

**OCCUPATIONAL DEANS' MEETING
CCC CONFER
THURSDAY, NOVEMBER 16, 2007
MINUTES**

I. Welcome/Introductions

Mary Wylie

Al Taccone, Dean, Career Technical Education, Mira Costa College
Charlene Atkins, VTEA Coordinator, San Diego City College
Fred Allen, Senior Dean, Business & Professional Studies, Grossmont College
Irma Alvarez, Dean, Business & Information Systems, Southwestern College
Madelaine Wolfe, Dean, Division I Instruction, Cuyamaca College
Mary Wylie, Dean, Continuing Education, EWD, Southwestern College
Michelle Turner, Coordinator, SD/IC Regional Consortium, Cuyamaca College
Otto Lee, Dean, School of Business, Computer Studies & Technologies, SD Mesa College
Stan Schroeder, Chair, SD/IC Regional Consortium, Cuyamaca College
Wilma Owens, Dean, Career, Technical & Extended Education, Palomar College

II. Approval of Minutes from October 11, 2007

Mary Wylie

Motion: That the Minutes from the October 11, 2007 meeting be approved. Motion made by: Fred Allen. Seconded by: Wilma Owens. Voted on and approved unanimously.

III. Program Approvals

New Programs

San Diego Miramar College

Richard Bettendorf

- Military Leadership (AS) – **1st Read**

Fred Allen and Wilma Owens moved and seconded the motion to move this program approval request to a second read for the next deans meeting.

Southwestern College

Mary Wylie

- Logistics and Transportation (Basic/Intermediate/AS) – **1st Read**

Irma Alvarez stated that the Logistics and Transportation program was developed based on labor needs in this area. The program went through review by an advisory committee. Otto Lee inquired the discipline that this program would fall under as well as asked if there was a GIS component. Irma stated that there was not a GIS component yet but probably in the future. This program would be under Business.

- Professional Photography (Cert) - **Verbal**

Mary Wylie stated that Southwestern College currently does not have a career technical program in photography, therefore; they are putting a stand-alone certificate of photography through the approval process.

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New Options

Southwestern College

Mary Wylie

- Hospitality: Culinary Arts – Food Services Management (Basic/Advanced/AS) – **Verbal**
- Entry-Level Database Administrator (Cert) – **Action**
- Virtual Office Professional (Basic/Intermediate/AS) – **Action**
- Legal Office Management (Basic/Intermediate/AS) – **Action**
- Legal Office Professional (Basic/Specialties/AS) – **Action**
- Legal Office Professional – Bilingual (Basic/Specialties/AS) – **Action**
- Culinary Arts: Cooking Essentials -Basic Culinary Arts: Cooking and Baking (Advanced/AS) – **Action**

Irma Alvarez stated that the Hospitality: Culinary Arts – Food Services Management was a modification to present program. She mentioned that they have a program for database however wanted to add a certificate to that program. Virtual Office was a brand new program and linked to Office Management. Legal Office current exists, however adding management and professional specialties. Irma mentioned that the culinary arts they are adding a second level to cooking and baking which parallels with baking and pastry.

Motion: Programs Endorsed. Motion made by: Wilma Owens. Seconded by: Fred Allen. Voted on and approved unanimously.

IV. CCCCCO Report

a. CTE Update

Chuck Wiseley

Michelle Turner distributed the CTE Newsletter via email prior to the meeting. Stan Schroeder highlighted the JAC-CTE meeting on November 27 to move forward with adopting the Perkins plan. Tech Prep would be preserved in the plan. Stan mentioned that there was no further information regarding the split of funds issue. He mentioned that there is additional funding for nursing. November 9 the Department of Finance approved funding which focuses on SB70. Stan mentioned some points in the letter from Ron Selge about SB70. The application would allow those requesting funding to check off which funding source they are applying for under the various SB70 areas. The state would be subdivided into 30 to 55 local groups which essentially is a way for rural areas and those colleges less active to participate in these funding sources. The applications would still be competitive and must score 70 points to be considered for funding.

V. CCCAOE Report

Richard Bettendorf

Mary Wylie recommended postponing this topic until the next deans meeting.

VI. JSPAC

Stan Schroeder

Stan Schroeder stated that the conference held last week had good representation from San Diego even though the conference was in Sacramento. The JSPAC Committee is planning the next conference which will not be in November and looking at moving the location to either Los

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Angeles or San Diego. Linda Alvarez provided a grant writing workshop which focuses on getting funding through family foundations, companies and other foundations. The technique she shares is showing others how to write 10 proposals a month. She would be happy to come to our region to conduct an A to Z grant writing workshop. Michelle Turner stated that the cost would be \$275.00 full-day participation (morning AND afternoon sessions) and \$199.00 half-day participation (morning OR afternoon session) with a minimum of 25 participants.

VII. Regional Consortium Report

Stan Schroeder

Stan Schroeder stated that the Regional Consortium received eight mini-grant proposals for \$35,000 but would only be able to fund about half. Michelle Turner stated that the mini-grant portion of the Regional Consortium website was available for those to review prior year proposals and final reports. She mentioned that anyone interested in obtaining the outcomes from the various mini-grant proposals to contact her directly. Stan mentioned that the newsletter provided the documents regarding credit approvals and substantial changes to program approval.

VIII. Old Business

No old business.

IX. New Business

Fred Allen mentioned that Grossmont and Imperial Valley College were working with adult corrections and rehabilitation within the prison office in Imperial Valley on a correctional officers training program. More information would be forth coming as it is developed about this program.

Madelaine Wolfe mentioned that someone has accepted the Division II Dean position and would be starting in January.

X. Announcements/Other Items/Adjournment

Next meeting: December 14, 2007 CCC Confer