

**OCCUPATIONAL DEANS' MEETING  
SAN DIEGO COMMUNITY COLLEGE DISTRICT - 272  
FRIDAY, SEPTEMBER 15, 2006  
9:00am to 12:00pm  
MINUTES**

I. Welcome/Introductions

Otto Lee

Al Taccone, Dean of Division II - Instruction, Cuyamaca College  
Curtis Dowds, Industry Liaison/Assistant Director CACT, SD City College  
Diana Avila, Counselor/Coordinator (CTECS), Southwestern College  
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  
Libby Anderson, Interim Dean of Arts and Humanities, SD City College  
Michelle Turner, Coordinator, SD/Imperial Counties Regional Consortium, Cuyamaca College  
Otto Lee, Dean, School of Business, Computer Studies & Technologies, SD Mesa  
Randy Barnes, Acting Manager, Economic & Career Development Services, SDCCD  
Ric Matthews, Dean, Math and Sciences, MiraCosta College  
Stan Schroeder, Regional Consortia Chair, Cuyamaca College  
Thomas Plotts, Director of Public Safety Programs, Palomar College  
Trish Axsom, Dean, Tech & Human Services, Southwestern College  
Wilma Owens, Dean of Career, Technical & Extended Education, Palomar College

II. Approval of Minutes from May 12, 2006

Otto Lee

Motion: That the Minutes from the May 12, 2006 meeting be approved. Motion made by: Al Taccone.  
Seconded by: Fred Allen. Voted on and approved. Ric Matthews abstained.

III. Program Approvals

Otto Lee reviewed the procedures for program approvals and adding a new option or certificate to an existing program. He also noted the procedures for apprenticeship programs.

**New Programs**

MiraCosta College

Paul Kelly

- LVN to RN Step-Up Program - 1st Read

Ric Matthews stated that this step up program from LVN to RN would help with the nursing shortage in San Diego. Wilma Owens mentioned that MiraCosta, Palomar and Cal State San Marcos looked at the comprehensive programs in the North County and the needs in the Health Care Industry. Thomas Plotts asked if there is a problem with getting clinical hours within the county. Wilma Owens stated that Palomar Alvarado and Tri-City have been very helpful in providing clinical hours because they need our students. Ric Matthews stated that a problem with getting clinical hours is due to the nursing shortage since nurses must do their jobs as well as provide supervision during the clinical rotations. Ric Matthews answered yes to Randy Barnes question if MiraCosta College was going to start a RN program. Fred Allen stated that Oklahoma University is offering the remainder of the RN program online for students who complete the coursework at Grossmont College. There is a push at the state level and from other Grossmont College partners to use the program at Oklahoma University.

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San Diego City College

Diane Glow

- Military Engineering Technology - AS Degree - Verbal

Libby Anderson distributed information about the Navy's senior enlisted education initiative and details about the Military Engineering Technology degree program being developed at San Diego City College. The Navy recognizes that advanced education and life long learning helps their employees (sailors) develop critical thinking and decision-making skills as well as enhance job performance by improving basic communication, math and science skills. The Navy is requiring sailors to complete a rating relevant associate degree to be eligible for advancement to Senior Chief Petty Officer commencing 2011 for both active and reserve components. To meet this initiative, San Diego City College is creating courses by subject area that are not sequenced. Connecting what the students learn in the practical courses with a theory component. Libby will verify with faculty if there are additional courses needed for this program; how students complete the lab portion of this degree; and how to address the possible need for students to have courses in remedial math, reading and writing skills.

SDCCD Apprenticeship at City College

Randy Barnes

- San Diego Transit Electronic Technician - **Notification Only**

SDCCD Apprenticeship at Miramar College

Randy Barnes

- San Diego Transit Body Shop - **Notification Only**
- San Diego Transit General Mechanic - **Notification Only**

Randy Barnes stated that these programs specialize in bus repair for the San Diego Transit. The Electronic Technician program should be approved by the apprenticeship standards by this fall. Randy Barnes stated that the body shop is a follow up with the electronics program. The General Mechanic may become a certificate of completion. He noted that both degrees are covered by the union.

Southwestern College

Trish Axsom

- Medical Assistant – Clinical Basic/Intermediate/A.S. degree and
- Medical Assistant – Administrative A.S. degree - Verbal
- Medical Office Management A.S. degree - Verbal
  
- Computer Software and Applications Programming A.S. degree - Verbal
- Microcomputer Office and Technical Support Skills A.S. degree - Verbal

Trish Axsom stated that these programs were being developed at Southwestern College.

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**New Options**

Southwestern College

Trish Axsom

- Business Management---Basic/Advanced/A.S. Degree - Verbal
- Business Management---eBusiness---Basic/Advanced Certificates/A.S. Degree - Verbal
- Business Management---Entrepreneurship and Small Business---Basic/Adv/AS Degree - Verbal
- Business Management---International Business---Basic/Adv/A.S. Degree - Verbal
- Business Management---Marketing---Basic/Adv/A.S. Degree - Verbal
- Business Management---Leadership and Supervision---Basic/Adv/A.S. Degree - Verbal
  
- CIS: Applications Programming: - Verbal
  - Computer Software and Applications Programming – Basic Certificate
  - Computer Software and Applications Programming – Advanced Certificate
  
- CIS: Microcomputer Applications Emphasis - Verbal
  - Microcomputer Office and Technical Support Skills - Basic Certificate
  - Microcomputer Office and Technical Support Skills - Advanced Certificate
  
- Legal Office Professional Basic/Intermediate Certificates/A.S. Degree - Verbal
  
- Medical Office Professional (**Please ignore the May verbal for this program**) - Verbal
  - Medical Assistant – Administrative - Basic Certificate
  - Medical Assistant – Administrative – Intermediate Certificate
  
- Medical Office Professional - Medical Coding Specialty - Verbal
- Medical Office Professional - Medical Insurance Specialty - Verbal
  - Medical Insurance and Coding I Certificate
  - Medical Insurance and Coding II Certificate
  
- Medical Office Professional – Medical Interpretation/Translation - Verbal
  - Medical Interpreter I Certificate
  - Medical Interpreter II Certificate

Trish Axsom stated that according to Irma Alvarez the programs under the New Options section for Southwestern College are part of the clean up process. She referred to Irma if anyone has questions about a particular program.

IV. Mini-grants FY06-07

Stan Schroeder

Stan Schroeder stated that we have been doing mini-grants that are competitive within the region for a few years. The mini-grants criteria are it must include more than one college and/or must have a regional focus. He noticed that as potential students use the web more should the focus of the mini-grants change to offer two mini-grants at \$10,000 each for colleges to update and revise their vocational websites. He also wanted to know if there was a need and value to do regional marketing. Gonzalo Huerta suggested leaving the limit at \$5,000 and he agreed with Wilma Owens that the person who does the work should get the money. Stan stated that the RFP would be sent out next week and asked for volunteers to be on the Reading Committee. Hutch Hutchinson, Otto Lee and Fred Allen volunteered. Ric Matthews and Trish Axsom stated that someone would probably participate from their colleges. The committee agreed with Stan to keep mini-grant presentations to the Occupational Deans as an ongoing agenda item.

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V. Getting It Done Together

Otto Lee

a. Meetings with Directors of Initiatives and Centers

Otto Lee stated that Dr. Gerri Perri, President of Cuyamaca College held a meeting with the Economic and Workforce Development Center Directors which was titled Getting It Done Together. Gerri is the SDICCCA Chair and interested in where we are going with Economic and Workforce Development. She has requested that the Occupational Deans continue to sustain the dialogue and look at the possibility of the Centers joining the committee in subsequent meetings. Another idea was to collaborate in future grants that need a regional partnership. Otto suggested inviting the Directors to the upcoming dean's retreat to provide details about their programs then continue the dialogue. Stan Schroeder stated that Bob Yarris suggested evaluating what works and what were the barriers within Economic and Workforce Development. Wilma Owens stated that dialogue is also taking place at the upcoming CCCAOE Conference with Jose Millan regarding ways of integrate EWD and CTE.

VI. Partnership Opportunities

Stan Schroeder

a. Grant Opportunities

▪ Career Advancement Centers (\$1.66 million)

Stan Schroeder stated that the distributed grant opportunities list shows three upcoming grants from CCCCCO and one from EDD with due dates. Michelle Turner will distribute electronically with links to the RFA and additional information.

VII. CCCAOE Report

Tom Plotts

Thomas Plotts stated that there is going to be a considerable amount of good presentations scheduled during the October CCCAOE Conference such as a teaching and learning component as well as EWD and leadership focus. Early rates deadline is October 1<sup>st</sup> and September 26 is the deadline to get the discounted reservation rate at the Crowne Plaza Hotel. The agenda should be posted on the CCCAOE website within the next week. Tom requested volunteers to be backup hosts as well as gifts for the Friday morning raffle. Fred Allen, Stan Schroeder and Diana Avila volunteered to be backup hosts. He reminded everyone that the awards for Excellence in Teaching, Partnership and Leadership would be announced during the spring conference to recognize faculty members and model programs. He would forward the specific criteria to Michelle for distribution.

VIII. JSPAC

Diana Avila

Diana Avila stated that there is a real interest in serving Special Populations in the new CTE grant. The statewide annual special population's conference is being held in December in Sacramento. She mentioned that they were creating a community colleges brochure similar to the WASC brochure to focus on special populations. She will send out the draft brochure to the deans for review and suggestions.

IX. CCCCCO

Michelle Turner stated that the CTE and EWD newsletters were currently in their packets.

X. Regional Information Technology Advisory Committee

Fred Allen

Fred Allen stated that in the beginning the Regional IT meeting had a 50/50 ratio of industry and college representatives, however the ratio has continued to decline. He requested feedback from the deans regarding how we can get industry to the table. Randy Barnes mentioned that Robin Carvajal is working on a similar project for SDCCD and suggested she provide a report at an upcoming deans meeting. Al Taccone stated that the market has shifted and changing the curriculum to meet industry needs takes time. Diana Avila stated that it can be cumbersome to get approval through the curriculum committees.

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XI. VTEA Industry & Tech Advisory Committee Report

Gonzalo Huerta

Gonzalo Huerta distributed the narrative for "Part B of the FY 2005-2006 Final Report" from the Statewide VTEA Industry and Technology Advisory Committee Chair, Dr. Marshal Gartenlaub. He stated that the focus was on relating vocational education in the workplace; special populations especially in the areas of industry and technology; and the need for qualified replacement workers to meet industry needs as the "Baby Boomer" generation retires. Dr. Gartenlaub suggested in his report to separate the industry clustered areas into three categories in order to best serve the needs of the vocational disciplines in the 900 TOP Codes.

1. Transportation: Land, Sea, and Air
2. Construction and Skilled Trades
3. Engineering, Manufacturing, and Maintenance

XII. Regional Consortium Report

Stan Schroeder

a. FY 06-07 Professional Development activities

Stan Schroeder distributed the professional development purchase orders to each of the college deans. He reminded everyone that for those traveling out of state that they must have prior approval from CCCCCO. Gonzalo Huerta mentioned that you do not need prior approval for bordering states.

b. Looking for a Career brochure

Stan Schroeder stated that the Looking for a Career brochures are currently being distributed to each of the colleges.

c. Statewide Events Calendar

Stan Schroeder stated that the statewide events calendar was created to assist us with planning upcoming regional activities or events such as the SLOAC workshops. In November in Palm Springs, the Academic Senate will be conducting a Vocational Education Leadership Institute. Wilma Owens stated that this event was created as a way to get vocational faculty involved with the academic senate.

XIII. Old Business

XIV. New Business

Randy Barnes distributed information about pending AB 2448 legislation in Sacramento that could severely impact the ability to enroll adults in ROP programs. The key concern was the requirement that community colleges must as a condition of receiving Carl Perkins funding develop and submit a plan for enabling the development of course sequences that span courses provided in grades 7-12, inclusive and courses provided by ROCP's and community colleges vocational education programs.

XV. Announcements/Other Items/Adjournment

***Next meeting: October 19, 2006 at 3pm at the CCAOE Fall Conference at the Crowne Plaza Hotel Anaheim***