

## **ROLES & RESPONSIBILITIES OF DESIGNATED OCCUPATIONAL DEANS**

The nine Community Colleges in San Diego and Imperial Counties are well structured for effective regional leadership, activities and communication. Each college is represented by their Chancellor and/or President in the San Diego/Imperial Counties Community College Association (SDICCCA), which meets monthly. SDICCCA provides a unified voice for all colleges in the region.

The Occupational Dean's Committee is a career technical education sub-committee of the SDICCCA Instructional Officers Standing Committee. The Sub-Committee has a voting representative from each of the nine colleges and may include one non-voting representative from each of the two District Offices. The Sub-Committee meets monthly September through May. The Occupational Deans Committee is a leadership group that addresses workforce development in areas such as career technical education, economic development, tech prep, Workforce Investment Act (WIA) and numerous other areas. It is also the body recommending new, expanded, or revised occupational programs to the Chancellor's Office of the California Community Colleges.

The majority of the community colleges in San Diego and Imperial Counties no longer have just one Dean responsible for career technical education and workforce development. Many deans have instructional responsibilities that include general education as well as career technical programs. Each college has one dean responsible for Vocational Technical Education Act (VTEA) funds that may or may not have direct line supervision of instructional programs.

With a variety of roles and responsibilities at different colleges for career technical education and workforce development, each college should designate one Lead Administrator for their college, and may choose to divide the roles/responsibilities listed here among other administrators on campus.

The designated Occupational Dean's responsibilities may include but are not limited to:

1. Representing their college as a voting member of Occupational Dean's Committee
2. Communicating with California Community College Chancellor's Office (CCCCO) as Occupational Education and Workforce Development representatives
3. Assisting campus staff to prepare new/revised programs for approval by Regional Occupational Deans Committee and CCCCCO
4. Managing VTEA leadership on their campus
5. Serving as campus liaison to Regional Consortium for mini-grants and other regional activities
6. Updating "Looking for a Career" brochure

7. Ensuring the accuracy of MIS data associated with career technical programs
8. Ensuring occupational education program advisory committees are working well and minutes kept on file
9. Communicating updated labor market trends and research needs to support local and regional program planning
10. Providing leadership on campus, bringing together other deans/department chairs to develop coordinated plans for occupational and workforce education at their colleges
11. Disseminating Occupational and Workforce information at their campus
12. Representing College Workforce Development at local, regional and statewide community college events
13. Providing analysis and policy recommendations on Regional, State and Federal workforce development issues
14. Providing resource assistance to occupational education faculty
15. Developing connections with industry
16. Collaborating with Colleges/Districts for Contract Education/Economic Development functions
17. Developing, monitoring, and/or assisting with career/technical articulation with high schools
18. Networking/Coordinating with ROP
19. Promoting grant opportunities in Occupational and Workforce Development
20. Working with Federal, State and Regional job training programs
21. Connecting with WIA one-stop career centers
22. Participating in building regional capacity of our community colleges in occupational and workforce development initiatives