

**OCCUPATIONAL DEANS' MEETING
SAN DIEGO COMMUNITY COLLEGE DISTRICT - RM 245
MAY 12, 2006**

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
Curtis Dowds, Industry Liaison/Assistant Director, Center for Applied Competitive Technologies,
San Diego City College
Fred Allen, Senior Dean Business and Professional Studies, Grossmont College
Mary Wylie, Dean, Economic Development, Southwestern College
Michelle Turner, Coordinator, SD/Imperial Counties Regional Consortium, Cuyamaca College
Randy Barnes, Associate Dean, Workforce and Economic Development, SDCCD
Stan Schroeder, Regional Consortia Chair, Cuyamaca College
Truc No, Professor, San Diego City College

Al Taccone called the meeting to order at 9:15am.

II. Approval of Minutes from April 21, 2006

Al Taccone

Motion: That the Minutes from the April 21, 2006 meeting be approved. Motion made by: Mary Wylie.
Seconded by: Cassie Morton. Voted on and approved unanimously.

III. Occupational Deans Committee Calendar 2006-2007

Al Taccone

a. Presentations by Initiatives

Calendar reviewed by the committee and approved. Michelle Turner will input the spring break schedules and send updated calendar to the committee members. Michelle Turner will contact the Initiative Directors who have yet to present at an Occupational Deans meeting to verify when they would be available to present information about their initiatives. Stan Schroeder reminded the committee about the meeting Dr. Perri, President of Cuyamaca College, is having with the Initiative Directors to create synergy and collaboration within the region.

IV. Program Approvals

New Programs

Southwestern College

Mary Wylie

- Medical Assistant – Verbal

Mary Wylie stated that Southwestern College is creating a Certificate and Associate degree for Medical Assistant to work in the front and back office. They are working with the Sweetwater High School District who already has this program. The high school will collaborate with Southwestern College, so students can complete their degree. Mary mentioned that Southwestern would implement this program in the fall of 2007.

New Option

San Diego City College

Armando Abina

- Manufacturing Engineering Technology (AS), Basic (Cert), Advanced (Cert)) - ACTION

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Truc Ngo stated that San Diego City College currently only has a Certificate of Completion for the Manufacturing Engineering Technology program. This program focused on a specific industry in robotics. Skill level and expectations changed significantly within this industry, therefore SD City met with 15 to 20 local industry representatives to request feedback about their expectations and skills required to work in this field. Based on the feedback from this meeting, Truc created curriculum based on industry needs to replace the current program. Now they will offer an Associates degree and two certificates of achievement and two certificates of completion.

Motion: Program endorsed. Motion made by: Mary Wylie. Seconded by: Cassie Morton. Voted on and approved unanimously.

V. CCCAOE Report

Mollie Smith

Al Taccone distributed information for Mollie Smith regarding "Call for Presentations". The next CCCAOE Conference is October 18-20, 2006 in Anaheim. Michelle Turner mentioned that the spring conference would be in Sacramento since the regions wanted a legislative focus.

VI. Chancellor's Office Report

Chuck Wiseley

Michelle Turner stated that Lucia Robles stated that the VTEA IC final report documents were being revised and would be distributed sometime next week. Stan Schroeder mentioned that CCCCO website lists the current IDRC and JDIF grants.

VII. Looking for a Career Brochure Revisions

Michelle Turner

Michelle Turner requested revisions for the 2006-2007 "Looking for a Career" brochures.

VIII. Regional Consortium Report

Stan Schroeder

- a. 2006-2007 Budget
- b. SLOAC – May 4

Stan Schroeder stated that the budget for the centers went up but the regional consortium stayed the same. The Steering Committee met and he presented information that mini-grants and professional development would still be included in the 2006-2007 Regional Consortium budget. The Regional Consortium would use the structure similar to 2005-2006.

Stan mentioned that the final SLOAC workshop was well attended by 25 individuals from research on May 4. Mary Wylie suggested that someone from the region should send a "Thank You" note to Norena Badway for her assistance with the program improvement planning workshops. Al Taccone stated that he would send the note and requested Norena's mailing address from Michelle Turner. He also stated that he would CC the Occupational Deans and Chuck Wiseley.

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- IX. Steering Committee - May 5 Stan Schroeder
 a. Dissemination of Information
 b. Professional Development Funds

Stan Schroeder mentioned that Pam Deegan attended and provided great information about current CIO activities. Al Taccone stated that Pam developed a credit course for supervised tutoring in the OE/OE labs. Fred Allen requested confirmation if Pam would continue as President of the Regional CIOs for 2006-2007. Michelle Turner would contact Kevin Alston to confirm who would be the President for next year and forward this information to the committee.

- X. Old Business Michelle Turner
 a. Mini-grant Final Reports - May 19
 b. Professional Development Final Reports - May 19

Michelle Turner reminded the Deans that final reports for mini-grants and professional development funds were due Friday, May 19. She distributed samples of professional development invoices and reports. Stan Schroeder requested that the deans emulate the invoice from San Diego Miramar College with regards to providing details of the professional development activities attended and by whom. He suggested that the deans submit a signed invoice to Michelle Turner for processing.

- XI. New Business Al Taccone
 a. Incoming Chair Elections

Al Taccone requested nominations for incoming Chair. Otto Lee would be the Chair of the Occupational Deans for 2006-2007. Fred Allen nominated Mary Wylie to become the incoming Chair. Al opened the floor for further nominations. Fred Allen moved to close the floor and Randy Barnes seconded. Mary Wylie is the Incoming Chair by unanimous vote

Fred Allen mentioned that he would like to hold a training session for all new Vocational Instructors in Region X with the assistance of Chuck Wiseley. He suggested that this topic be included on the agenda for one of the Fall Occupational Deans meetings.

- XII. Announcements/Other Items/Adjournment
Next meeting: September 15 at SDCCD room 272