

**OCCUPATIONAL DEANS' MEETING
SAN DIEGO COMMUNITY COLLEGE DISTRICT - RM 272
FRIDAY, NOVEMBER 18, 2005
MINUTES**

I. Welcome/Introductions

Al Taccone

Al Taccone, Dean of Division II - Instruction, Cuyamaca College
Cassie Morton, Dean, Business, Information Technology and Cosmetology, SD City College
Fred Allen, Senior Dean of Business & Professional Studies, Grossmont College
Gail Prentiss, (for Eileen Kraskouskas) MiraCosta College
Gonzalo Huerta, Dean of Instruction for Applied Sciences, Imperial Valley College
Hutch Hutchinson, Associate Dean, Centre City Skills Center, SDCCD Continuing Education
Irma Alvarez, Dean, Business and Information Systems, Southwestern College
Lynne Ornelas, Associate Dean, Tech Prep, San Diego CCD
Margie Fritch, Dean, Health Science/Public Service, SD Mesa College
Mary Wylie, Dean, Economic Development, Southwestern College
Michelle Turner, Coordinator, SD/Imperial Counties Regional Consortium, Cuyamaca College
Mollie Smith, Director, Occupational and Noncredit, Palomar College
Otto Lee, Dean, School of Business, Computer Studies & Technologies, SD Mesa
Randy Barnes, Acting Manager, Economic & Career Development Services, SDCCD
Richard Bettendorf, Dean, Tech Career, SD Miramar
Scott Finn, Counselor, Southwestern College
Stan Schroeder, Regional Consortia Chair, Cuyamaca College
Tom Plotts, Director of Public Safety Programs, Palomar College

II. Southwestern Mini-grant Presentation

"Refining the Career/Technical Program Matrix Project" Scott Finn

Scott Finn stated that he received mini-grant funds 2 years ago from SDIC Regional Consortium to create a career ladder/matrix similar to the "Looking for a Career" brochure for South County. He stated that after completing the mini-grant, he then created an interactive web site that contains information about vocational career-technical training programs offered in and around the South County. This project was developed through collaboration with the Sweetwater and Coronado Districts and Southwestern College. The career matrix breaks the programs by VTEA cluster, high school, business/industry or by location of which schools in the south county offer this program. Scott stated that they are currently updating Southwestern College web pages when a new program is added or modified. The website also provides details if the program has a degree or certificate. The website also provides resources such as service providers, career resources and printable resources to include the career matrix. Since the induction of this website last May, they have had 1500 hits to the website. He would like to create a brochure or magazine in the future to highlight top programs in the South County. Scott stated that they created two separate websites. The website <http://www.swc.cc.ca.us/~techprep/index.asp> lists job training courses for career advancement and <http://www.swc.cc.ca.us/~techprep/index2.asp> lists advanced job training resources in high school for college credit.

III. Approval of Minutes from October 20, 2005

Al Taccone

Motion: That the Minutes from the October 20, 2005 meeting be approved. Motion made by: Fred Allen. Seconded by: Cassie Morton. Voted on and approved unanimously.

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IV. Program Approvals

New Programs

Palomar College Wilma Owens

- Alcohol and Other Drug Studies (AODS) - 2nd Read

Motion: Program Endorsed. Motion made by: Mary Wylie. Seconded by: Otto Lee. Voted on and approved unanimously.

Southwestern College Irma Alvarez

- Event & Convention Planning Basic (Cert) - Verbal
- Event & Convention Planning Advanced (Cert) - Verbal
- Hospitality and Tourism Management Emphasis (AA/Transfer) - 1st Read

Irma Alvarez stated that Southwestern College is working toward a Hospitality and Tourism Transfer and looked at programs that needed to be created prior to the implementation of this program. Margie stated that San Diego Mesa College has similar programs in Event and Convention Planning. They are struggling with enrollment and worried that these new programs at Southwestern may affect San Diego Mesa's current enrollment. Margie will facilitate a meeting with Southwestern and Grossmont colleges to discuss the impact on enrollment. Irma wanted to reiterate that the Hospitality and Tourism is for transfer to San Diego State University.

New Option

Palomar College Wilma Owens

- Administration of Justice - Homeland Security
- Administration of Justice - Investigations (AA)
- Administration of Justice General (AA)
- Fire Technology General (AA)
- Fire Technology - Emergency Management emphasis

Motion: Programs Endorsed. Motion made by: Mary Wylie. Seconded by: Otto Lee. Voted on and approved unanimously.

San Diego City College Randy Barnes

- Construction Trades and Business – Apprenticeship Option

Motion: Program Endorsed. Motion made by: Fred Allen. Seconded by: Richard Bettendorf. Voted on and approved unanimously.

San Diego Mesa College Margie Fritch

- Culinary Arts/Management - Verbal
Originally - Food Service Occupations
- Destination & Event Management - Verbal
Originally - Travel & Tourism; Airline & Travel Agency; Meeting & Convention Planning
- Hotel Management - Verbal
Originally - Hotel & Motel Management

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Margie Fritch distributed definition of courses and curriculum for the above mentioned programs for review by the deans. Some of these programs are being deactivated, however created the list to show the old courses with relation to the new courses being offered.

Southwestern College Irma Alvarez

- Travel and Tourism Basic (Cert) - Verbal
- Travel and Tourism Advanced (Cert) – Verbal
- Microsoft Certified Systems Basic (Cert)- Verbal
- Microsoft Certified Systems Advanced (Cert) - Verbal

Irma Alvarez stated that she would send program information to the committee. Cassie mentioned that she would need to see if the Microsoft program might be in conflict with San Diego City College.

V. Fire In-service Classes

Mary Wylie

Mary Wylie currently has fire in-service through ROP at Southwestern College, which is a combination of all of the fire programs in South County. Her concern is about trying to find qualified instructors who can teach these courses. According to Tom Plotts, Palomar has contractual agreements within the fire programs. The deans discussed concerns about qualified instructors; if the course should be credit, non-credit and/or apprenticeship; contractual agreements; FTES; and who pays the tuition. Mary suggested that Tom frame the dean's request for CCCC to provide documentation regarding how they view this type of program and what is going on with this issue throughout the state. Tom agreed to create the proposal and send to Michelle Turner for distribution to the deans prior to the January Occupational Deans Committee meeting. Once this document is reviewed and approved by the deans, Al Taccone will submit to Chuck Wiseley at CCCC. Cassie Morton suggested that we consider providing this documentation to the Chair of the CIO's in the region. Al will contact Dean Collie about this issue.

VI. Military Programs

Fred Allen

Fred Allen requested information on how to get permission to go to the military bases to inform service men/women about the programs offered at our community colleges. Lynne Ornelas stated that Lisa Curtin was the liaison for SDCCD and would be a good resource to ask this question. Fred stated that representation was crucial during the presentation of our programs in order to answer any questions that may arise.

VII. SLOAC

Stan Schroeder

- November 4 Meeting
- Future SLOAC Workshop Request Al Taccone

Stan Schroeder mentioned that the November 4 SLOAC meeting took place. Fred Allen, Cassie Morton, Mary Wylie, Gonzalo Huerta and Mollie Smith attended the event. Richard Bettendorf stated that his staff really liked the material presented from Norena Badway and were moving

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forward with SLOs at San Diego Miramar. Stan mentioned that the question now was how to use the funds from CCCCCO for other SLO workshops.

Al Taccone mentioned that there was a request to have a half day workshop just for administrators from SDCCD. After much discussion, the deans agreed that we should hold two workshops in the region with a departmental or disciplinary focus on assessing and improving SLOs. The tentative dates are March 2-3 March 9-10, March 30-31. Stan would contact Norena to confirm which date works with her schedule. The disciplinary groups for day one would consist of individuals from Business, Allied Health, Public Safety, Science, Math and English. The disciplinary groups for day two would consist of individuals from Technology, Transportation, Human Services, Psychology, Sociology, and Communications. However, anyone could attend either date. Randy Barnes suggested arranging the tables by discipline. Stan mentioned that he would confirm the date and create a "Save the Date" flyer prior to the semester break.

VIII. CCCAOE Report

Mollie Smith

Mollie Smith stated that the CCCAOE executive committee met with Bruce Hammett to provide general information that is facing occupational education. The CCCAOE Board has requested that the regions provide 5 specific issues affecting occupational education to address with legislators. Some examples of these types of issues could include the change in the Ed code. Mollie would send out an email to the deans to solicit ideas and possible solutions. Mary Wylie suggested that we get input from CCCCCO to ensure we are not performing cross purposes. Further discussion will take place during the December 9 Occupational Deans meeting. Mollie stated that awards are on the CCCAOE website. The awards are different this year and broken into three categories: Excellence in Teaching, Excellence in Leadership and Excellence in Partnership. The candidate for the award needs to provide at least three examples of how the nominee demonstrated an innovative approach in teaching, leadership, or developing partnerships. Additionally, the candidate must describe at least three significant outcomes or results achieved as a result of this innovative approach, which are consistent with the mission of the CCCAOE. These awards are due December 7. Mollie mentioned that during one of the Occupational Deans meetings, the deans discussed the possibility of sending a regional nomination to CCCAOE. Mollie stated that if you submitted an award then bring to the next deans meeting for review. A decision would be made on how to award regionally. Michelle Turner will add topic to next agenda. Mollie also reminded everyone about the upcoming spring conference to be held at the Sir Francis Drake Hotel in San Francisco. She stated that everyone who is going should get his or her reservations completed early.

IX. JSPAC

Mollie Smith

- Membership
- Regional Workshop

Mollie Smith stated that JSPAC Conference would be in February and the topic would be nontraditional careers. Mollie stated that she will be retiring as the JSPAC Chair and asked if someone would like to be recommended to become the chair for the region.

- Regional Workshop

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Stan Schroeder stated that we could hold 2 regional workshops and solicited deans to host these events. Cassie Morton offered San Diego City College and Tom Plotts offered Palomar College.

X. Regional Consortium Report

Stan Schroeder

- Promotion of CCC EWD Programs to the One-Stop System

Stan Schroeder stated that CCCCCO has tasked the Regional Consortium to promote CCC EWD Programs to the One-Stop System. Stan mentioned that he would like to present to the one-stops at the directors meeting and would email his presentation to the deans for feedback. SLOAC Regional Workshops.

- Update on mini-grants

Stan Schroeder mentioned that we received 12 proposals for \$58,000, however were only able to fund 6 projects. The Readers Committee felt that the proposals were not the very best quality and suggested that we advise individuals on how to write a proposal. The committee also suggested providing samples of good proposals when sending out next years mini-grant proposals.

XI. New Business

- CCC Confer for future Occupational Deans meeting Stan Schroeder

Stan Schroeder mentioned that the Readers Committee used CCC Confer to discuss and award the mini-grants however, felt that this system was not conducive for a future Occupational Deans Committee meeting. Al Taccone mentioned that individual computer response time is very problematic with using this type of system.

XII. Announcements/Other Items/Adjournment

Next meeting: December 9, 2005 at SDCCD.