

OCCUPATIONAL DEANS COMMITTEE MEETING
FRIDAY, September 20, 2002
9:00 a.m. – 12:00 p.m.
MINUTES

I. CALL TO ORDER

Mary Benard called the meeting to order at 9:07 a.m.

Those present were:

- Irma Alvarez, Southwestern College
- Randy Barnes, SDCCD
- Mary Benard, San Diego Miramar College
- Bernadette Black, Cuyamaca College
- Lois Bruhn, SDCCD
- Jackie Escajeda, CCCCCO
- Margie Fritch, SDCCD
- Kay Hartig, Cuyamaca College
- Scott Hammer, Ed>Net
- Gonzalo Huerta, Sr., Imperial Valley College
- Lois Knowlton, Grossmont College
- Eileen Kraskouskas, MiraCosta College
- Otto Lee, San Diego Mesa College
- Cassie Morton, San Diego City College
- Lynne Ornelas, SDCCD
- Judy Pautler, San Diego Mesa College

II. APPROVAL OF MINUTES OF MAY 17, 2002

The minutes of the Occupational Dean's meeting on May 17, 2002, were approved as written.

III. PROGRAM APPROVALS

A. CUY Child Care School Age Certificate (Adding a New Option)

Kay Hartig indicated that the Child Care School Age Certificate is not a new program, but rather just a "cleanup" with the Chancellor's Office and requested the dean's approval. Lois Bruhn motioned for approval and Cassie Morton second.

B. CUY Water/Wastewater Program (Verbal/New Program)

Kay Hartig indicated that Cuyamaca College is working with San Diego Mesa College on the Water/Wastewater Program. She indicated that she will have the paperwork within the next couple of months.

C. *GC Culinary Entrepreneurship (Second/New Program)*

Lois Knowlton indicated that the paperwork was e-mailed prior to the meeting for the first reading, and gave the second reading for Culinary Entrepreneurship. Kay Hartig moved for approval and Cassie Morton second.

D. *GC Baking and Pastry (Second/New Program)*

Lois Knowlton indicated that the paperwork was e-mailed prior to the meeting for the first reading, and gave the second reading for Baking and Pastry. Kay Hartig moved for approval and Cassie Morton second.

E. *SWC CIS Advanced Internetworking Technician Emphasis (Verbal/New Program)*

Irma Alvarez indicated that the Advanced Internetworking Technician is part of Southwestern's CISCO program, at an advanced level. She stated that they are taking courses already being taught and adding two courses.

F. *SWC Fitness Technician (Verbal/New Program)*

Irma Alvarez stated that Fitness Technician was brought to the group over a year ago, therefore, brought the program back as a verbal. Lois Knowlton stated that Grossmont is starting a personal trainer program, and asked Irma Alvarez if this program is 18 units. Irma replied that it is a 22 unit program and is supported by ROP.

G. *CITY Associate of Science Manufacturing Technology Degree (Verbal/New Program)*

Cassie Morton added a verbal for San Diego City College for an Associate of Science Manufacturing Technology Degree in collaboration with NASSCO. She stated that it looked like an apprenticeship program. Kay Hartig asked if there was a regulation that certificated programs are open enrollment, and Cassie stated that this is open enrollment, and that the program will be held at NASSCO.

Randy Barnes reiterated that it is open to all students and is taught at NASSCO.

IV. CCCAOE VICE-PRESIDENT'S REPORT

Wilma Owens distributed the CCCAOE report and asked the deans to e-mail her if they had any questions. She asked the deans for their comments regarding the inclusion of information competency on certificates. Lois Knowlton stated that "it's more for a librarian and is not an identified course." Kay Hartig added that Cuyamaca College has it as a general education package. Wilma Owens asked the deans to forward any additional comments to her via email.

Wilma Owens indicated that she announced at the Board meeting how difficult it is for Region X to participate at CCCAOE when located at Tenaya Lodge. The Board mentioned that they were looking at other areas for CCCAOE Spring 2004.

The Fall 2002 CCCAOE conference is in Palm Springs.

V. REGIONAL CONSORTIUM REPORT

A. Professional Development Funds

Kay Hartig stated that the Regional Consortium will fund each college \$3,000 for professional development. A copy of their purchase request was distributed. She indicated that they can charge the Regional Consortium with any expenses incurred after July 1, 2002.

Kay Hartig stated that out-of-state travel needed prior approval from the Chancellor's Office, and expected everyone to follow the appropriate requirements under VTEA. She stated that each college would need to send the Regional Consortium an invoice for reimbursement by May 30, 2003, with the names of activity and demographics for reporting.

Irma Alvarez asked if the funds were to be utilized strictly for travel, and Kay Hartig replied that it could be used for any professional development activities (i.e. workshops).

B. Special Populations Augmentation Mini-grants

Kay Hartig indicated that the applications for the Special Populations mini-grants had been emailed prior to the meeting. The deadline to submit the application via email to Bernadette Black is September 30, 2002. Lois Knowlton shared with the group Grossmont's "Looking for a Health Career" brochure which was their funded project last year. Lois stated that they also put in two ads in the San Diego Reader and Job Giant and received over 100 calls.

C. VTEA and Economic Development Mini-Grants

The VTEA and Economic Development mini-grant application was emailed to the deans prior to the meeting. The deadline to submit the application via email to Bernadette Black is September 30, 2002.

D. Grant Readers

Kay Hartig stated that they needed grant readers for the mini-grants. Those who volunteered to participate included: Eileen Kraskouskas, Lois Bruhn, Wilma Owens, Margie Fritch, and Tony Zambelli. Irma Alvarez agreed to check with Diana Avila at Southwestern College. Lois Bruhn stated she would check with Mary Lewis. Kay Hartig indicated that the proposals will be emailed electronically prior to the selection committee meeting.

E. Looking for a Career Brochure

Bernadette Black indicated that the Looking for a Career brochures will be shipped out next Thursday, September 26th. She stated that each college would be receiving 3,000 brochures and asked if anyone needed more. The following colleges asked for more brochures:

Southwestern:	6,000	Palomar:	6,000
MiraCosta:	4,000	One Stop Centers:	2,000 each

VI. CHANCELLOR'S OFFICE REPORT

Jackie Escajeda

Chancellor's Office

VEST Update

- October 31, 2002-03, 1st Year-to-Date Expenditure report due for VTEA IC, Regional Consortia, Tech Prep and Discipline/Industry Collaborative Grants
- 2002-03 VTEA Certification for Apportionment: Memos 02-048 and 02-049 were emailed Monday, June 24, 2002 provided information on the process used to determine funding certification for districts relative to the VTEA funds.
- Dr. Merlyn J. Newlin, Assistant Dean of Career & Employment Services at Butte College, will begin her tenure as the new Dean on November 1, 2002. She will also be a featured speaker at the Fall CCCAOE Conference in October.

Economic Development Update

- SB 1566 (Polanco) – to reauthorized the Economic and Workforce Development Program for five years—was signed by the Governor on September 16th. The bill passed unanimously through every committee and house of the Legislature.
- The FY 02-03 State Budget included a \$9.85 million reduction to the Economic Development and Workforce Development program. \$1 million of these cuts were made to the Nursing category. The remaining \$8.85 million was taken from the IDRC category. Therefore, instead of being able to fund 53 projects as originally announced in June, only the first 20 projects were actually funded.
- The FY 03-04 Program Expenditure Plan was heard by the Board of Governors on September 9th. It will now be reviewed by the Economic Development Program Advisory Committee on October 24-25 and approved by the Board of Governors in November.
- For most FY 01-02 grants, all final report information should be received in the Chancellor's Office by September 30. If reports are not received by October 31st, final payments will not be made in recalculations apportionment. This applied to grants with late reports as well as grants that received time extensions beyond September 30th. For these grants, final payments will be made via the claims process.

Tech Prep

- The Tech Prep Ninth Annual Educating for Careers Conference is scheduled for February 23-25, 2003 in Anaheim, and were now calling for presentations (due September 30th). Jackie Escajeda indicated that if you wanted to have a workshop at this conference, to call 661-827-3266 or visit their website at: www.statecenter.com/workshops/conf2003/calls.pdg
- The Perkins Reauthorization Hearing is scheduled on October 25th at the College of the Canyons, 9:00 a.m. – 12:00 p.m.. Margie Fritch agreed to represent Region X at this hearing, and asked that the deans forward to her information about their successes prior to the hearing.
- Carry-over funds have been approved (\$12,000-\$14,000 per college).

WIA

The Chancellor's Office web page lists some new items about the Workforce Investment Act (see [www.cccco.edu/divisions/esed/wpf/career dev partnerships.htm](http://www.cccco.edu/divisions/esed/wpf/career_dev_partnerships.htm))

School-to-Career

- The Governor has reallocated \$1,500,000 in recaptured federal School-to-Career funds to the Secretary of Education's Office to be distributed in one RFA to be released October 18th. Jackie Escajeda indicated that San Diego is eligible this year.

Apprenticeship Programs

- Apprenticeship RSI Professional Development "Road Show" – this is a four hour workshop offered in various parts of the state on September 19, 23rd, 24th, and 25th. The sessions are led by apprenticeship RSI staff from the CCCCO, CDE, and the California Department of Industrial Relations' Division of Apprenticeship Standards (DAS). Jackie Escajeda indicated that there will also be a workshop on this at CCCAOE.

VII. OLD BUSINESS

a. Name Change (Occupational Deans/Economic Development Practitioners/Regional Occupational Consortium/Regional Workforce)

Kay Hartig indicated that the group has previously talked about changing the name for Occupational Deans. She stated that she has sent a letter to Victoria Morrow regarding Region X's signature process for program endorsement applications. It was agreed to wait until after the joint meeting to decide on the name change.

b. Alternative Representation for meetings

Mary Benard emphasized the importance of having an alternate representative attend the Occupational Dean's meeting if the deans were unable to attend. Lois Knowlton suggested adding a line in the e-mail Bernadette Black sends out requesting agenda items, stating to send an alternate if they could not attend.

c. Occupational Dean's meetings with CIOs

Kay Hartig indicated that at the last meeting, it was mentioned that the Occupational Deans have a meeting with CIOs, and asked for topic suggestions. Lois Knowlton suggested to discuss the scheduling mix of general education and vocational education courses. It was also suggested to discuss the comprehensive mission of community colleges in terms of what we offer.

It was recommended by both Lois Knowlton and Eileen Kraskouskas to discuss program elimination and program initiation. Lois Knowlton stated that new programs will not have a tremendous amount of enrollees, and suggested discussing on how to deal with that. Eileen Kraskouskas stated that MiraCosta College is trying to introduce an incubator mode for 4 years. She stated that new

programs will set enrollment goals for the first three years and if it did not make it to the fourth year, then decide on the future of the program.

Eileen Kraskouskas suggested asking the CIOs what their concerns are prior to the meeting.

It was decided by the deans to have the meeting with the CIOs in the Fall.

d. Chair-Elect

Cassie Morton accepted the nomination to be Chair-Elect for 2002-2003.

VIII. NEW BUSINESS

a. Workforce Alliance

Terri Bergman from San Diego Workforce Partnership, attended and discussed the Workforce Alliance. She stated that it is an initiative that links partnerships with SDICCCA and the workforce. Terri indicated that Dr. Gerri Perri from Cuyamaca College is in charge of leading this effort. She mentioned that the Workforce Alliance will target specific industry needs. She stated that the Workforce Alliance had met, and representatives from each key industry cluster were present. Terri Bergman stated that representatives from Telecommunications indicated that they only want a handful of people from education.

Terri Bergman stated that SDICCCA meets once a month and each industry leader will make a presentation at that time. The college presidents will identify which colleges need to participate and designate someone from their college to participate on the taskforce. Cassie Morton reiterated that the desire is to keep the group small so there is representation from community colleges, but not necessarily from every community college.

Terri Bergman emphasized that the focus of Workforce Alliance is on workforce development. Kay Hartig asked the deans if they wanted to be invited when the industry clusters made their presentations at SDICCCA, and Mary Benard replied that if anyone was interested or think that their programs would benefit, to let their president know. Scott Hammer asked if they videotaped the presentation, but Kay Hartig replied no and indicated that it would be a good idea.

Terri Bergman mentioned that the goal is to better align education and training with industry needs. She handed out the six industry cluster recommendations gathered from their industry cluster studies.

Mary Benard stated what she wanted to accomplish today was to inform the deans about the Workforce Alliance. A chart of industry representatives was handed out and Mary Benard asked the deans to review it for correct information. She stated that if there were any changes, to inform their college president and in turn, that information be forwarded to Dr. Perri.

b. *Articulation of Business Communications*

Lois Knowlton stated that Cal State Fullerton has decided not to accept Business Communications courses unless there is a prerequisite. She mentioned that if colleges already have an articulation in place, then do not worry about it. She stated that Cal State Fullerton will not take students who do not have the higher level of prerequisite (English course) for Business Communications. Lois Knowlton stated that this would be a good regional project for Business Communications faculty, and Cassie Morton agreed that this would be an interesting proposal for a mini-grant.

c. *Economic Development Practitioner's Survey*

Wilma Owens distributed the results from the Economic Development Practitioner's survey she developed. She mentioned that the general consensus was that there should be an Economic Development Practitioner's group, but it needed something different. She stated that the reason people did not attend a lot was because networking and sharing information was not effective for them. Scott Hammer stated that in some regions, the Dean's and Economic Development Practitioner's first meet separately to talk about issues that were specific to them, and then they both came together afterwards. He further indicated that if the meetings contained just information from the Chancellor's Office, that it would not be worth attending since they have already received the information beforehand. He suggested to identify gaps and establish goals. Scott Hammer stated that there needed to be a purpose of the meeting. He suggested that the meeting focus on collaborating projects that regionally benefit the Practitioner's needs.

Mary Benard felt that the Economic Development Practitioners should be present before any decisions were made about the committee. Lois Knowlton suggested putting this as an agenda item on the next joint meeting in November. It was recommended that when the next "Call for Agenda" goes out, to indicate that the meeting would serve to determine the future of the Economic Development Practitioner's committee. Lois Bruhn mentioned that this committee should be proactive in providing labor market information. It was decided to discuss this issue at the next joint meeting in November, and then decide if the Occupational Dean's committee needed to be renamed.

IX. ANNOUNCEMENTS/OTHER ITEMS

Cassie Morton distributed information on Cal State Fresno's Industry Technology degree. A workshop was conducted at San Diego City College regarding Industrial Technology.

Eileen Kraskouskas indicated that MiraCosta College has enrollment problems in their Networking classes. She stated that she will send a survey to the Deans regarding their programs. The meeting was adjourned at 12:00 p.m.