

**OCCUPATIONAL DEANS' MEETING
SAN DIEGO COMMUNITY COLLEGE DISTRICT, ROOM 272
FRIDAY, SEPTEMBER 17, 2004**

MINUTES

I. Welcome/Introductions

Fred Allen

Al Taccone, Dean of Division II - Instruction, Cuyamaca College
Armando Abina, Dean, Math, Engineering & Technology, SD City College
Bob Yarris, Director of RHORC, Grossmont College
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
Irma Alvarez, Dean, School of Business & Computer Information Systems, Southwestern College
Judy Paulter, Dean, School of Health Sciences & Public Service, SD Mesa College
Lynne Ornelas, Acting Manager, Career Technical Programs, SDCCD
Majeda Nasrawi, CACT Coordinator, SD City 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
Patricia Centurione, VTEA Coordinator, SD City College
Randy Barnes, Acting Manager, Economic & Career Development Services, SDCCD
Stan Schroeder, Regional Consortia Chair, Cuyamaca College
Vivian Bogue, Director of REBRAC, Cuyamaca College
Wilma Owens, Dean, Career Technical & Extended Education, Palomar College

II. Approval of Minutes from May 21, 2004

Fred Allen

Motion: That the Minutes from the May 21, 2004 meeting be approved. Motion made by: Mary Wylie.
Seconded by: Cassie Morton. Voted on and approved unanimously.

III. Program Approvals

Verbal - Culinary Arts, Web Advanced, Electronics
Supervision & Leadership and International Business

Mary Wylie

Irma Alvarez stated that she will provide details for the following programs in order of their entrance into Southwestern curriculum. International Business is being revised by adding a logistics class and bringing up to date for 2004-05. Supervision & Leadership were a series of one unit courses and now combining and adding new courses in creativity. Web Advanced is a 2nd level course that will have to go to the State Chancellor's office. The Culinary Arts program was presented to the group a few years ago and the college is finally moving forward with this program, therefore Irma is bringing back to this committee for approval. Irma stated that Southwestern will be adding the electricity component to the Electronics program as well as moving toward the ability to create an apprenticeship program.

New Program - Interactive Web Multimedia - Palomar

Wilma Owens stated that she forwarded this program approval for review and if the committee had further questions to notify her and she will request that the individuals creating this program attend the next Occupational Deans meeting in November for further discussion. Currently, the committee had no questions, however was not moved for approval. Wilma also mentioned that Palomar will be offering an Associate of Arts Degree in Network Administration certificate. Previously this course was not offered as a certificate program. Wilma forwarded the details to Michelle Turner who will distribute to the committee for review for the next Occupational Deans meeting on October 7.

IV. CCCAOE Report

Mollie Smith stated that the CCCAOE Committee is currently working on the fall conference that will be held on October 6-8 in Long Beach. Wilma Owens stated that some really good speakers will be presenting at this conference including someone from the Herman Group. If the committee would like further information, she suggested going to www.hermangroup.com. Mollie thanked everyone who volunteered to host at the conference. She invited the Deans to provide a gift from their respective colleges for the conference and requested that they provide these on the first day with their business card attached, so the CCCAOE Committee could recognize their contribution.

V. JSPAC Membership

Mollie Smith stated that the JSPAC will be conducting regional workshops on specific issues related to Special Populations. She requested volunteers from the nine colleges to help with the arrangements of this meeting. Last spring, San Diego Mesa College was the host and provided disks to the group for training purposes. Lynne Ornelas will follow-up with Margie Fritch about getting copies of these disks for those who had problems accessing the information. Cassie Morton requested that Mollie contact this committee as soon as she had a volunteer. Mollie mentioned that the JSPAC is planning their annual conference which will be held in Sacramento on February 9-10, 2005. The conference is geared around topics related to new immigrants in this country and how to assist them.

VI. Election of Incoming Chair for FY 05-06

Fred Allen stated that we have a nomination of Al Taccone to become the incoming Chair. He opened the floor for further nominations. Wilma Owens moved to close the floor and Armando Abina seconded. Al Taccone is the Incoming Chair by unanimous vote.

VII. Update on Grossmont/Cuyamaca Initiatives/Centers

a. REBRAC

Vivian Bogue stated that REBRAC is an initiative of the California Community College system, providing assistance to businesses in complying with Federal and California EPA, OSHA and other Environmental, Health and Safety regulations. She stated some of the training offered at REBRAC includes confine space, FEMA, mold, First Aid/CPR, ENVT, and OSHA HAZWOPER. Vivian provided handouts and reviewed the REBRAC website at <http://www.rebrac.org/>. Gonzalo Huerta was very interested in OSHA training for Imperial Valley; however, he needs bilingual instructors to provide the training. Vivian and Gonzalo will discuss later the requirements to meet the needs of Imperial Valley College. Vivian mentioned that REBRAC really works for small business that may have problems with noncompliance.

b. RHORC

Bob Yarris

Bob Yarris stated that he is the Regional Director of RHORC. He distributed handouts and provided an overview of health care initiatives within the region. Bob mentioned that there are currently nurses who will be completing their certificate training to become adjunct faculty. He worked together with Charlene to get a single application and fingerprinting that would be accepted at all of the colleges in the San Diego/Imperial Counties. He is also working with high schools on an initiative that will make the transition from high school to college to workforce as transparent as possible. Wilma Owens requested additional information since she is currently working on a high school academy for Palomar College. He is also working on a summer institute in which students could shadow those at Alvarado, Kaiser and/or Grossmont Hospital for one or two weeks.

VIII. Chancellor's Office Report

a. Performance Planning Improvement workshops in 2004-5

Michelle Turner forwarded Chuck Wiseley's email on August 6 regarding Reporting YTD for HEERG workshops in 2004-5. According to Chuck, the purpose of this project is to provide leadership training to faculty and deans at each college in the California Community Colleges. The training will focus on use of data to do a gap analysis and effective strategy search for planning program improvements and to have participants train others on their campus to do that analysis and planning. He reiterated that the college teams should consist of 5 individuals to include one or more Instructional Deans and he requested that the dean who is responsible with Vocational Education attend; 1 Researcher; 2 or more Faculty if the college does not have a Researcher. The Chancellor's Office would like someone from Administration to attend like the CIO. He suggested that the region work with Norena Norton Badway to schedule this workshop. Chuck discussed the breakdown of the funding and stated that we do not have to give stipends but it is a great incentive to the colleges. The Occupational Deans requested that Michelle Turner resend the email message for further review.

b. CPR

Michelle Turner distributed Chuck Wiseley's emails about the Chancellor's Office Analysis of CPR Sections. He stated that the committee should review the analysis of chapter 3: Education, Training and Volunteerism as it relates to the California Community Colleges. Additionally, Chuck mentioned that the Agency Review Preliminary Report was on the BOG agenda for its July meeting (7/12-13, 2004) and was the topic of the Study Session on Tuesday, September 13. The Board of Governors reviewed the Final Report. In addition, the board received a briefing on the Implementation Plan for the recommendations in the Review.

Chuck mentioned that the Chancellor's Office has recently upgraded and enhanced the VTEA Title I-C web-based Year-To-Date (YTD) reporting system. The enhanced system now includes areas for Local Application budget, Final Report district summary budget, and a new process for Budget Change requests. Although most districts have already completed and sent the 2003-04 final reports to the Chancellor's Office, they are requesting that you have the Final Report Budget Summary by District sheet (Section IV-A) from your final report entered into the YTD reporting system within the next two weeks.

Michelle Turner distributed copies of the Economic and Workforce Development Program News for September 2004 that was sent from Kathy Pulse.

IX. Regional Consortium Report

a. Updates on initiatives/centers

Stan Schroeder mentioned that we are still arranging some initiatives/centers to make presentations at upcoming Occupational Deans meetings. He requested that they advise Michelle about scheduling.

b. FY 04-05 Professional Development activities

Stan Schroeder distributed the calendar of Professional Development activities for 2004-2005. He suggested distributing this information to key people at each college. Michelle Turner will send an electronic copy to the Occupational Deans for distribution.

c. Professional Development - Purchase Orders

Stan Schroeder distributed the purchase orders in the amount of \$3,000 to each college representative. The funds are for faculty, counseling and deans to attend professional development activities. The final invoice and documentation must be sent to Michelle Turner by May 21, 2005.

d. Program Improvement Planning workshop

Stan Schroeder discussed the upcoming Program Improvement Planning workshop and requested confirmation from the Occupational Deans regarding dates and location. The committee agreed that February 24 and 25 would be best at Humphrey's Half Moon Inn & Suites. Stan mentioned that the Regional Consortium would not make individual payments instead pay to the college. He requested feedback regarding incentives or disincentives to have them attend this workshop such as a set amount for each college representative to pay to the Regional Consortium. This would be similar to the requirement for the Workforce Leaders Institute. Mary Wylie suggested that we request a group dinner and an evening activity which would adjourn by 8pm. Michelle will follow up with Noreena about the details and provide a registration form to the Occupational Deans. Fred Allen suggested that the teams be formed by early December and the names sent to Michelle for finalizing the hotel arrangements.

Chuck Wiseley mentioned that Norena Norton Badway would be conducting a 3 hour workshop at the fall CCCAOE. Attendance at both sessions is not required.

e. Mini-grants RFP & Review Schedule

Stan Schroeder distributed the mini-grant application for review. He mentioned that at the last meeting some suggestions were discussed about the RFP such as in the past we have not excluded repeat projects; provide a loose description about the project and who are the participants; increase the funds to \$5,000; have fewer projects; and a paragraph stating how the project will be disseminated regionally. Chuck mentioned that dissemination may meet the needs of a regional impact. He researched CCSF from the bay area which researched best practices for student services. Chuck will forward the link for CCSF and restriction of Title IB. A suggestion was made to include a statement that the Project Monitor must submit proposal to the designated Occupational Dean by October 15 and have a signature line under the college designated Occupational Dean. Additionally, include Partnering Colleges on the application. Michelle Turner will revise and send to the Occupational Deans for distribution. Wilma Owens stated that she will be attending as the additional Occupational Dean on Friday, October 29. Lynne Ornelas suggested getting a faculty member from the San Diego Community College District or ask Terry Savarese to represent faculty. If Eileen cannot attend then Stan will contact the Occupational Deans for another representative.

f. Workforce Clusters – update

Stan Schroeder requested to table this topic for further discussion at the next Occupational Deans meeting either in October or November.

g. Support for Occupational Outlook

Stan Schroeder mentioned that the Regional Consortium will be funding the SD Workforce Partnership this year. He requested feedback from the deans on how to support them.

h. Looking for a career

According to Stan Schroeder, the San Diego County Office of Education distributed 100,000 brochures throughout the region. He suggested that the deans contact Michelle Turner if they need more brochures.

i. Searching for a Career

Stan Schroeder conducted a slide presentation regarding possible changes and improvements to the San Diego/Imperial Counties Regional Consortium website. Fred Allen suggested that Stan contact the Counseling Department for further feedback. Stan requested that the deans contact him via email with thoughts or feedback regarding the proposed changes.

j. Analysis of Regional Electronics Training Needs

Stan Schroeder stated that Mary Benard was the lead on this project. He mentioned that City, Palomar and Miramar are experiencing low enrollment in the Electronics area. Mary Wylie suggested asking Irma Alvarez to participate in the discussion group to analyze regional electronics training needs.

X. Conjoint program in Biotech – Discussion of Next Steps

Fred Allen requested feedback regarding next steps with the conjoint program for Biotech which was discussed at a previous meeting. Eileen Kraskouskas stated that she would speak with Rick Matthews. Cassie Morton mentioned that the host college would initiate this conversation to the CIO's group and evaluate the need and possible barriers. She requested further follow-up at the fall CCCAOE.

XI. Coordination of Clinical Placements in Allied Health

Eileen Kraskouskas

Eileen Kraskouskas tabled this discussion until the next meeting when the colleges who have clinical programs provide copies of their agreements for review.

XII. Old Business

XIII. New Business

XIV. Announcements/Other Items/Adjournment

Next meeting: October 7, 2004 at the CCCAOE Fall Conference at the Long Beach Hilton