

**OCCUPATIONAL DEANS' MEETING
CCCAOE CONFERENCE - CROWNE PLAZA HOTEL
OCTOBER 19, 2006
MINUTES**

I. Welcome/Introductions

Mary Wylie

Cassie Morton, San Diego City College
Charlene Atkins, San Diego City College
Chuck Wiseley, CCCCCO
Daria Davis, MiraCosta College
Diana Avila, Southwestern College
Gonzalo Huerta, Imperial Valley College
Hutch Hutchinson, San Diego Continuing Education
Jennifer Lewis, Cuyamaca College
Joan Moore, MiraCosta College
Lynne Ornelas, SDCCD
Margie Fritch, San Diego Mesa College
Mary Wylie, Southwestern College
Michelle Turner, Region X Consortium
Mollie Smith, Palomar College
Rita Campo/Griggs, Palomar College
Stan Schroeder, Grossmont-Cuyamaca Community College District Auxiliary
Susan Crabtree, Grossmont-Cuyamaca Community College District
Tom Plotts, Palomar College
Wilma Owens, Palomar College

II. Approval of Minutes from September 15, 2006

Otto Lee

Motion: That the Minutes from the September 15, 2006 meeting be approved as corrected. Motion made by: Wilma Owens. Seconded by: Margie Fritch. Voted on and approved unanimously.

III. Program Approvals

New Programs

MiraCosta College

Joan Moore

- LVN to RN Step-Up Program - **Action**
- Personal Fitness Trainer - **Verbal**
- Fire Technology Apprenticeship - **Notification Only**

Motion: Programs Endorsed. Motion made by: Wilma Owens. Seconded by: Margie Fritch. Voted on and approved unanimously.

Joan Moore stated that the MiraCosta College PE department is creating the Personal Fitness Trainer due to the current issue of diabetes and obesity. Mollie Smith asked if she know how many units and were they trying to tie it to other programs. Joan stated that she wasn't sure but more information would be provided for the 1st read.

San Diego City College

Diane Glow

- Military Engineering Technology - AS Degree - **1st Read**

Lynne Ornelas stated that this program is for the military to meet their requirements.

Southwestern College

Mary Wylie

- Medical Assistant – Clinical - Basic/Intermediate/A.S. degree - **1st Read**
Medical Office Management- Basic/Advance/A.S. degree - **1st Read**

Mary Wylie stated that this is back office to have a full medical assistant program. Margie Fritch wanted to know if there was a bilingual piece for this program. Mary Wylie stated that she will check with Irma Alvarez and respond to Margie.

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New Options

Mary Wylie

Southwestern College

- Business Management - Investment and Financial Services - Basic/Advance/AS Degree - **Verbal**
- CIS: Computer Programming with an emphasis in Applications – Basic/Advance/AS Degree - **Action**
- CIS: Microcomputer Office and Technical Support Skills - Basic/Advance/AS Degree - **Action**
- Legal Office Professional - Bilingual (English-Spanish) Basic/Intermediate/AS Degree - **Verbal**
- Medical Assistant – Administrative - Basic/Intermediate/AS Degree - **Action**
- Medical Insurance and Coding I and II Certificates - **Action**
- Medical Interpreter I and II Certificates - **Action**

Mary Wylie stated that these programs were being developed.

Motion: Programs Endorsed. Motion made by: Wilma Owens. Seconded by: Cassie Morton. Voted on and approved unanimously.

IV. CCCAOE Report

Tom Plotts

Tom Plotts stated that they are currently planning the next conference and solicited legislative board nominations. The committee requested to add the Governor. He mentioned that Denise Duchany's name was already on the list.

He mentioned that regional awards would also be awarded at the next conference for Excellence in Teaching; Excellence in Leadership and Partnerships. The deadline to submit awards nominees was December 7. He mentioned that this is a good opportunity to highlight programs at our colleges. Additional information would become available on the CCCAOE website sometime next week. Additionally, "Call for Presentations" were also due December 7. Some suggestions for presentations included doing a similar series like the Allied Health for another industry cluster. Mary Wylie stated that she mentioned to Wilma Owens about possibly having Michael Brustein conduct a preconference workshop for the new Perkins plan requirements and application.

V. JSPAC

Diana Avila

Diana Avila mentioned that they have 300 participants registered for the upcoming JSPAC Conference. The regional workshops are currently being scheduled. Wilma Owens and Mary Wylie volunteered to host a workshop for one in the north and one in the south.

VI. CCCCCO

Chuck Wiseley

Chuck Wiseley stated that Nick Kramer requested him to solicit names of anyone interested in volunteering to participate on the Vocational Education Advisory Committee which meets four times a year. This group is working on baseline reports, language and implementing the new Perkins measure. Wilma Owens volunteered.

Chuck reminded everyone that the quarterly reports were due by the 25th to allow CCCCCO time to review and reimburse the colleges based on the submitted information.

Chuck stated that detailed information about the new Perkins would be provided in various newsletters and requested if anyone has a name for the new act to forward that information to him.

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VII. Regional Consortium Report

Stan Schroeder

Stan Schroeder distributed professional development workshops calendar. The February retreat would include the Economic and Workforce Development Initiative Directors as well as a facilitator to assist with "Getting it Done Together". This forum would allow us to find out how we can benefit and be more successful. Mini-grants are due by October 27 to the Deans and the Deans would forward proposals to Michelle Turner by November 1. Last year we awarded approximately \$25,000 for approved mini-grant projects.

Michelle Turner mentioned that we are working on a public service announcement regarding Career Technical Education to four television stations in San Diego. Cassie Morton requested information on which television stations would receive this information. Michelle would forward additional information.

VIII. Old Business

IX. New Business

Lynne Ornelas stated that there is a Regional Tech Prep Consortia Project to expand career pathways. There were 10 awards to be given out throughout the state in the amount of \$415,000 to begin in April 2007 and is a two-year project. Lynne mentioned that the Tech Prep Directors and the San Diego County ROP were meeting next Tuesday to layout the details and come up with some ideas. The RFP is due December 1. She stated that there was a need for a lead agency.

X. Announcements/Other Items/Adjournment

Next meeting: November 17 at 9:00am through CCC Confer