

**OCCUPATIONAL DEANS' MEETING - CCCAOE CONFERENCE
DOUBLETREE HOTEL - ONTARIO, CA
THURSDAY, OCTOBER 16, 2003**

MINTUES

2:45 - 4:45pm - Regional Meetings

I. Welcome/Introductions

Fred Allen

Bob Gauvreau, Vice President, Academic Affairs, Southwestern College
Carrie Clay, Assistant Dean ROP, Grossmont-Cuyamaca Community College District
Cristina Chiriboga, Vice President, Instruction, Cuyamaca College
Dean Colli, Vice Present, Academic Affairs, Grossmont College
Fred Allen, Senior Dean of Business & Professional Studies, Grossmont College
Gonzalo Huerta, Dean of Instruction for Applied Sciences, Imperial Valley College
Judy Fish, ROP Director, Palomar College
Marie Ramos, Dean, Instruction, Cuyamaca College
Mary Wylie, Dean, Economic Development, Southwestern College
Michelle Turner, Coordinator, SD/Imperial Counties Regional Consortium, Cuyamaca College
Nancy Helt, Counselor, Apprenticeship Programs, San Diego Community College District
Otto Lee, Dean, School of Business, Computer Studies & Technologies, SD Mesa College
Pat Schwerdtfeger, Dean, Arts, Media, Business & Computing Systems, Palomar College
Rita Campo-Griggs, Tech Prep, Palomar College
Stan Schroeder, Director, GCCCD Auxiliary, Grossmont College
Teri Safranek, Director Workforce & Comm Development, Palomar College
Wilma Owens, Dean, Career Technical & Extended Education, Palomar College

Fred Allen called the meeting to order at 9:10am.

II. Approval of Minutes from September 19, 2003

Fred Allen

Motion: That the Minutes from the September 19, 2003 meeting be approved. Motion made by: Gonzalo Huerta. Seconded by: Wilma Owen. Voted on and approved unanimously.

III. Chancellor's Office Report

Lisa Fassett

Lisa Fassett introduced Chuck Wiseley as the new Project Monitor for San Diego. Chuck will assume this new position on November 1. The Career and Technical Education Unit has been formed through the merger of VEST and Career Development Partnerships. Ron Selge has been named Dean of this newly combined unit. Lisa stated that updated expenditure reports are due in October and should be filed electronically. The forms can be downloaded from the CCCCO website. Chuck confirmed that the expenditure report should be forwarded to CCCCO by some designee who represents the college financially and not necessarily the CDO. School to career still has funding and a request for application has been generated from CDE. All STC partnerships that received federal or state funding and are still active are eligible to receive this funding. Lisa reminded everyone about the upcoming California Joint Special Populations Advisory Committee being held on February 24-25, 2004.

IV. Program Approvals

a. Computer Technology - Palomar College

Wilma Owens

Wilma Owens stated that the Graphics - Radio and Television Departments will combine with Graphics - Communication for this degree. She stated that Palomar is trying to make connections with different departments. Motion: Program Endorsed. Motion made by: Wilma Owens. Seconded by: Otto Lee. Voted on and approved unanimously.

b. Network Security - Palomar College

Wilma Owens

Motion: Program Endorsed. Motion made by: Wilma Owens. Seconded by: Otto Lee. Voted on and approved unanimously.

c. New Media Compositing, Authoring and Distribution - PAL

Wilma Owens

Motion: Program Endorsed. Motion made by: Wilma Owens. Seconded by: Otto Lee. Voted on and approved unanimously.

d. Verbal - Telecommunications - Cuyamaca College

Marie Ramos

Marie Ramos stated that Cuyamaca College is working on a program for Telecommunications Technology. Marie stated that Al Taccone will forward the program for review at a later date.

V. CCCAOE Report

Wilma Owens

Wilma Owens distributed the CCCAOE Board Report that will be included in the next newsletter. The report lists information about what has been happening in the San Diego/Imperial Counties (SDIC) including Kay Hartig's retirement. Wilma mentioned that her term ends next year and that she has been asked to run for President-Elect of CCCAOE. She stated that the San Diego/Imperial Counties will have to elect someone for her position. Nominations and election will take place in January and February 2004. The newly elected CCCAOE representative for SDIC will attend the June board meeting. Please forward names of interested parties to Michelle Turner. Michelle will place this item on the November agenda. Wilma mentioned that the spring CCCAOE Conference will be held on March 3-5 in San Francisco and the fall CCCAOE Conference will be held on October 6-8. The location of the fall conference has not been decided.

VI. Regional Consortium Report

Stan Schroeder

a. Shared Leadership Forum - November 5, 2003

Stan Schroeder discussed the upcoming Leadership Forum on November 5 with CCCCCO. He distributed the form that he and Kay completed regarding accomplishments within the region and details about the SDIC Regional Consortium. He will provide further information at the November 21 meeting.

b. Steering Committee - November 13, 2003

Stan mentioned that the Steering Committee will be held at the Radisson and CIO's will be attending. Michelle Turner will provide further information via email.

c. Training Research Tips - Winter Quarter by CCCCCO

Stan stated that Mike Moyers will be conducting training workshops throughout each region statewide. These workshops can be 3 or 6 hours depending on if the region opts for a lab exercise or not. These workshops are geared to the coordinators or individuals who work with college data. Stan stated that he wanted to confirm how long the training should be and where we should hold this training. Fred Allen suggested Grossmont and feels that the training should be 6 hours with the lab. Mary Wylie suggested working in teams and only using one computer per team to view the data online. Stan stated that the training will commence in February and March 2004. He will confirm suitable accommodations and parking for attendees.

d. Kay's Retirement Event

Stan distributed invitations to Kay Hartig's retirement party which will be held on November 14, 2003. He asked for those who wish to attend to complete the attached reservation form and return to Michelle Turner.

e. Regional Consortium 2003-2004 Mini-grants

Stan mentioned that the Readers Committee will be meeting on October 22 to review the submitted mini-grants. The Readers will rank the mini-grants and those ranked higher will receive funds.

f. Regional Chairs

Stan mentioned the recent meeting with the Regional Chairs and some of topics discussed. There is a possibility of receiving additional funds for Tech Prep activities. The CCCCCO is working with CDE to obtain the funds. Stan stated that the money is expected to benefit the entire region and he believes that each single region will receive \$100,000. He mentioned that the Joint Special Populations Advisory Committee will be in February 2004. Stan also mentioned that it was decided by the Regional Chairs to start inviting the Statewide Representatives to regional meetings. Mary Wylie confirmed that the representatives attend the Occupational Regional Retreat and Michelle Turner stated that they were invited to the Steering Committee.

VII. Announcements/Other Items/Adjournment

Michelle Turner distributed flyers about the upcoming Curriculum Writing Institute workshop and stated that Margie Fritch requested that the Occupational Deans distribute and promote this activity at their colleges.

Next meeting: November 21, 2003 will be with the Economic Development Practitioners at SDCCD, Room 320. (Room number changed)