

**OCCUPATIONAL DEANS' MEETING
HILTON SAN DIEGO RESORT, PORTOFINO ROOM
THURSDAY, FEBRUARY 19, 2004**

MINUTES

I. Welcome/Introductions

Cassie Morton

Cassie Morton, Dean, Business, Information Technology and Cosmetology, SD City College
Chuck Wiseley, Specialist, Educational Services, CCCCCO
Eileen Kraskouskas, Dean, Career & Technical Education, MiraCosta College
Fred Allen, Senior Dean of Business & Professional Studies, Grossmont College
Gonzalo Huerta, Dean of Instruction for Applied Sciences, Imperial Valley College
Margie Fritch, Manager, Economic Development & Career Technical Programs, SDCCCD
Mary Benard, Dean of Technical Careers and Workforce Initiatives, SD Miramar College
Mary Wylie, Dean, Economic Development, Southwestern College
Michelle Turner, Coordinator, SD/Imperial Counties Regional Consortium, Cuyamaca College
Mollie Smith, Director, Occupational & Noncredit Program, Palomar College
Otto Lee, Dean, School of Business, Computer Studies & Technologies, SD Mesa College
Stan Schroeder, Director, GCCCD Auxiliary, Grossmont College
Wilma Owens, Dean, Career Technical & Extended Education, Palomar College

II. Approval of Minutes from January 16, 2004

Cassie Morton

Motion: That the Minutes from the January 16, 2004 meeting be approved.

Motion made by: Gonzalo Huerta. Seconded by: Mary Benard. Voted on and approved unanimously.

III. Program Approvals

a. CADD Technology - Cuyamaca

Al Taccone

Cassie Morton stated that the CADD Technology program was sent via email. Motion: Program Endorsed. Motion made by: Wilma Owens. Seconded by: Mary Benard. Voted on and approved unanimously.

b. Family studies – Grossmont

Fred Allen

Fred Allen stated that this is a verbal for Family Studies at Grossmont College. The certificate program is aimed toward teachers. He stated that they added two work experience classes. He will provide the materials for review at the April meeting.

IV. CCCAOE Report

Wilma Owens

Wilma Owens distributed a handout listing accomplishments for the San Diego/Imperial Counties. She mentioned about the upcoming CCCAOE Conference to be held in March in San Francisco. Governor Schwarzenegger has tentatively agreed to come and Dan Walters will be speaking at the conference.

Wilma stated that the San Diego/Imperial Counties will be featured on the CCCAOE splash page in June 2004. In the past, Wilma included links to special things happening in our region including Tech Prep activities. She is requesting feedback from the Occupational Deans regarding possible items to include on the web page.

V. BAY ITC and ICDL Release

Wilma Owens

Wilma Owens sent an email regarding BAY ITC and ICDL release. This program is led by Cabrillo College; the Bay Area Information Technology Consortium (Bay ITC) is a collaborative effort among 26 Bay Area community colleges and high technology businesses dedicated to educational innovation and IT reform. Working with education partners, employers and workforce boards around the Bay Region, Bay ITC is poised to launch a campaign to raise information technology user skills in response to industry demand for consistent skills assessment. Wilma mentioned that they would like all of the colleges in the system to endorse and promote this program at their college. Wilma mentioned that this is one way for students to have an international certificate that would be recognized by all industry leaders.

VI. Special Populations Workshop delivered in San Diego

Mollie Smith

Mollie Smith mentioned that she requested feedback regarding the request to conduct a Special Populations workshop in San Diego which would focus on the six special populations groups. This workshop would be either a 2 or 3 hour session. Mollie stated that this is something that could be held at the classroom level. They would talk about strategies for retaining these students and how to deliver the information. The date everyone agreed to have this training is Friday, April 23 from 12:30 to 2:30pm at San Diego Mesa College. Mollie will forward a flyer to Michelle Turner for distribution.

VII. Professional Development Workshop

Fred Allen

Fred Allen mentioned the upcoming professional development workshop on Program Improvement Initiative to be held on Tuesday, March 30 from 2 to 4pm at Grossmont College. Michelle Turner mentioned that only 32 could attend due to limited space. Mary Benard stated that no one from Miramar College would be able to attend.

VIII. Discussion of programs being considered for implementation

Eileen Kraskouskas mentioned that she would like to try to find ways to let all our students have access to various expensive programs that we all cannot offer. For instance, Judy Paulter cannot fill her Physical Therapy program. The student can take the prerequisites at MiraCosta and get a certificate regarding completion of prerequisites and transfer to San Diego Mesa to complete the degree. Gonzalo Huerta stated that we need to formalize and take to SDICCCA to finalize and submit to our CIOs and Presidents. Cassie suggested that the Occupational Deans canvass each college in region for residency requirements for certificate and degrees. Eileen stated that we could forward some ideas of what programs we are talking about and provide details regarding the course work such as high lab costs and/or low enrollment for capstone courses. Michelle Turner will create a grid to show which programs have low enrollment and high cost labs. Chuck Wiseley will provide details regarding conjoint programs and how to complete and submit. Michelle Turner will add Conjoint Programs to the April agenda.

IX. VTEA Funding to include State Leadership

Chuck Wiseley provided information about VTEA IC funding for next year. He stated that the reauthorization will be linked with the 4 pillars: high skills/high careers, academic skills, connection between secondary/postsecondary, high quality programs.

X. Data collection trends and where to get it (Quick List of NAICS Codes)

Chuck Wiseley sent an email regarding NAICS. The North American Industry Classification System (NAICS) has now officially replaced the U.S. Standard Industrial Classification (SIC) system. The NAICS provides a consistent system for economic analysis across the three North American Free Trade Agreement partners – Canada, Mexico and the United States. NAICS uses a six digit hierarchical coding system to classify all economic activity into twenty industry sectors. Chuck stated that more information could be obtained at <http://www.naics.com/>.

XI. Internship discussions

Margie Fritch mentioned the challenge in getting internships. Each college dean provided some feedback regarding their internship program as well as the difference between internships and work experience. Chuck Wiseley stated that there is information about work experience description in the program improvement manual.

XII. 04-05 VTEA Application Processes

Chuck Wiseley reviewed the 2004-2005 VTEA IC application process which is an extension from the 2002-2004 plan. He mentioned that we would no longer be submitting the list of activities per top code for Section 2. The Chancellor's Office would still need a budget detail. There will be one new page to complete which requests information about how we are going to address the strengthening of academic skills overall. The key areas are:

- 1) improving the academic skills of students
- 2) strengthening the connection between secondary and postsecondary education
- 3) prepare students for high skill careers with family supporting wage
- 4) effective high quality programs

Chuck stated that if colleges chose to fund a new top code then they would still have to show meeting all the 8 requirements for this year. All VTEA IC documents would be maintained in the college audit file and not sent to the Chancellor's Office. The ownership is on us for appropriate uses of funds. The target due date is May 21.

XIII. Regional Consortium Report

Stan Schroeder

Stan Schroeder stated that the San Diego Workforce Partnership would like a list of our program approvals. Michelle Turner will contact Brandi Turner regarding approved programs. He mentioned that the Regional Consortium is continuing to receive requests for "Looking for a Career" brochures. He suggested if anyone was interested in additional copies to contact Michelle Turner.

Stan Schroeder stated that we need to finalize a list of topics to place on the agenda for the upcoming CIO's meeting at CCCAOE. Possible agenda topics:

- Occupational Deans Roles and Responsibilities
- Summarize mini-grants
- New programs
- Where are you going and what do you see is the direction of career technical
- Squeeze
- Accomplishments

XIV. Chancellor's Office Report

Chuck Wiseley

Chuck Wiseley provided the Chancellor's Office report. The Chancellor's website has changed to include a sitemap for forms, local applications and final reports. He stated that the 3rd quarter YTD will be submitted through the web instead of via email. He confirmed that if Michelle Turner was still interested to key in last years data into the web as a test to confirm the web based program is working correctly. Chuck mentioned that those colleges who were unable to certify and resubmit data must reply by February 27th.

XV. Old Business

Occupational Deans/WEDCO

Dana Quittner provided a final revised copy of the Occupational Deans Roles and Responsibilities. She mentioned minor corrections to the Role and Responsibilities. Item 1, change Insure I to E and change the entire wording to read "Ensuring the accuracy of the MIS data associated". Michelle Turner will make the necessary changes and send to the Occupational Deans and Dana Quittner. Dana will provide this document at the next SDICCCA meeting.

Regional Economic forecasts

Otto Lee distributed a summation handout about the 2004 Regional Economic Forecasts. He highlighted the notable section for San Diego and stated that the growth of jobs in middle wage occupations was significant.

XVI. New Business

Stan Schroeder discussed community college squeezes and what they mean to Occupational Education. Since funding was cut at the university level, some of those applicants will be redirected to community colleges for 2 years and then transfer to the university system. One consequence is that some colleges may give priority enrollment to transfer students. Dana Quittner mentioned that the high school exit exam is another issue that we are facing. Cassie Morton stated that the high school students who are not passing the exit exam will be the ones needing basic skills.

Career Ladders Initiative

Chuck Wiseley stated that the Career Ladders Initiative emerged over the last 2 years. Eileen Kraskouskas and Stan Schroeder will find out more about this initiative during the panel session at CCCAOE. The director is Linda Collins and she will be on the same panel as Eileen and Stan.

XVII. Announcements/Other Items/Adjournment

Next meeting: March 3-5 will be with the CIO's at the spring CCCAOE Conference at the Holiday Inn Select in Downtown San Francisco.

The Regional IT Advisory meeting will be held at the Radisson in Mission Valley on April 1, 2004.

April 23 meeting for the Occupational Deans will be held at San Diego Mesa College. Michelle Turner will work with Otto Lee to secure a meeting room.