

**OCCUPATIONAL DEANS' MEETING
SAN DIEGO MESA COLLEGE - A-102
FRIDAY, SEPTEMBER 14, 2007
9:00am to 12:00pm
MINUTES**

I. Welcome/Introductions

Mary Wylie

Al Taccone, Dean, Career Technical Education, Mira Costa College
Anita Martinez, Assistant to Fred Allen, Grossmont College
Charlene Atkins, VTEA Coordinator, San Diego City College
Daria Davis, Assistant to Al Taccone, Mira Costa College
Diana Avila, Counselor/Coordinator, CTECS, Southwestern College
Donna Deyarman, Assistant to Wilma Owens, Palomar College
Fred Allen, Senior Dean, Business & Professional Studies, Grossmont College
Gonzalo Huerta, Dean of Instruction, Applied Sciences, Imperial Valley College
Jessica Gonzalez, Assistant to Otto Lee, San Diego Mesa College
Jessica Mosier, Program Specialist, San Diego Workforce Partnership
Julie Vera-Miller, VTEA Coordinator, Palomar College
Katina Todd, Assistant to Richard Bettendorf, San Diego Miramar College
Lynne Ornelas, Dean, Workforce & Development Program, SDCCD
Madelaine Wolfe, Dean, Division I Instruction, Cuyamaca College
Margie Fritch, Dean, School of Health Science and Public Service, San Diego Mesa College
Mary Watters, Vocational Education Specialist, Southwestern College
Mary Wylie, Dean, Continuing Education, EWD, Southwestern College
Michelle Turner, Coordinator, SD/IC Regional Consortium, Cuyamaca College
Monica Ferris, Interim Assistant to Madelaine Wolfe, Cuyamaca College
Nancy Jones, Department Chair, Computer Networking, Coastline Community College
Lelia Wood, Assistant to Lynne Ornelas, SDCCD
Randy Barnes, Dean, Business, Info Tech, & Cosmetology, San Diego City College
Richard Bettendorf, Dean, Technical Career & Workforce Initiatives, SD Miramar College
Scott Finn, Counselor, Southwestern College
Stan Schroeder, Chair, SD/IC Regional Consortium, Cuyamaca College
Trudy Gerald, Associate Dean/Director, (CACT), San Diego City College
Wilma Owens, Dean, Career, Technical & Extended Education, Palomar College

II. Statewide Career Pathways: Creating School to College Articulation

Nancy Jones, Computer Network Instructor from Coastline College and Statewide Career Pathways Steering Committee member, presented information about the Statewide Career Pathways Project. Nancy stated that the overall project purpose included the following:

- opportunities for faculty to develop agreements
- create a database of agreements
- outreach to students, parents and staff
- goal: more transportability of articulation agreements.

The Steering Committee included multiple partners from ROP, High School, CCCCCO, Faculty, Tech Prep, Academic Senate, Deans, and Administrators. Nancy reviewed the list of 2007-2008 Discipline Work Groups and requested the group provide referrals using the enclosed form. Nancy stated that the Statewide Career Pathways project would like to conduct a Regional

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Articulation Meeting in our area where faculty work on articulation agreements using the Statewide Career Pathways templates. She requested that anyone interested in hosting this event to contact either the Academic Senate/Statewide Career Pathways Office at (916) 445-4753 or e-mail Julia@statewidepathways.org or Megan@statewidepathways.org. Nancy mentioned that she had some extra copies of the "Basic Skills as a Foundation for Student Success in California Community Colleges" publication for anyone interested in obtaining a copy. Lynne Ornelas asked if the group addressed in the templates about awarding of credit. Nancy stated that there is a recommendation about awarding credit but it must be decided at the local level.

III. ETPL Procedures

Jessica Mosier provided an overview about the California's Eligible Training Provider List (ETPL) procedures. The ETPL is a state operated web database that holds provider and program information. The providers and programs listed on the ETPL were approved to receive WIA money from a career center for an eligible student to attend a program in the form of an Individual Training Account (ITA). According to Jessica, the application and additional information can be obtained at <http://etpl.edd.ca.gov/wiaetplind.htm>. One application per college which lists the name of the school, contacts, prereqs and courses needed to complete the program. She stated that the approval process takes three months prior to being placed onto the ETPL. WIA would pay for credit and noncredit programs as well as the prereqs and courses necessary to complete the program however these funds would be secondary to financial aide.

IV. Online Cooperative Work Experience Resource site and course template

Scott Finn mentioned that he has been awarded mini-grant funds from the Regional Consortium to complete the online cooperative work experience resource website. Assignments help students gain strategies and skills to get a job. Faculty and Counselors could upload PowerPoint presentations for any of the strategies offered. Employment links are also on the website. Scott mentioned that other colleges and/or regions could use the same information once it is uploaded onto their blackboard.

V. Allied Health County Wide Focus Group Meeting

Lynne mentioned that last spring Bob Yarris hosted a planning meeting to see if a need exists to have an Allied Health Summit. They decided after meeting to host a half-day summit in October at Grossmont College to share information about what is going on with various allied health programs as well as issues with clinical sites. The stakeholders would be members from clinical facilities, administrators and faculty within the region. Michelle Turner would distribute the invitation to the deans upon receipt.

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VI. Incoming Chair Elections

Al Taccone volunteered. Wilma move to close nominations. Al was voted unanimously to become the incoming chair for 2008-2009.

VII. Approval of Minutes from May 11, 2007

Motion: That the Minutes from the May 11, 2007 meeting be approved. Motion made by: Hutch Gonzalo Huerta. Seconded by: Al Taccone. Voted on and approved unanimously.

VIII. Program Approvals

New Programs

San Diego Miramar College

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

Richard Bettendorf stated that the Motorcycle Maintenance Technician program was a brand new 38 unit program. He mentioned that the labor market was good and there was only one other program offered in Northern California. Wilma Owens stated that she sent this to faculty and staff at Palomar to review. She agreed that there is strong industry support for such a program within our region.

Mira Costa College

- Personal Fitness Trainer (Cert) – **Action**
- Radiation Protection Technician (RPT) (Cert) – **Verbal**

Al Taccone mentioned that the Personal Fitness Trainer was Certificate of Achievement of 18.5 to 22 units. Motion: Program Endorsed. Motion made by: Fred Allen. Seconded by: Wilma Owens. Voted on and approved unanimously.

Al Taccone reviewed the Radiation Protection Technician Certificate of Achievement of 50 units. He mentioned that MiraCosta College was approached by San Onofre Nuclear Generating Station to help address their need for immediate trained workers in the nuclear energy field.

Southwestern College

- Transportation and Logistics Management (Basic/Intermediate/AS) – **Verbal**

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New Options

Southwestern College

- Database Design and Programming (Cert & AS) – **Verbal**
- Virtual Office Professional (Basic/Intermediate/AS) – **Verbal**
- Legal Office Management (Basic/Intermediate/AS) – **Verbal**
- Legal Office Professional (Basic/Specialty/AS) – **Verbal**
- Legal Office Professional – Bilingual (Basic/Specialty/AS) – **Verbal**
- Culinary Arts – Culinary Skills (Cert/Advance/AS) – **Verbal**
- Mobile Electronics (Cert) – **Verbal**
- Payroll Clerk (Cert) – **Verbal**

IX. New CTE Deans

Stan Schroeder reviewed the regional consortium website for the roles and responsibilities of designated Occupational Deans. He mentioned that during the Regional Consortium Retreat a discussion took place regarding succession planning for CTE Deans and strategies to recruit new deans. Wilma Owens mentioned that Gerri Perri and herself will be doing a workshop on growing our own to help new deans mentor as well as gain strategies and skills to use in mentoring staff.

X. Mini-grants FY07-08

Stan Schroeder reviewed the mini-grant application and reiterated that these projects must benefit the region. Al Taccone, Diana Avila, Lynne Ornelas and Wilma Owens volunteered to be readers.

XI. Partnership Opportunities

a. Grant Opportunities

Stan Schroeder reviewed the grant list which would be distributed electronically by Michelle Turner.

XII. CCCAOE Report

a. Conference - October 10-12 at the Doral Desert Princess Resort, Cathedral City

Richard Bettendorf distributed save the date cards for the upcoming CCCAOE Conference and requested the committee to provide door prizes. He mentioned that Jose Millan joined the CCCAOE group for the majority of the last meeting and discussed the MOU between CCCAOE and the California Workforce Organization. Richard mentioned that there was a request to Pat Ainsworth to respond to some very specific questions about the split of funds especially with declining enrollments of CTE students within high schools.

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XIII. JSPAC

Diana Avila

- a. Regional Perspective of Meeting State Negotiated Levels
Laurie Harrison – Special Populations Collaborative Project
- b. CIO Presentation - Addressing special populations in local plans and Perkins IV
- c. Conference - November 7-8 at the Holiday Inn Capitol Plaza, Sacramento

Diana Avila mentioned that we should continue to request faculty and others to speak out during the public hearings as well as provide input on the WestEd website regarding Special Populations. She distributed the regional perspective of the core indicators which was provided by Laurie Harrison. This regional information showcases how we are meeting the needs of our students. According to Stan Schroeder, Laurie can provide information by college for a cost of \$500.

XIV. Methods for VTEA Data Collection

Al Taccone

Al Taccone requested to know how other colleges within the region were doing VTEA data collection. Al would email the deans information about what they are doing and request information on what they are doing.

XV. Regional Consortium Report

- a. Steering Committee - May 18
- b. Regional Chairs Retreat - July 9-10
- c. FY 07-08 Professional Development activities
- d. Looking for a Career brochure
- e. Occupational Outlook Report

Stan Schroeder stated that 10 individuals met on May 18 for the Steering Committee meeting. The Regional Consortium Retreat was held in July. The Workforce Leaders Institute would be held at the San Ramone Center on April 8-10 for faculty and administrators to attend to gain more information and skills regarding workforce as well as opportunities to mentor. Ron Crosland would be the presenter. Michelle Turner distributed the purchase orders for professional development funds for FY07-08 as well as copies of the Looking for a Career brochures and the Occupational Outlook Report. Michelle mentioned that in the Occupational Outlook Report there is a section that shows which industries would hire an ex-offender. Jose Millan asked for the Regional Consortium to provide such information during the July Retreat.

XVI. Old Business

- a. A to Z Grant writing Workshop Update
- b. Regional Consortia Website Update

Michelle Turner mentioned that the cost to have an A to Z Grant-writing workshop exceeded the Regional Consortium budget. Therefore she suggested that individuals interested in getting this

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information should attend one of the sessions within California and/or through the online course offered at San Diego State University.

Michelle Turner stated that updates to the Regional Consortium website have been postponed due to a mass mailing of 11,525 of the Looking for a Career brochures out to various entities.

XVII. New Business

Perkins Training Workshop

Stan Schroeder mentioned that Chuck Wiseley would be coming to San Diego to conduct a Perkins Training workshop. Michelle Turner suggested having the workshop during the February 8 Occupational Deans Retreat. Details about the workshop would be provided during a breakout session at the upcoming CCCAOE Conference. Margie Fritch stated that she would like to provide a workshop on the Case of the Missing Major on January 18, 2008.

XVIII. Announcements/Other Items/Adjournment

Next meeting: October 11, 2007 at the CCCAOE Fall Conference at the Doral Desert Princess Resort, Cathedral City