dean Colli believes that the community colleges should participate.

Jackie Escajeda stated that the Chancellor's office is requesting that the colleges speak with their local representatives regarding continuation of Perkins and VTEA.

11:00 p.m.– 12:00 p.m. OCCUPATIONAL DEANS

I. Approval of Minutes of November 15, 2002

Mary Benard

Mary Benard called the meeting to order at 11:10AM and requested a review of the Minutes. Lois Knowlton moved for the Minutes to be approved and Wilma Owens seconded with no corrections.

II. Program Approvals

a. IVC—Librarian Technician (First/Second)

Gonzalo Huerta, Sr.

Gonzalo did not attend and did not forward any information for this meeting.

b. SWC—Fitness Technician (Second)

Trish Axsom

Wilma Owens moved for approval and Kay Hartig seconded. All approved this new program.

c. SWC—Network Administration (Second)

Trish Axsom

Lois Knowlton reviewed and shared with faculty members. She received no input from the college. Wilma Owens moved for approval and Cassie Morton seconded it. All approved this new program.

d. Pal—Public Works Management (First/Second)

Wilma Owens

Wilma Owens stated that she received some questions, but received no additional feedback. Kay Hartig moved for approval and Cassie Morton seconded it. All approved this new program.

III. Regional Consortium Report

Kay Hartig

a. Mini-Grant RFA's due December 18th

Lois Knowlton said she was submitting a mini-grant for non-traditional employment for males into nursing and females into police and security. Kay Hartig mentioned that Randy Barnes was submitting a mini-grant for ESL for non-credit. Reading group to decide if should be special populations and VTEA or downsize amount awarded.

b. Agenda for Dean's Retreat February 20-21, 2003

Kay Hartig requested feedback regarding preference for location of meeting, previously held at Humphrey's Half Moon Inn & Suites. Mary Benard recommended keeping same location and just having a Dean's retreat. Kay stated that this is one of three meetings to ask Economic Development Practitioners to participate. She stated that the Economic Development Practitioners might conduct presentations only at the retreat. She will speak with the Chancellor's Office regarding what to do with economic development participation. Michelle Turner will call for agenda topics, which will allow some time to think about it. Lois Knowlton

suggested Tech Prep and Program Articulation as good topics for discussion. Kay Hartig mentioned that during the retreat, we might conduct some Professional Development activities or have guest speakers present various topics.

c. Other

Margie Fritch requested clarification regarding reimbursement of the mini-grant already awarded to her. She wanted to know if she could invoice for the full amount.

Kay Hartig advised that she has submitted a Purchase Request (PR) and encumbered the funds. The colleges may submit an invoice half way through completion of the mini-grant, however will not reimburse for entire amount until the program is completed. In addition, colleges must bill the Regional Consortium by May in order to get paid by June for this year.

IV. Chancellor's Office Report

Jackie Escajeda

Jackie Escajeda provided the Chancellor's Office Report. She mentioned that the Chancellor's Office would be announcing who are the awardees of the Career Development Reading School to career grants sometime this month. Jackie stated that President Bush is not very supportive of vocational programs. He would like to distribute the money from Perkins into Pell Grants. In showing the need and value of Perkins Funds, Lois Knowlton suggested that we solicit Congress and Legislators to show that this program works. She suggested that we include examples of programs that benefited from Perkins Funds such as nursing, homeland securities and the police academy.

Jackie Escajeda stated that Lisa Fassett took Barbara Whitney's place as our Regional Specialist. The equipment grant is state funded, but may be cut. CCCCCO staff will contact the colleges if cut. She will confirm if VTEA or state funds were to be used for the equipment grant. During the teleconference, a request was made to extend the date to accommodate the funding. Kay Hartig asked, "Has there been any change?" Kay Hartig mentioned that we were caught previously in equipment grants, which were not funded. Colleges need to know immediately if the date is extended or funds will be cut.

Jackie Escajeda mentioned that the AmeriCorps project for the preparing local communities for national disasters will begin in our region and those interested in participations should contact Frank Abbott at (916) 322 -2813

Economic Workforce will release RFA's (2) IVRC's in economically depressed areas and JDIF are state funds. RFA will be released at the end of December.

Jackie Escajeda mentioned that leadership grants are under Economic Development. VTEA gets leadership grants and the RFA will be available in late January. Renewal of economic development grants is due but do not have a date.

V. Old Business

No Old Business to discuss.

VI. New Business

a. WBL Resources for the Region

Margie Fritch

Margie Fritch stated that Orange Coast College would be offering an online course with faculty online lessons. Cassie Morton stated that she would be promoting Coop by having some of those same activities. Intrigued with more online lessons especially have more work experience attendance. Promote to faculty and implement the next day.

Margie Fritch suggested that we ask State Advisory Leaders of Special Populations and VTEA to the Dean's Retreat and have each give a report. One name mentioned was Mollie Smith who is the Regional Rep on the Special Populations Advisory Board.

VII. Announcements/Other Items/Adjournment

Cassie Morton moved to adjourn the meeting and Wilma Owens seconded it. The meeting was adjourned at 12:00PM.

Next meeting: Spring Retreat @ Humphrey's Half Moon Inn and Suites, February 20-21, 2003. NO JANUARY MEETING!