

**OCCUPATIONAL DEANS' & ECONOMIC DEVELOPMENT PRACTITIONERS
SDCCD - ROOM 320
FRIDAY, NOVEMBER 21, 2003**

MINTUES

I. Welcome/Introductions

Cassie Morton

Al Taccone, Dean of Division II - Instruction, Cuyamaca College
Bernie Weiss, Statewide Director, International Trade Development, E&WDP, California CC
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
Kathy Pulse, Program Assistant II, Educational Services, CCCCCO
Lois Bruhn, Manager, Economic & Workforce Development, SDCCD
Margie Fritch, Manager, Economic Development & Career Technical Programs, SDCCD
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
Salvador Rivas, SDICCCA Intern
Scott Hammer, Director, Contract Education South, California Community Colleges
Stan Schroeder, Director, GCCCD Auxiliary, Grossmont College
Valerie Houlihan, Training & Development Manager, NASSCO

Cassie Morton called the meeting to order at 9:05am.

II. Approval of Minutes from October 16, 2003

Cassie Morton

Motion: That the Minutes from the October 16, 2003 meeting at CCCAOE be approved.

Motion made by: Gonzalo Huerta. Seconded by: Fred Allen. Voted on and approved unanimously.

III. Program Approvals

a. Legal Interpretation/Translation - Southwestern College

Irma Alvarez

Mary Wylie stated that Irma Alvarez was unable to attend. She mentioned that this was a first reading on this project and stated that everyone should have received a copy. Mary stated that this was not a paralegal program. Motion: Program Endorsed. Motion made by: Lois Bruhn. Seconded by: Gonzalo Huerta. Voted on and approved unanimously.

b. Ship Building Program - City College

Valerie Houlihan

Valerie Houlihan stated that she made the recommended changes to student interactions. Motion: Program Endorsed. Motion made by: Gonzalo Huerta. Seconded by: Fred Allen. Voted on and approved unanimously.

- c. New Option to Existing Certificate - MiraCosta College
• Child Development Associate Teacher Eileen Kraskouskas

Eileen Kraskouskas stated that this is a new option for Child Development Associate Teacher. This new option is part of the inventory cleanup due to the new state laws restructuring the Child Development programs. She stated that MiraCosta was not adding new courses instead this was just a repackaging of the existing program. Motion: Program Endorsed. Motion made by: Mary Benard. Seconded by: Lois Bruhn. Voted on and approved unanimously.

- Biotech Manufacturing Operator Eileen Kraskouskas

Eileen stated that this is a new option for a Biotech certificate for research settings. MiraCosta would like to add Biotech Manufacturing Operator. This new option is a change in curriculum by adding 3 new courses to include Bio 105, BTEC 120 and BTEC 220. Stan Schroeder asked when this program would be launched. Eileen stated that students can start taking Pre-Reqs in the spring. Bernie Weiss stated that he read an article about funding at the federal level for \$15.5 million for biotech programs. Eileen will follow-up with Bernie to get a copy of the article. Motion: Program Endorsed. Motion made by: Cassie Morton. Seconded by: Mary Benard. Voted on and approved unanimously.

- d. Librarian Technician Program - Imperial Valley College Gonzalo Huerta

Gonzalo Huerta stated that the verbal for Library Technician Program for Imperial Valley College was given a year ago. The certificate program began and individuals in this program requested to have the option to obtain their degree. Imperial Valley is requesting a 61 unit program for an Associate degree. Motion: Program Endorsed. Motion made by: Fred Allen. Seconded by: Mary Benard. Voted on and approved unanimously.

- e. Telecommunications Program, 1st Read - Cuyamaca College Al Taccone

Al Taccone stated that this is the first read for the Telecommunications Program for Cuyamaca College. He mentioned that Marie Ramos provided the verbal at the October meeting at CCCAOE Conference. This would go to the State Chancellor's for approval. He mentioned that he could email the course outlines to those interested. This is a grant funded project for an Associate degree in Telecommunications and proficiency. He will request approval at the December meeting. Stan Schroeder asked when this program would launch. Al mentioned that students can take courses in sequence this spring.

Eileen Kraskouskas requested that Courses & Programs Submitted for Approval be placed on the agenda for the December meeting. She recommended that this document be updated to reflect current programs being reviewed. She also requested that this document be emailed along with programs for review. Eileen suggested separating new options from existing certificates.

- IV. Occupational Deans Roles/Responsibilities/WEDCO Mary Wylie

Lois Bruhn distributed the revised Occupational Deans Roles and Responsibilities document for review. This document was updated by Mary Wylie according to the suggestions by the Occupational Deans at the September meeting. Motion: Approve revised Occupational Deans Roles & Responsibilities document. Motion made by: Gonzalo Huerta. Seconded by:

Mary Benard. Voted on and approved unanimously. Dana Quittner will take this document to SDICCCA for review and revise some by-laws to reflect that the WEDCO responsibilities will be incorporated with the Occupational Deans. Cassie Morton requested that Michelle Turner forward a copy of Dana's memo regarding the merging of WEDCO with Occupational Deans to her for review. Gonzalo recommended notifying each college CIO that the merge is happening and if they have any questions to ask their designated Occupational Deans.

V. Nursing in the Region - RHORC

Bob Yarris

Bob Yarris stated that Fred Allen recommended that he provide an update about what is going on with the Regional Health Occupations Resource Center (RHORC). He distributed newsletters and business cards. His responsibility is to link California's health care industry and community colleges in partnerships for successful workforce development. Bob is currently working on a project to entice those in the health care business to possibly work as part-time educators. He is working with Charleen McMahan to make the application a one-time process that would be accepted at all schools. They hope that it will be rolled out sometime in the spring of next year. He will promote this opportunity at hospitals. The second project is creating a two-year degree program for Medical Lab Technicians (MLT). Grossmont College will use distance learning through Hartnell College to get this degree. Bob stated that they will be preparing this program in the spring and summer of 2004 and present to Occupational Deans for approval. Bob also mentioned about the RHORC will be hosting a Speakeasy at San Diego City College. The RHORC funds this luncheon which provides deans and faculty the opportunity to discuss best practices.

VI. 4Faculty.org - website

Eileen Kraskouskas

Eileen stated that only two districts were not involved with the 4Faculty.org. These districts are Grossmont-Cuyamaca and Imperial Valley. She stated that staff at MiraCosta uses it for professional development and growth. This site maintains resources for which modules the faculty and staff have completed. The account costs \$1,200 to \$1,800 per year with a \$400 setup fee. The site provides links to topics in the training modules as well as a college information index which provides information about the college policies. Eileen stated that a module she would like to see is how to setup and run an advisory board.

VII. Statewide changes in the Statewide Contract Ed Committee and Roles

Scott Hammer

Scott Hammer stated that in the June meeting, the Statewide Contract Ed Committee decided to reorganize and change dynamics within the organization. The goal is to maintain regional role and representation but have them present at the statewide level in regional meetings and advisory committees. Additionally, they are exploring the idea of mini-conferences within the regions. Currently, Robin Carvajal and Terry Safranek are the San Diego/Imperial Counties regional representatives. Scott stated that this group is no longer ED>Net. Kathy Pulse distributed copies of the "Getting it Done" brochures which lists the Economic & Workforce Development Centers. Stan Schroeder requested that Michelle Turner create a one-page local contact list of these centers in the region. He also suggested maybe including it on the "Looking for a Career" brochures.

VIII. CCCAOE Report

Wilma Owens

Mollie Smith provided the CCCAOE Report for Wilma Owens. According to Mollie, December 5 is the deadline for "Call for Presentations" at the spring conference and December 12 is the deadline for "Nominations for Best in Show". The Spring CCCAOE Conference will be held on March 3-5, 2004 at the downtown Holiday Inn in San Francisco.

IX. Regional Consortium Report

Stan Schroeder

a. Regional IT Advisory Committee - Meeting

The planning meeting for the Regional IT Advisory Committee event will be held on December 9 at 1pm in the TLC at the Cuyamaca College Library. Cassie Morton suggested that the Statewide Advisory Committee Workforce Cluster for IT attend. Stan Schroeder will contact Brandi Turner and Mark Cafferty.

b. Steering Committee

The Steering Committee will be held on December 5 at the Radisson in Mission Valley.

c. Vocational & Economic Development Mini-Grants

Stan mentioned that the Vocational and Economic Development mini-grants have been selected and purchase orders are currently being processed. The Regional Consortium funded two without modifications and 4 with modifications. During the Readers Committee meeting, the committee decided to make the process more streamlined for next year.

d. Workforce Leaders Institute

Stan distributed brochures for the upcoming Workforce Leaders Institute. He stated that there is no cost for regional faculty to attend, however they will need to register and pay the \$100 holding fee. The money helps to ensure full participation at the meetings and would be returned at the end of the conference.

e. Special Populations Conference

Stan distributed the Special Populations Conference flyers. The conference will be held on February 24-25, 2004. Registration is due by January 15, 2004.

f. Special Populations Workshop

Stan distributed the Special Populations Workshop memo and calendar. As part of the Joint Special Populations Advisory Committee's (JSPAC) mission is to conduct workshops around the state to increase awareness and skills in serving students who are members of special populations. They will be conducting a total of 21 workshops in the spring of 2004. The memo is requesting feedback from regional consortia and steering committee members to determine the most appropriate times for the workshops and the most appropriate persons to attend each event. Stan will follow-up with the Steering Committee for suggested dates. Mollie Smith will provide this information to the JSPAC at their next meeting on December 10, 2003.

g. WEDAC

Stan stated that Michelle Turner forwarded Gary Mendenhall's request. Gary Mendenhall, Regional Consortia Representative to the WEDAC, needs the Occupational Deans input as to whether or not the WEDAC should lend its support to the AACC position on the reauthorization of the Perkins federal education funds bill and the Workforce Investment Act (WIA). The

deadline to submit comments is December 12. Chuck Wiseley stated that the administration is still suggesting a career/technical proposal to support "No Child Left Behind" and Tech Prep instead of the Perkins movement. He will forward a 4-page blueprint to Michelle Turner for distribution.

X. Chancellor's Office Report

Chuck Wiseley

Chuck Wiseley reviewed the CTE (Career and Technical Education Unit) Update. The CTE Unit has implemented electronic submission of quarterly reports for VTEA quarterly progress reports. Chuck mentioned that the CTE Memo 03-29 was issued on October 30, 2003 to advise districts of the upcoming Management Information System (MIS) deadlines. He stated that all of the community colleges in the San Diego/Imperial region have submitted their data. Chuck mentioned about the Annual CG AGNR Mid Winter Institute will be held on December 4-6 at the Hilton Arden West Hotel in Sacramento. He reiterated information about the S3 Leadership Training for Special Populations will be held on February 24-25 in Sacramento.

Kathy Pulse stated that the 2004-2005 expenditure plan went to the board in November and will go back in January. She reminded everyone that final reports are due and that centers need to submit project data.

Chuck mentioned that the Top Code comments are due in December and for those needing further information to contact Michelle Turner.

XI. Old Business

XII. New Business

Cassie Morton stated that the CIO's were unable to meet at the December 12 meeting and requested feedback from the Occupational Deans regarding meeting or postponing to another date. Motion: Reschedule meeting to January 16, 2004. Motion made by: Gonzalo Huerta. Seconded by: Mary Benard. Voted on and approved unanimously. Cassie will contact Pam Deegan regarding changes to the meeting and request that the Occupational Deans meet with the CIO's at the spring CCCAOE Conference. Motion: Conduct email voting for the Telecommunications program at Cuyamaca College. Motion made by: Al Taccone. Seconded by: Gonzalo Huerta. Voted on and approved unanimously.

XIII. Announcements/Other Items

Next meeting: January 16, 2004 will be held at SDCCD, Room 300.