

**OCCUPATIONAL DEANS' MEETING**  
**FEBRUARY 11, 2005 at 9:00am**  
**Capri Room at HILTON SAN DIEGO RESORT**

**MINUTES**

I. Welcome/Introductions

Al Taccone, Dean of Division II - Instruction, Cuyamaca College  
Cassie Morton, Dean, Business, Information Technology and Cosmetology, SD City College  
Chuck Wiseley, Specialist, Educational Services, CCCCO  
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, Interim Dean, Business/Computer, SD Mesa 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  
Richard Bettendorf, Dean, Tech Career, SD Miramar  
Randy Barnes, Acting Manager, Economic & Career Development Services, SDCCD  
Stan Schroeder, Regional Consortia Chair, Cuyamaca College  
Wilma Owens, Dean, Career Technical & Extended Education, Palomar College

Fred Allen called the meeting to order at 9:15am.

II. Approval of Minutes of January 21, 2005

Fred Allen

Motion: That the Minutes from the January 21, 2005 meeting be approved with corrections. Wilma Owens stated that under the CCCAOE section that the reference to Jeff Scott should read Senator Jack Scott. Motion made by: Mary Wylie. Seconded by: Wilma Owens. Voted on and approved unanimously.

III. Program Approvals

Stan Schroeder requested that the Deans review the information packet that would be presented to the CIO's later. He mentioned that Pam Deegan, Chair of the CIO's, would like a copy of the Program Approval Process and Adding New Options. Mary Wylie stated that when we receive these electronically there could be some problems because it is hard to distribute amongst the college representatives without a two-week turnaround. She suggested that we include language that there needs to be a two-week timeframe for reviewing both programs and new options via email or hardcopy. Motion: That the Program Approval Process and Adding New Options include language to state that program approval notifications be sent by email or hardcopy two weeks prior to the next scheduled meeting. Motion made by: Mary Wylie. Seconded by: Cassie Morton. Voted on and approved unanimously.

New Program

- Hospitality - 2nd Read - SD Mesa College

Margie Fritch stated that Judy Paulter would present this at the next meeting.

- Electronic Music - Associate Degree - SD City College

Cassie Morton stated that this is the verbal notification for Electronic Music at San Diego City College. This was one of the programs not listed on the CCCCCO approved programs list. She mentioned that the documentation would be forthcoming for the Occupational Deans to review. Today is the verbal and the next meeting would be the first read.

#### New Option

- Child Development Site Supervisor - Associate Degree  
SD City, Mesa and Miramar

Cassie Morton and Richard Bettendorf mentioned that this was another program not on the CCCCCO program approved list. They brought paperwork for review and approval at this meeting.

Motion: Program Endorsed. Motion made by: Wilma Owens. Seconded by: Al Taccone. Voted on and approved unanimously.

#### New Certificate

- Family Studies – 1<sup>st</sup> Read – Grossmont College

Fred Allen stated that Grossmont College would be introducing a Family Studies Certificate to train paraprofessionals to work with profit and non-profit organizations. He is providing the verbal today and would provide information for the first reading at our next meeting.

- Technical Skills for Corrections Deputies - SD Miramar

Richard Bettendorf stated that these certificates were not on the CCCCCO list and would like to have these approved. Mary Wylie stated that there is great concern about these certificates because not sure if they may be encroaching on Southwestern College Corrections program. Fred Allen suggested that we should get the AOJ groups together for further discussion prior to submitting for approval. Richard would contact Jim Palmer to arrange for a meeting with Grossmont, Southwestern, Miramar and Palomar. Postponed approval until next meeting.

- Advanced Traffic Accident Investigation - SD Miramar
- Certified Correctional Training for Deputy Sheriffs - SD Miramar
- Correctional Technologies - SD Miramar
- Law Enforcement Specialization - SD Miramar
- Law Enforcement Supervision - SD Miramar
- Reserve Peace Officer Technical Skills - SD Miramar
- Technical Achievement for Field Training Officers - SD Miramar
- Technical Proficiency for Advance Officers - SD Miramar

#### IV. CCCAOE Report

Mollie Smith stated that CCCAOE is preparing for the Spring Conference in Sacramento, CA titled “Eye on Sacramento, New Vision, New Times, New Solution”, which would be held during the first week of March. Wilma stated that they were originally planning to have the Governor do a presentation at Friday’s breakfast but now they are going to have discussions on various topics. She would be calling the Occupational Deans for assistance with this activity. Mary Wylie requested to have additional

information about VTEA. Wilma asked if Chuck and the CCCCCO staff could do a discussion on Federal Career Technical Programs and VTEA funding.

## V. JSPAC Report

- Friday, April 15<sup>th</sup> Special Pops Workshop

Mollie Smith mentioned that they just completed the Spring Conference for JSPAC. They are looking into collaborating with industry through an augmentation of funds to be able to assist more people. Sharon Wong will check on what we can or cannot do in getting additional funds and the legalities. Mollie stated that the Special Populations workshop would be held at Grossmont College on April 15, 2005. Mollie mentioned that they would be contacting Gonzalo Huerta regarding the possibility of holding a workshop at Imperial Valley College. Additionally, they would possibly be holding a workshop for the North County. Mollie stated that Yosemite College would no longer be the fiscal agent for the JSPAC; however, Sue Clark would continue to assist as the Coordinator. Mollie requested that if someone was interested to let Mollie know that his or her college would become the fiscal agent.

## VI. Addressing Regional Issues in Occupational Education

- Conjoint Programs

Eileen Kraskouskas distributed “Considering Conjoint Programs” documents for review and discussion. The two options were 1) two (or more) colleges are approved by the Chancellor's Office to offer a certificate of 18 or more units and 2) two (or more) colleges agree to develop a sequence of courses with one school offering a certificate under 18 units that prepares students to move into a certificate of more than 18 units at another school. The second document Eileen provided was a breakdown of biotech courses. Some of these courses could be available at other colleges based on the course descriptions. Mary Wylie stated that there could be opposition from faculty. Margie Fritch mentioned that this would be similar to articulation that we do already except for the issues regarding who awards the certificate and residency requirements. Eileen mentioned that this would be college-to-college articulation. Margie mentioned that we should build something in to let the host facility know how many students would influx the system and possibly streamline system by using a TAG agreement to enable students to complete the degree at the other college.

## VII. Program Improvement Workshop (February 24-25)

Stan Schroeder stated that the Program Improvement Workshop is on Thursday, February 24 and Friday, February 25. Breakfast will be at 8:30am with the program starting at 9:00am. Fred Allen stated that colleges should bring a program review and course outline from what they are currently working on and where the instructors are coming from. Stan also stated that the half-day follow-up to address issues and questions would be on Thursday, April 21 at the Old Town Hacienda.

## VIII. Chancellor's Office Report

Chuck Wiseley mentioned that there is a new interim Vice Chancellor for Educational Services, Marlin “Skip” Davies who will begin at the system office in March. He was involved in the system office agency review.

## IX. VTEA Funding

Chuck Wiseley stated that February 18 is the deadline for fixing VTEA data through the MIS that will be used in the allocation. He stated that colleges should have the certification signed and submit the signed form by February 21 so the CCCCCO can rerun the numbers. The CCCCCO will rerun reports 1 & 2 on February 28 then send out the tentative allocations by March 4. The state received \$128.9 million from Federal government and the CCC split should be about \$42 million plus carryover funds which will be split amongst districts in the allocations. Chuck mentioned that they may have to use last years numbers with an adjustment for growth and decline from the data submitted this year from the colleges who served economically disadvantage students in vocational programs. Dona Boatright will have to approve the formula for any adjustments.

Chuck mentioned that the Perkins Reauthorization is moving with both the House and the Senate reviving Bills that the committee did not get to last year. Both bills roll Tech Prep funds into the basic grant. Patrick Ainsworth, the California State Director for VTEA, will be testifying on Feb 15<sup>th</sup> that not earmarking Tech Prep funds may cause the demise of the activities already in place at many high schools and colleges. Both Senate and House versions have the state negotiating Core Indicator performance targets with each college.

WIA has moved out of subcommittee and is similar to what was available last year. President Bush decided to provide funds through a competitive process to community colleges across the nation. Chuck believes that it is similar to Tech Prep, however these will be competitive.

## X. Federal Career Technical Programs

Chuck Wiseley

Chuck Wiseley mentioned that during CCCAOE there would be a legislative reception where we could inform representatives of the importance of community colleges. He mentioned that there is \$20 million dollars from WIA for Tech Prep like activities that promote a collaboration with economic development and \$30 million for Nursing regarding intensive growth initiatives. Chuck is not sure how this money will be disbursed due to the 2/3 match requirement currently in the plan. This funding would result in \$6 million a year for 5 years. Barbara Whitney is working on the details.

## XI. Old Business

Cassie Morton stated that Regional IT Advisory meeting will be held on Thursday, April 7 at the Sheraton Grand Hotel. Fred Allen requested that the deans get their business people at this meeting. Cassie stated that they have an excellent guest speaker and have a panel discussion instead of roundtable discussions. Cassie will forward details to the deans.

## XII. New Business

Al Taccone distributed handouts about the "2005 Women in Technology Panel Discussion – Conversations with Success" on Friday, March 11 from 8 to 10am at the Heritage of Americas Museum at Cuyamaca College that was funded by the NSF grant. There is no cost for participants to attend this event.

## XIII. Announcements/Other Items/Adjournment

Stan Schroeder requested reviewing the materials being presented to the CIOs. Mary Wylie asked if the Occupational Deans minutes were being sent to the Chair of the CIOs. Eileen

Kraskouskas requested modifying the program approvals document to list Meeting and Convention Planning with SD Mesa College not MiraCosta College. Stan mentioned that the Workforce Alliance Clusters information was listed on the San Diego Workforce Partnership website and may not be the most updated information.

**OCCUPATIONAL DEANS' and CHIEF INSTRUCTIONAL OFFICERS**  
**February 11, 2005 at noon**  
**Capri Room at HILTON SAN DIEGO RESORT**

**MINUTES**

Welcome/Introductions

Pam Deegan, VP of Instruction, San Diego Miramar College  
Julie Hatoff, VP of Instruction, MiraCosta College  
Dean Colli, VP of Academic Affairs, Grossmont College  
Elizabeth Armstrong, VP of Instruction, San Diego Mesa College

Fred Allen started introductions at 12:30pm.

1. Relationship between CIO's and Occupational Deans  
*Handout - Roles and Responsibilities of Occupational Deans*

Mary Wylie mentioned that each of the CIOs has a copy of the Roles and Responsibilities handout that was presented to them a year ago. During the course of their research in modifying this form they uncovered that the CIOs are responsible to SDICCCA and the Occupational Deans are a subcommittee of the CIOs. Mary mentioned that if there is an issue regarding occupational programs, the Occupational Deans will bring this to the CIOs to take to SDICCCA. Pam Deegan requested that we send the Occupational Deans minutes to their CIO listserv. Pam also suggested that if both chairs could meet frequently to discuss issues regarding SDICCCA. Michelle Turner will contact Kevin Alston about the CIO listserv.

2. Addressing Regional Issues in Occupational Education Fred Allen  
• Full enrollment in high cost programs

Fred Allen mentioned that the Occupational Deans Committee has had many discussions about high cost programs. Biotech was a program that fit in this area. Fred mentioned that Eileen Kraskouskas would discuss conjoint programs.

According to Eileen, they were looking at students receiving a mini-certificate from one college that would feed into another college that has the high cost program with the labs in order for students to complete the remaining units for a particular program. One of the issues, is how important is it to the CIOs to award the certificate.

• Conjoint Programs Eileen Kraskouskas

Eileen reviewed the handout "Considering Conjoint Programs" and MiraCosta College Biotechnology Certificates. MiraCosta's Biotechnology Manufacturing Operator which is a brand new program being offered that has a very expensive laboratory. They want to know that they have enough students coming into the program. She suggested that they create a conjoint program with other colleges by using the list of non-biotech courses. These prereqs or general education courses could be offered at other campuses. Students could complete these courses then move to MiraCosta College to complete their degree or certificate in the Biotech program. Eileen stated that they are also looking into other areas such as

Physical Therapy Assistant and Advanced Transportation. She requested feedback regarding the CIO's thoughts about residency issues and certification. Dean Colli mentioned that we could create a TAG agreement or something similar so students could flow through the colleges. Eileen mentioned that if we move into a more conjoint program then it will be listed in each college catalog and state what is required at both colleges. Julie Hatoff mentioned that this is more systemized approach however we should ensure that the prereqs are sequenced properly. Julie mentioned that both schools could award the certificate. Pam Deegan mentioned that San Diego Miramar College has a grant consortium to discuss this issue in more depth and suggested that the Occupational Deans create a working committee to discuss this further. Eileen mentioned that she has a grant to bring faculty together to discuss this and possible barriers. Elizabeth Armstrong presumed that we no longer required providing how many degrees each college is offering. Chuck Wiseley mentioned that they want to see short term certificates. Pam asked if we have the formalized process could both colleges claim the student. Eileen mentioned that it is where the student wants the degree. Dean Colli mentioned that it would be good to consider both colleges providing the certificates to eliminate the problem. Cassie mentioned that these would be in high cost programs. Chuck mentioned that he would bring it up in the committee for further discussion.

3. Update on Activities of Occupational Deans Fred Allen  
*Handout - Programs Approved in Past Two Years*

Pam Deegan requested information on program approvals. Fred Allen stated that they should change the handout to state New Certificates/Programs. Pam mentioned that attempting to clean these up at San Diego Miramar College from 1997. Elizabeth stated that they have questions about program approvals given to the occupational deans. Wilma Owens stated that the intent was for the regions to review program approvals for destructive competition. Al Taccone stated that the CIOs have the process in your packet which would be revised and redistributed to the Occupational Deans and CIOs.

*Handout - Summary of Mini-Grants*

Fred Allen mentioned that this was a summary of funded mini-grants for 2004-2005.

4. Discussion of Regional Alliances (Industry Clusters) Fred Allen  
*Handout - Regional Alliances (Industry Clusters)*

Fred Allen mentioned that the Regional Industry Clusters information is available on the website. Julie Hatoff stated that the San Diego Workforce Partnership requested at SDICCCA that the community colleges run these workforce alliances because they lost funding and staffing. Mary Wylie stated that we could utilize the ED>Net Centers as a neutral lead to go to industry and support these clusters.

5. Federal Funding

- VTEA Funding – Eliminated in President's Proposed Budget

According to Chuck Wiseley, the President's budget has zeroed out Perkins and the budget they are looking at is 2006-2007 with 2005-2006 being about the same as this year. Both Houses have moved Perkins forward as similar bills like last year with small increases even though they know there is a need for more funds.

- \$125 million for Community Colleges Proposed in Workforce Investment Act

Chuck Wiseley stated that he read in the Chronicle that President Bush had set aside \$250 million for career pathways which he reads as Tech Prep. He would like to see a smoothing of the transition for students to receive college credit while they are still in high school. According to Chuck, there are funds available for a project to review economic development between community colleges and high schools. CCCCCO was not notified that these funds would be in the budget. Ron Selge and Dona Boatright are not sure about the objectives at this time but it will be a competitive grant sent out later. Barbara Whitney will notify the regions about the \$30 million in grants for health careers. However, there is a big problem because the funding would be \$6 million dollars for 5 years that requires a 2/3 match by the districts under the current proposal. This would mean that CCCCCO would give the colleges \$750,000 but they would need \$1.5 million match.

- Earmarking Federal Funds – Tech Prep

Chuck Wiseley mentioned that there are two bills moving forward in congress that eliminate earmarking Tech Prep funds. The National Association of State Career Technical Education Directors and ACTE do not want this to happen. Patrick Engsworth from the Department of Education is testifying that if these funds are rolled in then the activities would most likely evaporate.

## 6. Other

Wilma Owens stated that on April 4 there is a National Summit for Emergency Preparedness at Palomar College for the Southern Region.