

**OCCUPATIONAL DEANS' MEETING  
SAN DIEGO COMMUNITY COLLEGE DISTRICT - RM 272  
JANUARY 20, 2006**

**MINUTES**

**I. Welcome/Introductions**

Al Taccone

Al Taccone, Dean of Division II - Instruction, Cuyamaca College  
Chuck Wiseley, Vocational Education Specialist, 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, Business and Information Systems, Southwestern College  
Jennifer Lewis, Project Specialist, Cuyamaca College  
Jerry Fenwick, Faculty, Music Department, San Diego City College  
Marie Ramos, Dean, Cuyamaca 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 College  
Randy Barnes, Associate Dean, Workforce and Economic Development, SDCCD  
Richard Bettendorf, Dean, Tech Career, SD Miramar  
Stan Schroeder, Regional Consortia Chair, Cuyamaca College  
Wilma Owens, Dean, Career Technical & Extended Education, Palomar College

**II. Professional Development Academy**

Jennifer Lewis

Jennifer Lewis presented information about the Professional Development Academy. This project is a Region X IDRC. It was funded in January 2005 for the San Diego/Imperial Valley region. To develop, promote and deliver uniform, employee-centered professional development training that meets the needs of employers in the region. The three non-credit certificates include superior service, teamwork and personal best. In addition, this project provides supervision training, which includes fundamentals of supervision, enhancing employee performance, employment law, managing employee performance, powerful presentations and business communications. This project offers training in English and Spanish to meet the needs of the employers in the region. Additional training is for frontline workers, which include getting organized, employment law awareness and business communications. Jennifer mentioned that they would be creating curriculum in a leadership series in late spring of 2006, which would be a fee-based program. Jennifer reviewed all of the marketing concepts that will be used to promote this project throughout the region. Jennifer will provide the link for the Professional Development Academy website to Michelle Turner to disseminate to the Occupational Deans.

**III. Approval of Minutes from December 9, 2005**

Al Taccone

Motion: That the Minutes from the December 9, 2005 meeting be approved. Motion made by: Mary Wylie. Seconded by: Richard Bettendorf. Voted on and approved with two abstentions.

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IV. CIO Agenda for February 10, 2006

Al Taccone

Al Taccone asked the group to provide agenda topics to discuss with the CIOs at the Friday, February 10 meeting.

- Non-credit (short-term)/vocational education - Wilma Owens
- Update on activities of Occupational Deans - Al Taccone
- WASC meeting update/vocational program approval process - Al Taccone
- Opportunities for Collaboration (SB70) - Otto Lee

The Committee requested that Michelle Turner provide a copy of the Occupational Deans meeting minutes to the CIO Chair. Additionally, Michelle will add to the Occupational Deans agenda a discussion about which Quick Starts the colleges in the region may be interested in applying and create a list of their responses.

V. Program Approvals

**New Programs**

Palomar College

Wilma Owens

- Commercial and Personal Insurance Services (Cert/AA) – 2<sup>nd</sup> Read **ACTION**

Motion: Program endorsed. Motion made by: Mary Wylie. Seconded by: Fred Allen. Voted on and approved unanimously.

- Inside Wireman (Apprenticeship) **NOTIFICATION ONLY**
- Acoustical (Apprenticeship) **NOTIFICATION ONLY**

San Diego City College

Cassie Morton

- Digital Music Technology - **1<sup>st</sup> Read**
  - Originally - Electronic Music Technology

Jerry Fenwick stated that this program was to prepare students entering the field of digital music where there was an industry need. Radio, television, video and multi-media production were some of the areas for employment. Moved to 2<sup>nd</sup> read for the next meeting.

San Diego Miramar College

Richard Bettendorf

- Fitness Trainer - **1<sup>st</sup> Read**

Richard Bettendorf mentioned that Rod Porter was the key person who has been working on this program. Moved to 2<sup>nd</sup> read for the next meeting.

Southwestern College

Mary Wylie

- Event & Convention Planning Basic (Cert) – 2<sup>nd</sup> Read **ACTION**

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

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- Event & Convention Planning Advanced (Cert) – 2<sup>nd</sup> Read **ACTION**

Motion: Program endorsed. Motion made by: Mary Wylie. Seconded by: Richard Bettendorf. Voted on and approved unanimously.

- Insurance Program (AA), Basic (Cert), Advanced (Cert) - 2<sup>nd</sup> Read **ACTION**

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

- Business Management: Hospitality - Event and Convention Planning Emphasis - Basic/Adv/AS - **Verbal**
  - Originally - Business Management: Hospitality and Tourism - Event and Convention Planning Emphasis – Basic/Adv/AS
- Business Management: Hospitality - Culinary Arts - Baking Emphasis - Basic/Adv/AS - **Verbal**
  - Originally - Business Management: Hospitality and Tourism - Culinary Arts: Baking and Pastry Emphasis – Basic/Adv/AS
- Business Management: Hospitality - Travel and Tourism Emphasis - Basic/Adv/AS - **Verbal**
  - Originally - Business Management: Hospitality and Tourism - Travel and Tourism Emphasis – Basic/Adv/AS
- Business Management: Hospitality - Hotel Operations Emphasis - Basic/Adv/AS - **Verbal**
  - Originally - Business Management: Hospitality and Tourism - Hotel Operations Emphasis – Basic/Adv/AS degree
- Hotel Operations - Basic/Adv Certificates - **Verbal**

Irma Alvarez stated that Southwestern College catalog would list the above programs under Business Management so that students could chose an option based on their employment needs.

**New Option**

MiraCosta College

Eileen Kraskouskas

- Early Intervention & Inclusion (Child Development) - Certificate - 2<sup>nd</sup> Read **ACTION**

Motion: Program endorsed. Motion made by: Mary Wylie. Seconded by: Fred Allen. Voted on and approved unanimously.

VI. CCCAOE Report

Mollie Smith

- Regional Awards

Mollie Smith stated that we possibly would provide a regional award from the CCCAOE applications. Stan asked to place this on the first fall agenda to discuss the possibility of giving these awards and get more participation in CCCAOE awards.

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- VP for CCCAOE for San Diego/Imperial County

Mollie stated that at the January CCCAOE Board meeting, the Board identified several topics for the Regional Vice Presidents to discuss with their respective regions. She distributed the information for review and vote. Mollie stated that this committee provided the first topic regarding legislative issues. The committee reviewed topics 2-5 and recommended no change to CCCAOE about providing attendance list to commercial and/or other organizations; changing the number of conferences; changing the name and structural change of the board. Topic 6 was about retirements. Mollie requested that the deans send retirement notices to her by February 5 so she could forward them to Kim Perry to list in the CCCAOE brochure. She requested to have nominations for a regional Vice President. Wilma Owens stated that Tom Plotts expressed willingness and would be a good choice.

Motion: Nominate Tom Plotts as a candidate for the position as Region X Vice President. Motion made by: Mary Wylie. Seconded by: Fred Allen. Voted on and approved unanimously.

VII. JSPAC

Mollie Smith

- Membership
- Regional Workshop

Mollie mentioned that Diana Avila from Southwestern College has expressed willingness to be the new JSPAC Co-Chair. Mollie will provide her name to the JSPAC Board for consideration. She stated that the dates of the upcoming JSPAC Regional Workshops are May 11 at SDCOE and March 31 at Palomar College. She reminded everyone about the Statewide Conference, which is on February 22 and 23 in Sacramento.

VIII. Chancellor's Office Report

Chuck Wiseley

Chuck Wiseley stated have new Vice-Chancellor for career technical education and economic and workforce development, Jose Millan, is getting familiarize with the system. He stated that SB70 link is in the CTE Update and on the CCCCCO website.

Chuck mentioned that there were some concerns from the Feds about Perkin funds being for maintenance instead of improving programs as well as issues with risk monitoring and problems with audits. CCCCCO is possibly changing the VTEA IC application. The CCCCCO would try to conduct some workshops on negotiation and talk a little bit more about this change at the CCCAOE Conference in March. The new act would go into effect June or July of 2006. He mentioned that maintaining high quality in a program is under the current grant.

IX. Regional Consortium Report

Stan Schroeder

Stan Schroeder stated that the SB70 for "Quick Start Partnerships" is \$10.4 million with \$450,000 per project. He mentioned that CCCCCO was seeking volunteers to serve as readers. CCCCCO will hold a bidder's conference in early February both live and via webcast once they issue the RFA.

X. Announcements/Other Items/Adjournment

*Next meeting: Joint meeting with CIO's on February 10, 2006 at the Town & Country Hotel.*