

**OCCUPATIONAL DEANS' MEETING
SAN DIEGO MESA COLLEGE - A102
JANUARY 19, 2007
9:00am to 12:00pm
MINUTES**

I. Welcome/Introductions

Otto Lee

Chuck Wiseley, Vocational Education Specialist, CCCCCO
Diane Glow, Interim Dean, Business, Information Technology and Cosmetology, SD City College
Fred Allen, Senior Dean of Business & Professional Studies, Grossmont College
Gonzalo Huerta, Dean of Instruction for Applied Sciences, Imperial Valley College
Hutch Hutchinson, Associate Dean, Centre City Skills Center, SDCCD Continuing Education
Lynne Ornelas, Associate Dean, Workforce and Economic Development, San Diego CCD
Mary Wylie, Dean, Economic Development, Southwestern College
Michelle Turner, Coordinator, SD/Imperial Counties Regional Consortium, Cuyamaca College
Nancy Helt, Apprenticeship & ROP Programs, San Diego CCD
Otto Lee, Dean, School of Business, Computer Studies & Technologies, SD Mesa
Paul Kelly, Interim Dean, Career & Technical Education, MiraCosta College
Richard Bettendorf, Dean, Tech Career, SD Miramar
Scott Finn, Counselor, Southwestern College
Stan Schroeder, Regional Consortia Chair, Cuyamaca College
Thomas Plotts, Director of Public Safety Programs, Palomar College

II. Mini-grant Presentations

- Online Career Cluster Assessment, Research and Identification

Scott Finn

Scott Finn provided an overview of his mini-grant funded activity for Southwestern College. He distributed the following documents grant abstract; understanding your career choices; career research worksheet; guidelines for academic counseling session; and career planning tools. He also provided a bookmark that was distributed with a careers booklet which is also available in PDF format on the website to students at Sweetwater Union High School District. Scott mentioned that regional participants included students and counselors of Sweetwater Union High School District; vocational students, counselors and program administrators at Southwestern College; the San Diego Workforce Partnership and the Regional Occupational Deans Committee. Through the website students can gain access to job readiness, portfolio guidelines, job search guidelines and relevant information for meeting with a counselor to discuss career pathways. Additional resources are available online to O-Net, job data, labor market information and the Occupational Outlook Handbook. He also created a section called reality check where students can chose where they want to live, house and car. Based on their input, the system will tell them how much money they would need to earn in order to get this items and what careers can help get those items. Chuck Wiseley was very interested in someone from the Career Development Committee contacting Mary Wylie about this website to see if it could be adapted by other regions. The website is quite useful since it provides them information which is already available in an easy searchable format. Stan Schroeder stated that Scott and Mary should think about using this as a great model for the SB 70 grant Career Exploration and Development for 7th and 8th Graders which is due March 30. He also suggested presenting this information at an upcoming CCAOE Conference. Scott mentioned that they are also using other assessment tools offered at the college such as Human Matrix, MTI assessment and the Choices program.

III. Approval of Minutes from November 17, 2006

Otto Lee

Motion: That the Minutes from the November 17, 2006 meeting be approved. Motion made by: May Wylie. Seconded by: Gonzalo Huerta. Voted on and approved unanimously.

Motion: That the 2006-2007 funded mini-grants matrix be attached to the November 17, 2006 minutes. Motion made by: Fred Allen. Seconded by: Diane Glow. Voted on and approved unanimously.

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IV. Program Approvals

New Programs

San Diego Miramar College

Richard Bettendorf

- Motorcycle Maintenance Technician Program (Cert & AS) – 1st Read

Richard Bettendorf just received a draft of the Motorcycle Maintenance Technician Program last night and would review the program information prior to sending to Michelle Turner for distribution. He mentioned that all of the courses have been through the curriculum process except for the apprenticeship program.

- Military Leadership (AS) - Verbal

Richard Bettendorf stated that although the Military Leadership program being developed at San Diego Miramar College does not have a TOP Code, CCCCO suggested having this program be submitted to the Occupational Deans for review as per the program approval procedures. He mentioned that this was similar to the project being developed by Libby Anderson at San Diego City College except it was not an articulated program.

New Options

Cuyamaca College

Al Taccone

- Early Childhood Intervention (Cert) – Action

Michelle Turner mentioned that Al Taccone was unable to attend the meeting today and requested to postpone approving this program until the February meeting.

V. CCCAOE Report

Tom Plotts

- Nomination for Region X representative

Tom Plotts regretted to inform the committee that he was unable to complete his term as the Regional Vice President for CCCAOE. He reviewed the by-laws and provided an overview of the duties and responsibilities as well as the time commitment involved with accepting this position. He requested individuals to provide award nominations to him that were not already sent directly to Bobbie Edgin. He mentioned that they elected to award Denise Duchany with the Legislator of the Year Award due to her advocacy for education. They sent an invitation to her office to request her attendance at the President's Reception to receive her award. Otto Lee mentioned that two people were interested in serving as Regional Vice President, Fred Allen and Richard Bettendorf. Fred moved to approve Richard Bettendorf as San Diego/Imperial Counties Regional Vice President for CCCAOE. Seconded by: Diane Glow. Voted on and approved unanimously.

VI. JSPAC

Diana Avila

Stan Schroeder referred to Michelle Turner about scheduling the upcoming Special Populations regional workshops. Michelle mentioned that she is working with Wilma Owens and Mary Wylie to arrange a room for this meeting in order to have a workshop in the north and south. She tentatively scheduled either the week of March 5 or March 26 for the workshops to not interfere with Spring Break schedules and confirmed if Thursday and Friday would be ideal days of the week to ensure the most participation from faculty within the regional colleges. Elizabeth Wallner is the facilitator and would provide a flyer for distribution to market this event to faculty and others within the community colleges. She is also arranging a meeting with the San Diego County Office of Education for K-Adult faculty and staff. Mary Wylie suggested including Perkins IV on the flyer to attract more individuals to the workshops.

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VII. CCCCCO

Chuck Wiseley

Chuck Wiseley stated that the CTE Update was available on CCCCCO website and forwarded this information to Michelle Turner for distribution. He reviewed some key items such as absolute and suggested due dates for Tech Prep, VTEA IB and VTEA IC Reports. He reminded everyone that Perkins allocations would be paid on a claims reimbursement basis for 2006-2007.

He mentioned that February 12 was the last date to input corrected information for our MIS data. Perkins IV Title IC allocation for 2007-2008 would be calculated on information received from the districts through January 31, 2007. The tentative 2007-2008 allocations for Perkins IV Title IIC are scheduled to be posted on March 2, 2007.

He reviewed the Perkins IV State Plan process and due dates. He requested that this information be shared freely, however to remember that these are draft papers and not policy as of yet. The papers were not published and not to be included as references in publications. Individuals would receive an email with pass codes soon to access and comment on the 18 issues identified by CCCCCO and CDE. He stated that Richard Bettendorf agreed to be a member of the Perkins Resource Group who would be providing input on the first four priority issues on February 5 and 6. Lynne Ornelas and Mary Wylie inquired about the Tech Prep issue. Chuck mentioned that Susan Coleman among others is working on this issue. He congratulated San Diego on being the only one in the state who has a successive model of true articulation. He stated that Tech Prep would continue for 2007-2008 as before but the concern is 2008-2009.

Chuck mentioned that the 2007-2008 Perkins IV Transition Year Local Application is being finalized and should be sent out next week. CCCCCO decided to create an electronic application for this transition year which would be available to use April 2007. Training to use this application would be provided at the upcoming CCCAOE Conference. Chuck mentioned that a user's guide is being created and applications are due Tuesday, May 15, 2007. He reminded everyone about performance not meeting state standards for TOP Code programs and suggested that each college negotiate their target with CCCCCO. Lynne Ornelas will send to Mary Wylie the CDE Tech Prep paper. Lynne has been asked by Susan Coleman to share comments regarding this issue.

Additional information in the update includes SB 70 grant opportunities for career exploration for 7th and 8th graders as well as strengthening career technical education programs.

VIII. Regional Consortium Report

Stan Schroeder

Stan Schroeder thanked Mary Wylie for her volunteering to take the lead role in completing an issue paper for special populations for the new Perkins IV State Plan.

He mentioned that each of the subcontractors of the Tech Prep Regional Consortium Grant would receive \$58,000 and the activity would begin on April 1, 2007 and end on June 30, 2008. The project would focus on a program of study and regional articulation templates. Program of study by college:

- o Grossmont Cuyamaca Community College District - Multimedia
- o Imperial Valley College - Manufacturing
- o MiraCosta College - Biotechnology
- o Palomar College - Fashion and Interiors
- o San Diego Community College District - Public Safety
- o Southwestern - Business

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Stan mentioned that we received additional funds from South Central region since they did not submit an application. Los Angeles is renegotiating but if it is not approved then we would get their funds as well.

Stan went through the list of funded SB 70 grants within our region and mentioned the deadline dates for the career exploration for 7th and 8th graders as well as strengthening career technical education programs. He mentioned that additional information was available on CCCCO website. He also stated that there were a number of grants available for nursing which are noncompetitive for such projects as student retention and success. There were also grants for capacity building and clinical placement of faculty. Other grant opportunities were the teacher preparation pipeline and career academy project.

He referred to Michelle Turner regarding updates to the San Diego/Imperial Counties Regional Consortium website. Michelle mentioned that she worked with staff at Cuyamaca College to add closed captioning to the promotional video that she showcased at an earlier meeting. This promotional video was created by Palomar College staff through a funded mini-grant. The video may be viewed either through broadband or dial-up and either through QuickTime or Windows Media. This video was also sent to four television stations to see if they would use it as a public service announcement.

Stan mentioned that the Workforce Leaders Institute was scheduled for April 18-20, 2007 at the UCLA Conference Center, Lake Arrowhead. He mentioned that the Regional Consortium sponsors this event and would like many from our region to attend. Additional information would be distributed by Michelle Turner including links to the website. Stan mentioned that those attending have to submit a \$100 personal check which would be returned upon completion of the workshop.

Stan also mentioned about the upcoming CCCEWD Conference in San Francisco from February 27 until March 1. He requested that the deans refer to emails sent from Michelle Turner for further information.

IX. Announcements/Other Items/Adjournment

Lynne Ornelas distributed a Save the Date flyer for the upcoming summit at San Diego Miramar College to showcase new strategies with the CTE legislative requirements for Career Pathways and Student Transitions. This event would be held at the Bahia Resort on March 26, 2007 starting at 8:30am until 2pm. Lynne mentioned that the event is free and requested that the deans share this information with faculty. She mentioned that the Tech Prep Coordinators already know about this event.

Otto Lee stated that the next meeting would be the Occupational Deans Retreat at Humphrey's. They invited the Economic Center Directors to attend to continue the work that Dr. Geraldine Perri, President Cuyamaca College started on Getting It Done Together. He asked that the Economic Center Directors provide an elevator speech showcasing their program along with electronic information to disseminate to the committee. Bob Hertell has graciously agreed to be the facilitator of the meeting. He also mentioned that Dr. Perri who represents SDICCCA asked each of the Economic Center Directors to provide information and a presentation to SDICCCA during the year.

Next meeting: February 9, 2007 in the Marina Ballroom at Humphrey's Half Moon Inn & Suites for the annual Retreat.