

**OCCUPATIONAL DEANS' MEETING
CCCAOE REGIONAL MEETING
MARCH 16, 2006
SIR FRANCIS DRAKE HOTEL**

MINUTES

I. Welcome/Introductions

Stan Schroeder

Cassie Morton, San Diego City College
Charlene Atkins, San Diego City College
Chuck Wiseley, CCCCCO
David Forsyth, Palomar College
Eileen Kraskouskas, MiraCosta College
Fred Allen, Grossmont College
Jean Kaput, MiraCosta College
Kathy Pulse, CCCCCO
Lynne Ornelas, San Diego Community College District
Madelaine Wolfe, Cuyamaca College
Mary Wylie, Southwestern College
Michelle Turner, SD/IC Regional Consortium
Mollie Smith, Palomar College
Randy Barnes, San Diego Community College District
Stan Schroeder, SD/IC Regional Consortium
Thomas Plotts, Palomar College
Wheeler North, San Diego Miramar College
Wilma Owens, Palomar College

II. Approval of Minutes from February 10, 2006

Stan Schroeder

Motion: That the Minutes from the February 10, 2006 meeting be approved. Motion made by: Mary Wylie. Seconded by: Eileen Kraskouskas. Voted on and approved unanimously.

III. Program Approvals

New Programs

San Diego Miramar College

Richard Bettendorf

- Motorcycle Maintenance Technician Program (Cert & AS) – Verbal

Stan Schroeder requested that individuals contact Richard Bettendorf for additional information about this program.

Southwestern College

Mary Wylie

- Hospitality: Culinary Arts - Baking and Pastry Management – 1st Read
- Hospitality: Event & Convention Management (Basic/Adv Cert & AS) – 1st Read
- Hospitality: Hotel Operations Management – 1st Read

Mary Wylie asked if there were any questions regarding these first reads. Randy Barnes stated that he received from Otto Lee a concern voiced by Margie Fritch. She wanted to know if these were duplicate programs or not. Mary stated that Irma Alvarez was trying to put this information under Business Management in the catalog and these programs were the same ones presented earlier.

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New Option

Cuyamaca College

Madelaine Wolfe

- Data Management (Degree) – 1st Read **ACTION**
- Early Childhood Intervention - Verbal

Madelaine Wolfe stated that Michelle Turner sent this program information electronically for review. Cuyamaca College created three new classes for the Data Management degree and combined CIS with Business.

Motion: Program Endorsed. Motion made by: Eileen Kraskouskas. Seconded by: Wilma Owens. Voted on and approved unanimously.

Madelaine mentioned that Cuyamaca College would like to add Early Childhood Intervention as a verbal. The college is bringing forward a 28-unit degree and less than 15-unit certificate of proficiency. The two classes being added are "Working with Young Children with Behaviors" and "Field Experience in Early Childhood Intervention".

Southwestern College

Mary Wylie

- Hospitality: Travel and Tourism Management (Basic/Adv Cert & AS) – 1st Read **ACTION**

Motion: Program Endorsed. Motion made by: Wilma Owens. Seconded by: Eileen Kraskouskas. Voted on and approved unanimously.

IV. CCCAOE Report

Mollie Smith

Mollie Smith distributed and discussed the following CCCAOE Board items, which included Legislative Advocacy, ideas for proposals and the Fall Conference. The legislative conference is held during the spring conference with a 2 or 3-year commitment. This conference could be used as an intervention; reactive vs proactive response; and/or training. Mollie requested feedback from this group regarding what they want the CCCAOE Board to do and what is the region willing to do concerning legislative issues. Wilma Owens reminded everyone that CCCAOE eliminated the legislative committee but still has a legislative liaison through Scott Lay. Mary Wylie stated that she would like to see the CCCAOE board have the authority to speak on the community college behalf regarding either a state or federal issue. CCCAOE would be a great advocate since they are an organization and not funded through the CCCCCO consortium as well as having a large diverse membership. Wheeler North suggested soliciting the membership through either an email or linked survey for feedback regarding legislative matters. Fred Allen suggested that those at the colleges in our regions who have legislative contacts should ensure these individuals are aware of the issues affecting our organization. He stated that we should be looking at long term planning to maximize the strength of our organization. Mary Wylie stated that she would like the non-credit task force and CCCAOE Board to take a position concerning Ed Code and in-service employers. Additionally, the CCCAOE Board should look at funding for high cost programs as well as legislative training about how to respond regionally to specific issues. A suggestion was made to create a tracking system of which members endorse and support an issue. Wheeler North also suggested that the CCCAOE Board talk with Scott Lay about the legislative cycle.

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Mollie requested feedback regarding possible proposals and types of activities for the upcoming Fall Conference. Some ideas were the following.

- Curriculum approval
- Strategic partnerships
- Distance learning
- Ed Code
- High school proficiency tests

Michelle Turner will email Mollie information about potential speakers who participated in the National Dialogue to discuss relationships between the communities, industry and college systems as well as changes in demographics.

V. JSPAC

Mollie Smith

Mollie Smith requested that Stan Schroeder contact Charity Lazzari to request that she send a JSPAC application to Diana Avila to complete and send back for board approval. Wilma Owens endorsed that Diana Avila become the regional representative for JSPAC. There were no other nominations submitted for approval.

Mollie reminded everyone that the regional Special Populations workshop would be held at Palomar College from 9 to noon and 1 to 4 on March 31. Stan mentioned that the WASC K-Adult brochures related to VTEA were ready for distribution and would provide five brochures to each college for review.

VI. Chancellor's Office Report

Chuck Wiseley & Kathy Pulse

Chuck Wiseley stated that they released the Career Technical Education newsletter and reminded everyone that the deadline to submit the 2006-2007 VTEA IC applications was April 28. He mentioned that CCCCCO would like to see that all purchase orders are completed by July 1; equipment received over the summer; implemented in the fall semester and used during the fall and spring semesters to improve a program. All VTEA funds would be paid on a reimbursement basis by using the electronic quarterly reports of expenditures as an invoice. Chuck stated that those quarterly reports not received by the due date would not be reimbursed until the next processing period. Chuck stated that Ron Selge would provide additional information tomorrow. He also mentioned that CCCCCO anticipates implementing VTEA risk-based monitoring in the 2006-2007 program year as guided by the U.S. Department of Education. This will enable them to focus resources to areas most in need of review and technical assistance.

Kathy Pulse stated that she would forward the Economic and Workforce Development newsletter to the committee on Monday. She stated that SB70 RFA's is being worked on for "Career Exploration and Development for 7th and 8th Graders" and "Strengthening Existing Career Technical Education" would be issued soon. Other RFA's being developed were "Faculty and Counselor In-Service", "Building Career Pathways and Work-based Curriculum", and "Regional Secondary/Postsecondary Curriculum Alignment". The 2006-2007 System Budget proposal includes a \$15 million augmentation since it was not in the Governor's Proposed Budget in January. The proposal draft which staff hopes will be in the May revise includes three components, which are "Responsive Incumbent Worker Training Fund",

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"Capacity Development", and "Strengthening Centers and Initiatives". She also mentioned that the 2006-2007 RFA's should be released at the end of March for Regional Initiative Centers, IDRC and JDIF. She mentioned that the Economic and Workforce Development Program conference would be held on November 14-15, 2006 at the new Hilton Hotel in the San Francisco Financial District.

VII. Schedule Program Improvement Workshop

Stan Schroeder

Stan Schroeder stated that the next Program Improvement Workshop for Student Learning Outcomes is on May 4 at the Red Lion Hanalei Hotel. This workshop is for those at the college who run the assessment cycles, SLO Chairs and/or researchers. Michelle Turner will resend the flyer to the committee for distribution. Michelle Turner will request feedback from the May 4 attendees regarding if there is a need for future workshops and what should be the focus. Once this information is collected, she will disseminate to this committee and Chuck Wiseley.

VIII. Regional Consortium Report

Stan Schroeder

Stan Schroeder mentioned that a career development workshop regarding the "Case of the Missing Major" would be held at the Broken Yolk Cafe on March 30, 2006. Susan Coleman from LA/Orange Region has been instrumental in getting these workshops scheduled. She provided a list at yesterday's Regional Chairs meeting of who was the point of contact in our region. For those interested in obtaining additional information, Stan requested that they contact Peggy Shepard at Grossmont College.

Michelle Turner distributed the "Looking for a Career" brochures and requested that she receive changes and corrections by the next meeting and no later than May 12. Stan Schroeder suggested that we modify the brochure by changing either the color scheme and/or the pictures on the front cover. Tom Plotts requested that Michelle send him additional information about the criteria for the pictures.

Stan mentioned that the Regional Consortium donated funds to the San Diego Workforce Partnership to fund the 2006 Occupational Outlook Reports and should be receiving these reports soon either as a book or CD. He would distribute to the committee at the next meeting.

IX. Announcements/Other Items/Adjournment

Next meeting: April 21 at SDCCD room 272