

OCCUPATIONAL DEANS' MEETING
SAN DIEGO COMMUNITY COLLEGE DISTRICT, ROOM 272
FRIDAY, SEPTEMBER 19, 2003

MINUTES

I. Welcome/Introductions

Fred Allen

Al Taccone, Dean of Division II - Instruction, Cuyamaca College
Brandi Turner, Manager, Strategic Initiatives, SD Workforce Partnerships
Dana Quittner, Director, Intergovernmental Relations, Econ Dev & Public Information, GCCCD
Eileen Kraskouskas, Dean, Career & Technical Education, MiraCosta College
Fred Allen, Dean of Business & Professional Studies, Grossmont College
Gonzalo Huerta, Dean of Instruction for Applied Sciences, Imperial Valley College
Irma Alvarez, Dean, School of Business & Info Sys, Southwestern College
Judy Paulter, Dean, School of Health Sciences & Public Service, SD Mesa College
Kay Hartig, Executive Dean, Educational Development & Services, Cuyamaca College
Lynne Ornelas, Associate Dean, Tech Prep, 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
Otto Lee, Dean, School of Business, Computer Studies & Technologies, SD Mesa College
Pat Centurione, VTEA Coordinator, SD City College
Robin Harrington, Program Assistant II, Education Services, CCCCCO
Salvador Rivas, SDICCCA Intern
Stan Schroeder, Director, GCCCD Auxiliary, Grossmont College
Valerie Houlihan, Training & Development Manager, NASSCO
Wilma Owens, Dean, Career Technical & Extended Education, Palomar College

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

II. Approval of Minutes from May 16, 2003

Fred Allen

Margie Fritch requested her title be reflected correctly. Motion: That the Minutes from the May 16, 2003 meeting be approved as corrected. Motion made by: Margie Fritch. Seconded by: Wilma Owen. Voted on and approved unanimously.

III. Update on Workforce Alliance Projects

Brandi Turner

Brandi Turner discussed her role as Project Manager for the Workforce Alliance Projects. She mentioned that she recently met with Dr. Geraldine Perri of Cuyamaca College and the Occupational Deans from each Industry Cluster. She stated that the kickoff meeting for Healthcare will be in October and the executive committee meeting will be conducted in November. The San Diego Workforce Partnerships is currently redesigning the industry cluster website.

She mentioned key issues with each of the five clusters. Bio Tech/Bio Medical Cluster is promoting science and mathematics at the high schools and community colleges. Computer/Electronics did not have any representation from industry at the last meeting due to the fact there are limited number of computer manufacturing companies in San Diego. Brandi requested a meeting with Mollie Smith and Kay Hartig to discuss the possibility of modifying this cluster to actually represent industry needs. Dana Quittner mentioned that they would need to go back to SDICCCA to request changing or deleting workforce clusters. Kay Hartig mentioned that the Telecommunications Cluster has had four meetings with moderate success with interested industry partners. The project they are currently working on is creating a web site linking industry with education for prospective employees/students.

IV. Workforce Alliance Clusters

Mary Benard

Mary Benard requested that the Occupational Deans review the membership list for each Workforce Alliance Cluster. Kay Hartig sent a master list around for corrections. Michelle Turner will update the lists and email to Brandi Turner and Dr. Geraldine Perri.

V. Program Approvals

a. Business Administration - Cuyamaca College

Kay Hartig

Kay Hartig mentioned that this was a repackaging of an existing program listed in the catalog. This modification is for students not interested in transferring. Motion: Program Endorsed. Motion made by: Wilma Owens. Seconded by: Mary Benard. Voted on and approved unanimously.

b. Medical Office Program - Southwestern College

Irma Alvarez

Irma Alvarez stated that this was also a repackaging of several different medical programs. She stated that there were two new courses under the core which were Anatomy and Physiology. In addition, Irma had two new certifications for Medical Interpretation and Medical Transcription. This brings the total to five different certifications. She stated that Business Communications and Work Experience were included. Motion: Program Endorsed. Motion made by: Mary Benard. Seconded by: Eileen Kraskouskas. Voted on and approved unanimously.

c. Shipbuilding Technology (Marine/Industrial Tech) - City College

Armando Abina

Valerie Houlihan from NASSCO assisted Armando Abina with the creation of this program for Shipbuilding. They assembled a huge advisory with workforce partnership to focus on the waterfront and ship repair. Valerie is working closely with Fresno State for a transfer program. Fred Allen recommended reviewing this program again at the November meeting prior to endorsing.

d. Computer Technology - Palomar

Wilma Owens

Wilma Owens provided a verbal during New Business for Computer Technology which is an existing program and Achievement in Network Security at Palomar College.

VI. Apprenticeship Presentation

Mollie Smith

Mollie Smith provided handouts regarding Apprenticeship Programs. Her slideshow showed the steps to take if someone was interested in starting an apprenticeship program at their college. According to Mollie, apprenticeship programs will receive level funding for 2003-2004. Barry Noonan is the representative for the Apprenticeship Council for our state. Robin Harrington stated that the level funding was for those who already had an apprenticeship program. Eileen Kraskouskas asked if MiraCosta could have an apprenticeship program without funding. Robin stated that she will confirm with Barry if an apprenticeship program could be approved without funding. Mollie mentioned that reimbursement program for apprentices was split with 85% of the funds going to the students and 15% going to the college.

VII. Occupational Deans Roles/Responsibilities/WEDCO

Mary Wylie

Mary Wylie provided and reviewed the handout of the Occupational Deans Roles/Responsibilities & WEDCO. She stated that the subcommittee decided in May to meet and discuss the responsibilities shared between the Occupational Deans and WEDCO. Mary mentioned that the Occupational Deans may want to consider including a statement to "Review Occupational and SAM TOP Codes". Margie Fritch mentioned that career technical replaced the term vocational. Dana Quittner stated that this document could be changed since it was part of SDICCCA By-Laws. She requested that we make the recommendations and take back to SDICCCA for approval. Motion: Replace vocation with career technical to meet with national and state changes. Motion made by: Gonzalo Huerta. Seconded by: Margie Fritch. Voted on and approved unanimously. Motion: Clarify voting members to be 1 representative from each college having 1 vote. Motion made by: Gonzalo Huerta. Seconded by: Wilma Owens. Voted on and approved. Motion: Clarify representation to include the 2 district offices who cannot vote. Motion made by: Mary Wylie. Seconded by: Wilma Owens. Voted on and approved unanimously. Motion: Add statement "May review occupational TOP codes and SAM codes". Motion made by: Mary Wylie. Seconded by: Gonzalo Huerta. Voted on and approved unanimously. Motion: Remove "and" between workforce and development issues in bullet #12. Motion made by: Gonzalo Huerta. Seconded by: Mary Benard. Voted on and approved unanimously. The subcommittee will evaluate and modify this document. Michelle Turner will place item on the agenda for November.

VIII. CCCAOE Report

Wilma Owens

Wilma Owens stated that the Spring Conference date is tentatively March 3-5, 2004 and it will be a joint conference with the CIO's in San Francisco. Wilma stated that she and Mollie Smith will head up the awards committee. She requested that the Deans email her any program approvals or other information for the fall newsletter.

IX. Regional Consortium Report

Kay Hartig

a. "Looking for a Career" Brochure

Kay Hartig stated that each college should have received their brochures and requested that they contact the Regional Consortium for additional copies.

b. Mini-grants and Professional Development

Kay stated that the due date for submission of the mini-grant applications will be extended for two weeks. Michelle Turner will resend the mini-grant applications to the Occupational Deans. Kay stated that the maximum amount is \$4,700 and reiterated that it must be a regional project. She requested readers and will reschedule the reader's committee meeting two weeks later than originally scheduled.

Stan Schroeder passed out purchase orders to each college representative showing their allocation from the Regional Consortium of \$3,000 for professional development activities.

c. Adding a New Option or Certificate to an Existing Program – Revision

Kay mentioned that the "Adding a New Option or Certificate to an Existing Program" does not state to send the information electronically. She recommended including this language in the guidelines. Michelle Turner will place topic on November agenda.

d. Master List of Region X Approved New Courses/Programs

Kay reviewed the Approved New Courses/Programs handout. She requested feedback regarding additions or deletions to this master list. Michelle Turner will update the master list and provide a revised copy for review to the Occupational Deans. Eileen Kraskouskas requested that the master list reflect mini-certificates.

e. Steering Committee - October 27, 2003

Kay mentioned that the date for the Steering Committee is October 27, 2003. She stated the location has not yet been determined.

f. Regional IT Advisory Committee – Meeting

Kay stated that many large corporations are not sending representatives to this meeting. She recommended that the Occupational Deans discuss at the November meeting if they should conduct this meeting in the future. The SD4C meets in December and are key contributors. Kay reiterated that the Regional Consortium is just the facilitator of this meeting and not responsible to go out and get industry representatives. Margie Fritch also recommended placing this topic on the November agenda to discuss solutions on how to get more industry leaders to attend.

g. State Regional Chairs Committee

Stan Schroeder

Stan Schroeder stated that he attended the Regional Consortia Chairs and CCCCCO meeting in Sacramento. He provided an overview regarding topics discussed at this meeting. According to Dona Boatright, Perkins will automatically be extended. Tech Prep may have additional funds due to a large amount of carry over funds in CDE. Chuck Wisely mentioned that Mike Moyers will begin a training program for each region which consists of a total of 16 workshops. The Special Populations Conference will be held in Sacramento on February 24-25, 2004. Stan mentioned that Lyla Eddington stated that the Workforce Leaders Conference will be held on April 28-30, 2004 at Lake Arrowhead. The guest speaker is Terrah Stearns. Some of the possible topics for discussion are Creative Problem Solving, Time Management and Setting Priorities.

X. Chancellor's Office Report

Robin Harrington

Robin Harrington discussed staffing changes within the CCCCCO office. Chuck Wisely will be taking over San Diego. Barbara Whitney will oversee the Nursing program statewide. Robin mentioned that Kathy Pulse stated that the 2003-04 total Economic Development Program amount is \$35.79 million, which is a \$5 million reduction from the original FY2002-03 Program amount. In addition, \$6.129 million of the \$35.79 million has to be used to pay final claims for 2002-03 grants (which were "reduced" when the mid-year adjustments were made). So, effectively, the Program had some \$11 million fewer dollars for 2003-04, which meant we had to reduce most Center grants by 5% and there were no funds for new short-term IDRC and JDIF funds. Robin also mentioned about Tech Prep carry over funds would be an augmentation for each college. This amount would be \$10,000 per community college. These funds are predicated that CDE closes out their accounts and releases the carry over amount to CCCCCO.

XI. Old Business

Margie Fritch reviewed a handout for a Curriculum Writing Institute for College Faculty to be held at the San Diego Mesa College on January 12-16, 2004. She stated that space is limited and requested that interested individuals contact her via email.

XII. New Business

- a. Workforce Partnership/SDICCA Initiative -
Hospitality and Tourism industry

Eileen Kraskouskas

Eileen Kraskouskas will send more information by email to the Occupational Deans.

- b. Mesa deactivation of Water/Waste Water program

Otto Lee

Otto Lee stated that San Diego Mesa College was deactivating the Water/Waster Water program. The main issue for students, who are currently enrolled, is to decide where to complete this program either at Mesa or Cuyamaca. Al Taccone stated that Cuyamaca had eight full classes and that the transition is going well.

- c. Deans Round Table

Fred Allen

Fred Allen stated that he will send an email to the other Occupational Deans to provide them more information about the development of a Deans Round Table.

XIII. Announcements/Other Items/Adjournment

***Next meeting: October 16, 2003 at the CCCAOE Conference in Ontario, CA.
The meeting on November 21, 2003 will be with the Economic Development Practitioners
at SDCCD, Room 272.***