

**OCCUPATIONAL DEANS' MEETING
SAN DIEGO COMMUNITY COLLEGE DISTRICT - RM 375
DECEMBER 9, 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
Curtis Dowds, Industry Liaison/Assistant Director, Center for Applied Competitive Technologies,
San Diego City College
Gail Prentiss, (for Eileen Kraskouskas) MiraCosta College
Hutch Hutchinson, Associate Dean, Centre City Skills Center, SDCCD Continuing Education
Irma Alvarez, Dean, Business and Information Systems, Southwestern College
Judy Fish, Director of Regional Occupational Program, Palomar College
Kathy Pulse, Econ Dev Specialist, CCCCCO
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
Randy Barnes, Associate Dean, Workforce and Economic Development, SDCCD
Richard Bettendorf, Dean, Tech Career, SD Miramar
Stan Schroeder, Regional Consortia Chair, Cuyamaca College

II. Approval of Minutes from November 18, 2005

Al Taccone

Motion: That the Minutes from the November 18, 2005 meeting be approved. Motion made by: Mary Wylie. Seconded by: Margie Fritch. Voted on and approved unanimously.

III. Program Approvals

Stan Schroeder

- Program Recommendation Process
- Adding a New Option or Certificate to an Existing Program
- Approved New Courses/Programs

Stan Schroeder distributed copies of the above documents and suggested that we review these annually. Stan reviewed the "Program Recommendation Process" regarding Verbal, 1st Read, and 2nd Read. Stan also reviewed the "Adding a New Option or Certificate to an Existing Program" and requested that the deans be clear when providing information to Michelle Turner with regards to what type of program approval they are requesting to present at the Occupational Deans meetings. Michelle will email the above documents to the deans. Al Taccone referred the deans to the list of submitted programs and requested that the deans review and provide corrections to Michelle.

New Programs

Palomar College

Judy Fish

- Commercial and Personal Insurance Services (Cert/AA) – 1st Read

Judy Fish was available for any questions about this program. Moved to 2nd read for the January 20 Occupational Deans meeting.

**OCCUPATIONAL DEANS' MEETING
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San Diego Community College District

Randy Barnes

- Operating and Maintenance Engineers Heating, Ventilation and Air Conditioning (HVAC) (Apprenticeship) **NOTIFICATION ONLY**

Randy Barnes mentioned that this was on the list from Barry Noonan and bringing it to this meeting as a clean up. Judy Fish asked for the location of these apprenticeships. Randy stated that they are in the San Diego area.

San Diego Mesa College

Margie Fritch

- Desktop Publishing (Cert) - Verbal

Margie mentioned that she was representing Otto Lee. San Diego Mesa College is developing a Desktop Publishing program to meet industry needs. Judy Fish mentioned that there is a Digital Publishing degree and/or certificate at Palomar College under the Graphic Communications area. She recommended that they review Palomar's catalog for more information about this program. Cassie Morton suggested revisiting the name since Desktop Publishing was an old term. Judy suggested that Otto refer to Gracie Fowler, Chair of Graphic Communications at Palomar for additional information. Irma Alvarez stated that Southwestern College also has a similar program. Margie will ask Otto to talk with representatives from Palomar, Southwestern and City colleges.

San Diego Miramar College

Richard Bettendorf

- Fitness Trainer - Verbal

Richard Bettendorf mentioned that this is a new program under TOP Code (0835.20) for a degree and certificate. About six weeks ago, Richard stated that they had an advisory meeting and there was much support for this type of program. Richard will forward the documentation when completed for the January meeting.

Southwestern College

Irma Alvarez

- Event & Convention Planning Basic (Cert) – 1st Read
- Event & Convention Planning Advanced (Cert) – 1st Read
- Hospitality and Tourism Management Emphasis (AA/Transfer) – 2nd Read **ACTION**
- Insurance Program (AS), Basic (Cert), Advanced (Cert) - 1st Read

Irma Alvarez stated that Southwestern is moving forward with Hospitality and Tourism Management similar to Grossmont and San Diego Mesa colleges. The content of the AS degree is to provide the courses necessary for students to transfer to San Diego State University. Irma stated that SWC is working with a statewide committee to implement this new Insurance program and will be sending the proposed program to the CCCCOC for approval. She distributed information from the advisory committee meeting.

Motion: Program endorsed – Hospitality and Tourism Management. Motion made by: Mary Wylie. Seconded by: Mollie Smith. Voted on and approved unanimously.

**OCCUPATIONAL DEANS' MEETING
SAN DIEGO COMMUNITY COLLEGE DISTRICT - RM 375
DECEMBER 9, 2005**

MINUTES

New Option

MiraCosta College

Gail Prentiss

- Early Intervention & Inclusion (Child Development) - Certificate - **Action**

Motion: Program Endorsed. Motion made by: Mary Wylie. Seconded by: Margie Fritch. Voted on and approved unanimously.

San Diego Mesa College

Margie Fritch

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

Motion: Programs Endorsed. Motion made by: Mary Wylie. Seconded by: Cassie Morton. Voted on and approved unanimously.

Southwestern College

Irma Alvarez

- Travel and Tourism Basic (Cert) **ACTION**
- Travel and Tourism Advanced (Cert) **ACTION**

Motion: Programs Endorsed. Motion made by: Mary Wylie. Seconded by: Margie Fritch. Voted on and approved unanimously.

- Microsoft Certified Systems Basic (Cert) **ACTION**
- Microsoft Certified Systems Advanced (Cert) **ACTION**

Motion: Programs Endorsed. Motion made by: Mary Wylie. Seconded by: Gail Prentiss. Voted on and approved unanimously.

IV. CCCAOE Report

Mollie Smith

- Occupational Education Issue

Mollie Smith stated that she asked about issues in the region regarding occupational education. She stated that she received the following topics on the increasing bureaucracy involved in starting a new program, differential funding and expensive programs. She requested further feedback from the committee. After much discussion, Mollie concluded that the topics to provide to the CCCAOE Board and addressed with the Assembly Higher Education Committee were High Cost Programs and Equalization. The main issues for high cost programs were start-up costs and ongoing high operational costs. The committee mentioned that differential funding and grants may be a way to offset these costs. Mary Wylie stated that equalization was a big issue throughout the state, however differential funding across college districts may be a possible solution. Another topic of great importance that Mollie would share with CCCAOE Board was the excessive layers of the program approval process which included local, regional, CCCC, CPEC, WASC, and CIO's.

**OCCUPATIONAL DEANS' MEETING
SAN DIEGO COMMUNITY COLLEGE DISTRICT - RM 375
DECEMBER 9, 2005**

MINUTES

- Regional Awards

Mollie stated that the awards submission deadline was extended until December 14.

V. JSPAC

Mollie Smith

- Membership

Mollie Smith stated that she would be retiring from the JSPAC Committee and requested names of individuals who may want this position. Al Taccone stated that we will revisit this topic at the January meeting.

- Regional Workshop

Mollie Smith mentioned that we need to finalize a regional workshop. Maureen Gevirtz from the San Diego County Office of Education will hold one event on Thursday, May 11, 2006 from 8:30am until 4:30pm for K-Adult. Cassie Morton mentioned that she had requested a date and secured a room at San Diego City College, however thought that it would be better to have a workshop in North County. Mollie Smith mentioned that she is trying to find logistical support to have this workshop at Palomar College. Stan Schroeder requested that Mollie look into securing a room and date for this workshop however will refer to San Diego Miramar if Palomar cannot accommodate our request. Michelle Turner mentioned that Elizabeth Wallner provided details about the dynamics of this workshop during CCCAOE. Additionally, Elizabeth would provide marketing to promote these workshops in the region. Michelle Turner requested to receive notification regarding dates and location to forward to Elizabeth Wallner to use in her flyers.

VI. Chancellor's Office Report

Kathy Pulse

- VTEA Augmentation
- EWD December Newsletter

Kathy Pulse distributed the Career Technical Education (CTE) as well as Economic and Workforce Development (EWD) December newsletters. According to the CTE newsletter, the 2005-2006 VTEA I-C Augmentation amounts will be posted to the web on or before December 16, 2005. According to the EWD newsletter, the Board of Governors approved the Economic and Workforce Development Program 2006-2007 Expenditure Plan in November which included an augmentation. The augmentations included components that would help career tech in colleges such as equipment and faculty professional development. Kathy mentioned that all Regional Centers (both new and renewal) will be getting an increase of about \$25,000 over prior years' levels. The Regional Centers up for competition will be able to obtain the RFA in late December. The RFA for Regional Centers being renewed will probably go out on January 30 and/or 31 at the annual EWD summit. Kathy mentioned that there was approximately \$5.6 million available for IDRC and approximately \$3.4 million for JDIF grants. The RFA would be out early January for these short-term grants. She mentioned that this year they were particularly looking for IDRC applications in emerging areas in high-growth sectors with high economic impact. Kathy stated that the studies prepared by seven of the Strategic Initiatives were almost complete and would be issued soon. She also mentioned that in the EWD Newsletters, they were going to continue to list success stories for various grants and referred the committee to the 2004-2005 IDRC grant for Biotechnology.

**OCCUPATIONAL DEANS' MEETING
SAN DIEGO COMMUNITY COLLEGE DISTRICT - RM 375
DECEMBER 9, 2005**

MINUTES

- Implementation of SB70

Kathy distributed and discussed information about SB70. She stated that EWD was working with CTE and CDE in the development of the SB70 RFA. The RFA for the Quick Start Partnership Projects should be issued soon and requested that anyone having questions regarding SB70 put together questions prior to the bidders workshop (mid January) to her or Diane Brady in order for them to have answers. The bidders' workshop would be held live and via webcast in mid-January 2006. Kathy reviewed the component breakdown of the \$20 million. There are two types of projects. The first is "Quick Start" Partnerships which are competitive RFA's for comprehensive 2+2 program which move aligned career pathways into the following areas of Advanced Transportation, Applied Competitive Technologies, Biotechnologies, Environmental Technology, GIS/GPS, Health Occupations and Multimedia. In addition, activities include outreach, curriculum modification and articulation. The second is Capacity Building which has two parts. The first is program development needs which are the development and dissemination of expertise, resource centers, templates and professional development events and/or activities for state-wide utilization. The second is to strengthen existing careers and technical education sectors in Construction/Building trades, Automotive, Agriculture, Home Economics and Business Education. Kathy stated that the "Quick Starts" are driven by EWD and the Capacity Building would be under Ron Selge but would be a joint effort with EWD. She also stated that the "Quick Starts" are to current partnerships but the Capacity Building is more for K-12 partnerships. Kathy stated that once they send out these applications they will provide a bidders conference and/or webcast to provide more information and answer questions.

Lynne Ornelas stated that the Tech Prep representatives throughout the region got together with the ROP to discuss these funding sources and decided that they could possibly create a subcommittee with regional collaboration, so that the colleges were not competing against each other. Stan suggested having some time after the bidders' conference to discuss if we should have a regional focus.

VII. Regional Consortium Report

Stan Schroeder

- Future SLOAC Workshop - March 2-3, 2006

Stan Schroeder mentioned that the San Diego/Imperial Counties region held their third SLOAC workshop on November 4 and the next workshop would be held on March 2-3, 2006 with the discipline focus. Mary Wylie requested to have a registration form to promote this event. He mentioned that there were other workshops available that would be funded by CCCCCO. Stan stated that once we lock in the additional date with CCCCCO that we would discuss workshop details during the January meeting.

- Workforce Leaders Institute
- Award Mini-grants
- San Diego County Economic Roundtable

Stan distributed flyers for the Workforce Leaders Institute and Economic Roundtable. He also distributed the purchase orders to the college dean or representative for the awarded mini-grants. He reminded everyone that the final report for the mini-grants is due on Friday, May 19, 2006.

VIII. Announcements/Other Items/Adjournment

Next meeting: January 20, 2006 at SDCCD room 272.