

**OCCUPATIONAL DEANS' MEETING
SAN DIEGO DISTRICT OFFICE - 245
FRIDAY, SEPTEMBER 18, 2009
9:00am to 12:00pm
MINUTES**

I. Welcome/Introductions

Al Taccone, Dean, Career Technical Education, Mira Costa College
Alan Ridley, Project Specialist, Green Collar CTE, Cuyamaca College
Charlene Atkins, VTEA Coordinator, San Diego City College
Chuck Wiseley, Program Specialist, CCCCCO
Danene Soares, Dean, Division II Instruction, Cuyamaca College
Darlene Spoor, Dean, Division III Instruction, Cuyamaca College
Diana Avila, Counselor/Coordinator, CTECS, Southwestern College
Fred Allen, Senior Dean, CTE and WFD, Grossmont College
Gary Rotto, Director of Health Policy, Council of Community Clinics
Gonzalo Huerta, Dean of Instruction, Applied Sciences, Imperial Valley College
Jane Signaigo-Cox, Dean, Career Technical Education, SDCCD Continuing Education
Jennifer Lewis, Manager Environmental Training Center, Cuyamaca College
Linda Waring, Director, Workplace Learning Resource Center (WpLR), Cuyamaca 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
Michael Reese, Dean, School of Business, Computer Studies & Technologies, SD Mesa College
Michelle Turner, Coordinator, SD/IC Regional Consortium, Cuyamaca College
Mollie Smith, Director Occupational and Noncredit Programs, Palomar College
Monique Schlichtman, Director, Grants & Contracts, San Diego CCD
Pat Bennett, English as a Second Language Instructor, Grossmont College
Phil Jordan, Director, Center of Excellence, Cuyamaca College
Randy Barnes, Dean, Business, Info Tech, & Cosmetology, San Diego City College
Richard Bettendorf, Dean, Technical Career & Workforce Initiatives, SD Miramar College
Stan Schroeder, Chair, SD/IC Regional Consortium, Cuyamaca College
Susan Butler, Ornamental Horticulture Instructor, Cuyamaca College
Tracy Garner, Director of Human Resources, Council of Community Clinics
Trudy Gerald, Associate Dean/Director, (CACT), San Diego City College
Victor Castillo, Acting Dean, School of Continuing Ed and EWD, Southwestern College
Wilma Owens, Dean, Career, Technical & Extended Education, Palomar College

II. Education Needs within Health Clinics

Presentation by Gary Rotto and Tracy Garner

Tracy Garner stated that member clinics consist of council connections and community clinics which are interested in partnering with the community colleges. She mentioned that there are staffing needs within the clinics especially for interpreters and telephone operators. Gary Rotto mentioned that if the students had basic customer service skills then the health clinics would be able to train for employment. After much discussion the deans agree that Gary and Tracy should prioritize their needs and possibly consider fee based training programs.

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III. Career Ladder Grids for ESL Student Transition to Vocational Ed
Mini-Grant Presentation by Pat Bennett

Pat Bennett was unable to attend. Fred Allen mentioned that the development of the career ladders grid was funded through a mini-grant project from the regional consortium. This project was developed to understand and recommend ESL levels needed within career technical education courses as well needed for employment. Outcome would include ESL students improving their English to be successful in their chosen CTE program.

IV. Growing Green Collar CTE project
Symposium – October 16 Cuyamaca College

Phil Jordan stated that the upcoming Growing Green symposium would be held on October 16 at Cuyamaca College. Individuals attending would gain industry perspective about jobs within the region focused on green, review models for “greening” existing curricula, as well as hands-on opportunities to view “green” equipment. Additional information would be sent to Michelle Turner for distribution.

V. Regional Professional Development Training for new CTE faculty:

Lynne Ornelas and Mollie Smith continue to work on revising the curriculum and will disseminate during the upcoming CCCAOE conference. They are working with Educational Technology students at SDSU to assist with getting this information online. Lynne mentioned that this project could be sustained using regional consortium funds. They are looking into a train the trainer activity.

a. CTE Teacher Pipeline – Victoria Hankins

Vicky Hankins mentioned that refining class content for current teachers as well as general public interest. The next set of classes would be offered in November at Cuyamaca College and consist of a total of 24 hours of instruction. Suggested topics include generational diversity training, a focus on developing public speaking skills, and campus violence issues. Vicky mentioned that this is the second year of the grant funded till June 30, 2010.

The deans requested this topic be a standing agenda item.

VI. Approval of Minutes from April 17 and May 8, 2009

Motion: That the Minutes from the April 17, 2009 and May 8, 2009 meetings be approved.
Motion made by: Gonzalo Huerta. Seconded by: Trish Axsom. Voted on and approved unanimously.

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VII. Program Approvals

New Programs

Cuyamaca College

- Sustainable Urban Landscape – 1st Read

Madelaine Wolfe stated that this information was sent electronically. This is the eighth degree within the OH program and recommended by the advisory committee. Trish Axsom mentioned Brad Monroe is collaborating with Southwestern College. Move for action at the October meeting.

SD Miramar College

- Medical Laboratory Technician (ARRA) – Action

Richard Bettendorf mentioned that Sandra Slivka wrote an ARRA grant for a Medical Laboratory Technician based on need within the state. Sandra stated that the Biotechnology Center would support the training and development of three didactic courses. Currently have 17 clinic sites. Representatives from Southwestern College provided background information on the creation of an MLT program as well as their concern with this new program creating competition within the region.

Motion: Table this program until the two colleges meet to discuss this program. Motion made by: Wilma Owens. Seconded by: Trish Axsom. Voted on and approved unanimously.

SD Miramar College

- Art: Graphics – Action

Richard Bettendorf stated that he wanted the minutes to reflect that he mistakenly stated that this program approval request was a New Option instead of a New Program.

Motion: Program Endorsed. Motion made by: Fred Allen. Seconded by: Wilma Owen. Voted on and approved unanimously.

New Options

Palomar College

- AS in Nursing – Action
- AS in Nursing LVN-RN – Action

Motion: Programs Endorsed. Motion made by: Gonzalo Huerta. Seconded by: Randy Barnes. Voted on and approved unanimously.

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VIII. CCCCO Report

Chuck Wiseley stated that a memo from Jack Scott was distributed regarding issues with budget cuts and supplanting. A concern is with colleges taking federal funds to replace state funds due to budget cuts resulting in a loss of student service representatives including counselors. Common Concerns for use of Perkins Funds was sent electronically yesterday by Ron Selge. Chuck stated that the district must retain evidence that there was a legislative cut before moving funds from Perkins.

Chuck mentioned that the Academic Senate wants to take away the equivalency requirement instead make everyone have a minimum of an AA degree to teach. According to the deans, this would greatly impact vocational faculty. Michelle Turner would resend the resolution from the spring meeting regarding the AA degree issue.

IX. CCCAOE Report

Conference – October 28-30 Renaissance Hotel, Long Beach

Fred Allen mentioned that he would prefer the new VP for the region to attend the spring CCCAOE Conference as well as the board meetings prior to assuming duties. The next conference would be October 28-20 at the Renaissance Hotel in Long Beach. Request has been sent electronically regarding nominations for the October agenda. Madelaine Wolfe would be interested in being the Regional Vice-President.

X. JSPAC

Conference – December 2-3, 2009 Holiday Inn Capitol Plaza, Sacramento

Diana Avila stated that Lynn Shaw is available to conduct in service training on the topic of nontraditional. The advisory committee decided to charge this year for individuals to attend the JSPAC conference and provided an incentive for college teams. There are two free preconference sessions focused on the STEM Pipeline as well as Whodouwant2b. The conference would be held on December 2-3 at the Holiday Inn Capitol Plaza in Sacramento.

XI. Regional Consortium Report

a. Steering Committee – May 8

Stan Schroeder mentioned that the Steering Committee was held on May 8, 2009 with representatives from various CTE and EWD groups to discuss the work of the Regional Consortium.

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- b. Looking for a Career brochure

Michelle Turner mentioned that the 'Looking for a Career' brochures were revised and distributed to colleges and various organizations.

- c. Mini-grants FY09-10 (approx. \$19,000 available)

Stan mentioned that there is approximately \$19,000 available for mini-grant projects that meet a regional need and/or have multiple college participants.

XII. Old Business

- a. Program Approvals – ARRA Funds

Motion: Approve to modify rules for program approvals funded with ARRA funds.

Motion: Move forward with verbal and 1st read electronically. 2nd read and approval on Friday, September 18

Motion made by: Margie Fritch. Seconded by: Lynne Ornelas. Voted and approved unanimously.

XIII. New Business

- a. Feedback on offering Associated in Applied Sciences (AAS) degrees

Stan Schroeder stated that there is not a need for further discussion about this topic due to the budget cuts.

- b. Perkins Fund Local San Diego Workshops due to Travel Freeze

Fred Allen mentioned that a problem exists with colleges' freezing travel. He suggested looking at types of training sessions available within San Diego County. Michelle Turner would continue to share local training opportunities with the occupational deans.

XIV. Announcements/Other Items/Adjournment

Next meeting: October 29, 2009 during the CCCAOE Conference