

**OCCUPATIONAL DEANS' MEETING
CCC CONFER
FRIDAY, NOVEMBER 14, 2008
9:00am to 12:00pm
MINUTES**

I. Welcome/Introductions

Al Taccone

Al Taccone, Dean, Career Technical Education, MiraCosta College
Chuck Wiseley, Program Specialist, CCCCCO
Darlene Spoor, Dean, Division III Instruction, Cuyamaca College
Fred Allen, Senior Dean, CTE and WFD, Grossmont College
Gonzalo Huerta, Dean of Instruction, Applied Sciences, Imperial Valley College
Madelaine Wolfe, Dean, Division I Instruction, Cuyamaca College
Margie Fritch, Dean, School of Health Science and Public Service, SD Mesa College
Michael Reese, Dean, School of Business, Computer Studies & Technologies, SD Mesa College
Michelle Turner, Coordinator, SD/IC Regional Consortium, Cuyamaca College
Phil Jordan, Director, Center of Excellence, Cuyamaca College
Randy Barnes, Dean, Business, Info Tech, & Cosmetology, SD City College
Stan Schroeder, Chair, SD/IC Regional Consortium, Cuyamaca College
Trish Axsom, Dean, Applied Technology & Learning Assistance, Southwestern College
Trudy Gerald, Associate Dean/Director, (CACT), SD City College
Wilma Owens, Dean, Career, Technical & Extended Education, Palomar College

II. Approval of Minutes from September 19, 2008 and October 23, 2008

Al Taccone

Motion: That the Minutes from the September 19, 2008 meeting be approved. Motion made by: Margie Fritch. Seconded by: Wilma Owens. Voted on and approved unanimously.

Motion: That the Minutes from the September 19, 2008 meeting be approved. Motion made by: Margie Fritch. Seconded by: Madelaine Wolfe. Voted on and approved unanimously.

III. Program Approvals

New Programs

Southwestern College

Trish Axsom

- Community, Economic and Urban Development Basic/Interm/A.S. - **Action**

Motion: Programs Endorsed. Motion made by: Fred Allen. Seconded by: Madelaine Wolfe. Voted on and approved unanimously.

New Options

Southwestern College

Trish Axsom

Medical Assistant: Coding and Insurance – Basic – **Action**

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

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- Travel and Tourism – Basic – **Action (carry over)**

This program was tabled until the next meeting in December due to questions and concerns about jobs within this area. Wilma Owens stated that Palomar deactivated their program due to the lack of available jobs. Al Taccone stated that MiraCosta was also deactivating their program as well. Fred Allen mentioned that this program at Grossmont College was thriving due to active participation with San Diego State University. Trish Axsom suggested emailing questions to her for dissemination.

- Electrical Test Technician Intensive Training – **Action**
- Teacher Education Preparation – **Action**
Certificate of Achievement
- Legal Office Assistant – Bilingual (English/Spanish) - Intensive Training – **Action**

Motion: Programs Endorsed. Motion made by: Wilma Owens. Seconded by: Madelaine Wolfe. Voted on and approved unanimously.

- Medical Assistant Clinical – Intensive Training - **Action**
- Medical Assistant Clinical - Basic – **Action**
- Medical Office Assistant – Bilingual (English/Spanish) – Intensive Training - **Action**

Motion: Programs Endorsed. Motion made by: Madelaine Wolfe. Seconded by: Margie Fritch. Voted on and approved unanimously.

IV. Additional funding for Regional Consortium Collaborative Project Stan Schroeder

Stan Schroeder stated that the Regional Consortium received an additional \$90,000+ for regional collaborative projects. He suggested that the deans meet in December to determine the workplan which is due early January. Regional Consortia Projects must address one or more of the following project objectives:

- Partnerships with philanthropic organizations to fund regional projects that foster economic competitiveness in the region that build capacity to offer programs and services in high wage, high demand sectors, contextual basic skills or innovative new programs and services that accelerate the adoption of new technologies in the workplace.
- Development of shared goals, objectives and strategies to advance regional economic competitiveness through the identification and development of sector strategies
- Partnership projects among regional colleges, industry and philanthropic partners that demonstrate innovative new technological support for collaboration that streamlines collaboration and partnership building in the region.

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Stan suggested focusing on Green Technology which may allow the region to apply for federal funding at another time. He requested that the deans come up with some ideas where their college is going strategically and focus on innovations to bring to the December meeting. Stan would distribute more information electronically regarding the parameters of the grant.

V. CCCCCO Report

Chuck Wiseley

Chuck Wiseley stated that the current CTE Update is available online and reviewed key items such as upcoming due dates. The core indicators were pretty clean with the completion rate going up 20%. San Francisco is up 90% for their completion rate. CCCCCO will not renegotiate targets unless lower than projected. Chuck mentioned that he is currently working on core indicators and performance targets for the spring workshop.

VI. CCCAOE Report

Fred Allen

Fred Allen stated that everyone enjoyed the conference. The March conference will be held in San Francisco and the registration fee has been raised to \$395. The Fall conference will be in Long Beach.

VII. JSPAC

Diana Avila

- a. Conference – December 3-4, 2008 Holiday Inn Capitol Plaza, Sacramento

Wilma Owens stated that the JSPAC Conference is completely booked with a long waiting list.

VIII. Regional Consortium Report

Stan Schroeder

Michelle Turner requested that the deans submit the professional development invoices directly from their office and not their district to ensure timely reimbursements. She mentioned that the “Looking for a Career” brochures were sent to each of the colleges and would rethink about reordering early based on need. Michelle mentioned that the Regional Consortium website was currently updated and would share additional information through newsletters.

- a. Leadership Institute, April 22-24, 2009, Lake Arrowhead

She reminded the deans about the upcoming Workforce Leaders Institute to be held in Lake Arrowhead and would distribute the actual application upon receipt.

IX. Old Business

Wilma Owens stated that the Electrician Training Certificate – 1st Reading would be completed during the December meeting and obtain regional approval during the January meeting.

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Chuck Wiseley mentioned that he, Stan, and Stephanie Low discussed the amount of time that programs take to develop and offer. The deans discussed curriculum committees that if courses are not in the catalog than colleges cannot offer the courses. The catalog date is once a year. Chuck mentioned that if course is attached to a larger approved program than getting the course listed in the class schedule is sufficient. Many of the deans stated that the Governing Board meeting minutes were necessary for new programs. Chuck will track down the conversation about recommendations regarding program approval and forward this information to Michelle for distribution.

The Occupational Deans Retreat on February 6 is tentatively scheduled to be held at Humphrey's Half Moon Inn & Suites.

X. New Business

Wilma Owens stated that the upholstery was originally an ROP program but changing to college credit as a certificate of proficiency instead of a certificate of achievement.

Based on a consensus from the Occupational Deans, the start time for the December 12 meeting will be 8:30am.

XI. Announcements/Other Items/Adjournment

Next meeting: Friday, December 12, 2008 at SAN DIEGO DISTRICT OFFICE - 245