

**OCCUPATIONAL DEANS' MEETING**  
**April 15, 2005 at 9:00am**  
**Room 272 at SDCCD**

**MINUTES**

I. Welcome/Introductions

Fred Allen

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, CCCCCO  
Debbie Trujillo, SBDC/CITD, Southwestern College  
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  
Lynne Ornelas, Acting Manager, Career Technical Programs, SDCCD  
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  
Stan Schroeder, Regional Consortia Chair, Cuyamaca College  
Wilma Owens, Dean, Career Technical & Extended Education, Palomar College

II. Approval of Minutes from

Fred Allen

- March 3, 2005 at CCCAOE

Motion: That the Minutes from the March 3, 2005 meeting be approved. Motion made by: Cassie Morton. Seconded by: Wilma Owens. Voted on and approved with one abstention.

III. Program Approvals

**New Program**

SD Mesa College

- Hospitality - 2nd Read - SD Mesa College

Lynne distributed copies of the program that was previously the Food Service Program now listed as Culinary Arts/Culinary Management. Lynne stated that this is the first step in redesigning the Hospitality program.

Motion: Program Endorsed. Motion made by: Wilma Owens. Seconded by: Mary Wylie. Voted on and approved unanimously.

SD City College

- Electronic Music - Associate Degree - 1st Read - SD City College

Cassie Morton requested postponing the first read of this program until the May meeting.

- Interdisciplinary Peace Processes - Verbal

Cassie Morton stated that this program was collaboration with UCSD in the area of mediation. She stated that conflict resolution and ethics were some of the topics in this program.

- Community Health Worker – Verbal

Cassie Morton stated that this program is training for liaisons between the community and health care organizations.

### **New Option**

#### SD Mesa College

- Child Development Site Supervisor - Associate Degree

Lynne Ornelas stated that this program was not state approved. Their college was in the process of deactivating this particular degree however it is mandated that they get approval since they have students who are soliciting to graduate with this degree. Lynne asked to get approval from the deans for this program.

Motion: Suspend normal notification to approve this special clean-up on this program that will be deactivated. Motion made by: Gonzalo Huerta. Seconded by: Mary Wylie. Voted on and approved unanimously.

Motion: Program Endorsed. Motion made by: Wilma Owens. Seconded by: Eileen Kraskouskas. Voted on and approved unanimously.

#### Palomar College - Verbal

- Administration of Justice emphasis in Homeland Security

Eileen Kraskouskas stated that this is a certificate in Administration of Justice with emphasis in Homeland Security is under 18 units.

- Fire Technology emphasis in Emergency Management

Wilma Owens mentioned that Palomar College is working on a Fire Technology emphasis in Emergency Management program.

- Business emphasis in Insurance

Wilma Owens stated that the Business emphasis in Insurance is for someone in the Insurance industry who would sell insurance and/or do claims adjustments.

### **New Certificate**

#### SD Miramar College

- Fire Prevention - Certificate- 1st Read - SD Miramar
- Fire Protection Advanced - Certificate- 1st Read - SD Miramar
- Basic Driver Operator - Certificate- 1st Read - SD Miramar

Richard Bettendorf

- Fire Protection Basic - Certificate- 1st Read - SD Miramar
- Driver Operator - Certificate & A.S. - 1st Read - SD Miramar
- Rescue - Certificate & A.S. - 1st Read - SD Miramar
- Fire Technology - Certificate & A.S. - 1st Read - SD Miramar
- Fire Protection - Certificate & A.S. - 1st Read - SD Miramar
- Fire Administration - Certificate & A.S. - 1st Read - SD Miramar
- Fire Prevention - Certificate & A.S. - 1st Read - SD Miramar

Richard Bettendorf stated these were sent out during the CCCAOE Conference and were similar to the Child Development clean-up at San Diego Mesa College however it is not being deactivated. Second reading will take place during the next meeting.

#### IV. Southwestern Center/Initiative Director Presentation

- SBDC/CITD

Debbie Trujillo represents all three colleges in the Small Business Development Center (SBDC)/Center for International Trade Development (CTID) network. She reviewed the breakdown of the SBDC centers. There are 64 Lead Centers which oversees a subcenter in each state. The only combined center in the state SBDC/CITD is held at Southwestern College. According to Debbie, Southwestern is the only community college that runs a regional center. Some of the services offered at the centers include one-on-one counseling to small business owners, no-cost or low cost training and technical support as well as business and marketing plan templates. According to Debbie some of the training offered by the SBDC is Cash Flow, Forecasting, Management Control, Target Marketing, Human Resource Management, Financing, Inventory Control, Marketing Communication, Credit and Collections, Business Planning, International Trade, and Start-Up Business Planning. Mary Wylie stated that she could provide GIS information to show which industry is being served by the SBDC/CTID centers. Michelle Turner will forward zip codes of each college to Mary Wylie.

#### V. CCCAOE Report

Mollie Smith stated that the March conference was very successful. Call for Presentations are due by May 10. She stated that they are meeting in June to review redesigning the CCCAOE awards.

#### VI. JSPAC Membership

Mollie Smith stated that Yosemite College would no longer be the fiscal agent for JSPAC and Sue Clark has resigned as the Coordinator. According to Mollie, Grossmont-Cuyamaca Community College District will become the fiscal agent for the JSPAC. The Project Director has yet to be determined. She mentioned that there is a conference call on Monday to discuss the details and planning for next year. The Regional JSPAC Workshop will be held today at Grossmont College from 1 p.m. to 4 p.m.

#### VII. Chancellor's Office Report

Chuck Wiseley

Chuck Wiseley stated that the allocations should be posted today. Memo 04-05 will show the allocation only being 90% of last year's funds. Each district allocation is 80% of prior year plus an additional amount (of 10% of state funds) based on growth and decline from data reported in the MIS. He mentioned that they may allocate additional funds once they find out what the State grant is and complete the DSS match. He mentioned that they will make one more adjustment with an augmentation for the 10% of remaining funds plus any carryover sometime in July or August. He requested that the colleges

make two lists; the first with programs that were approved and funded and the second with programs approved but not funded. CCCCCO is only requesting the district budget without any detail from the college. The college is responsible for maintaining audit files which include the Section II to show what we are doing with the money.

Chuck mentioned that VTEA IB applications for the Regional Consortiums would be out soon. He mentioned that because Leadership funds would be used for staffing and supporting the Governor's proposal to use the \$20 million for building Tech Prep, Economic Development Partnerships and pay for the PY's, a reduction in Program Improvement workshop funds has occurred. Chuck mentioned that initially they allocated \$275,000 to fund some offsite programs to follow-up and build on the Student Learning Outcomes workshops, however the approved amount was reduced to \$125,000. This equates to \$12,500 for a single region and \$25,000 for double regions which has to be used for program improvement workshops only. Chuck mentioned that half of these workshops would be in the fall and the other half in the spring. The focus will be on using information to improve programs such as discussing barriers and creating a rubric for faculty to know how to measure student learning outcomes. Chuck mentioned that colleges may decide if they want to pay stipends for the SLO's workshops as well as decide to have the event on campus.

Chuck mentioned that the RFA Bidder's Videoconference for Nursing grants funded from the Governor's 15% WIA discretionary funds. This videoconference will be on May 9 from 9:30 a.m. to 1 p.m. According to Chuck, 16 to 26 programs could be funded at \$300,000 per year with a match of \$900,000. Stan Schroeder stated that Bob Yarris from RHORC would be the lead for further discussions. Stan mentioned that Bob is going to invite the ADN directors to this workshop.

According to Chuck, Robin Harrington will send out Tech Prep applications upon confirmation of what the state is funding. According to Chuck, there are no changes to this application from last year.

## VIII. Connecting with our Legislators

Fred Allen stated that based on conversations at CCCAOE, he asked Michelle Turner to create a list of legislators in the region. He mentioned that if we see an issue that we feel needs action then we will put a group together to meet with the legislators to discuss. Stan Schroeder stated that Dana Quittner would be at the May 13 meeting to discuss current legislative issues. Mary Wylie suggested that we create documentation about an issue and get the support of SDICCA. She believes that this will carry more weight when requesting action on a specific issue. Chuck Wiseley suggested inviting these legislators to key events within the region such as the Regional IT Advisory Committee meeting.

## IX. Mini-Grants

Stan Schroeder

Stan Schroeder stated that invoices are due Friday, May 20. Eileen Kraskouskas wanted to discuss issues with the MiraCosta mini-grant on conjoint programs for Biotech programs. She stated that only one school showed up which was Miramar for a meeting about Biotech and conjoint programs. According to Eileen, they cannot spend the \$5,000 for the mini-grant. Eileen suggested reprinting the Biotech brochure.

Motion: Modify mini-grant to print the brochures and provide the final invoice by June 10. Motion made by: Cassie Morton. Seconded by: Mary Wylie. Voted on and approved unanimously.

## X. Regional Consortium Report

- FY 05-06 LFC Brochure

Stan Schroeder stated that a request has been made to make a distinction between the degree and certificates on the "Looking for a Career" brochures. The deans agreed unanimously to not move forward with this request. All revisions are due to Michelle Turner by May 13.

- RFA Bidders Video Conference
  - Monday, May 9 from 9:30am to 1pm in the Library "TLC" at Cuyamaca College

Michelle Turner will distribute the flyer to the deans.

- FY 05-06 Occupational Deans Calendar

Wilma Owens suggested using CC Confer for the deans meetings. Stan Schroeder suggested using CC Confer for the November meeting and evaluate how often to use this system after this meeting.

- Regional IT Advisory Debrief

Stan Schroeder mentioned that the Regional IT was great and the individuals from Memec were very good at providing interesting IT information during their presentation.

Stan distributed a document from Christine Ang that states that SourcePoint, in conjunction with Godbe Research, proposes to conduct a study of the Healthcare and Hospitality industries' occupations and available education and training resources in the San Diego region. The five areas of emphasis is defining the healthcare industry, defining industry occupation and requirements, defining healthcare industry career ladders, identifying available healthcare education and training services, and identifying target population groups for healthcare employment.

Stan mentioned that Cheryl Mason was unable to attend this week but will be given a presentation at the next meeting regarding LMI information.

## XI. Old Business

Eileen Kraskouskas stated that she met with her articulation officer to discuss conjoint programs. She showed the paperwork she created and discussed what programs could replace each other. She suggested giving the list of requirements to the counselors at Grossmont and/or Southwestern and ask them to let MiraCosta know which ones they agree are equivalent.

## XII. New Business

Gonzalo Huerta stated that Imperial Valley College is working on a Fire Academy in the Fire Science Program to be housed in one of the fire houses in the county. This would be a new certificate option and would send out the paperwork next week for a first read.

## XIII. Announcements/Other Items/Adjournment

*Next meeting: May 13, 2005 in room 272 at SDCCD.*