

CTE Deans Meeting

September 12, 2016, 8:30 a.m.

Location: SBCCD/ATTC



Minutes

TOPIC	PRESENTER
<ul style="list-style-type: none"> Welcome & Call to Order – Meeting called to order at 8:31 a.m. by Joyce Johnson 	Johnson
<ul style="list-style-type: none"> Roll Call: CTE Deans (Voting): Barstow-Sandi Thomas, Chaffey, Joy Haerens College of the Desert-Zerryl Becker Copper Mountain-Zachary Ginder Crafton Hills – June Yamamoto Moreno Valley-Melody Graveen Mt. San Jacinto-Joyce Johnson Norco-Kevin Fleming Riverside – Kristi DiMemmo San Bernardino Valley-Albert Maniaol Others: Julie Pehkonen (IE/DRC), Michael Goss (Center of Excellence), Marie Boyd (Chaffey) Diann Thursby (Recorder) 	
<ul style="list-style-type: none"> CCCAOE Updates: Kevin Fleming updated the group on CCCAOE Fall Conference which will be held September 27-29, 2016. 	Fleming
APPROVAL OF MINUTES	
Review and Approval of Minutes –May 9, 2016 Meeting <i>Albert Maniaol moved to approve the minutes as presented from the May 9, 2016 CTE Dean’s Meeting. The motion was seconded by Sandi Thomas. Minutes approved with one abstention.</i>	All
PROGRAM APPROVAL – FIRST READ	
<ul style="list-style-type: none"> Chaffey College Emergency Medical Provider Certificate of Achievement Kevin Fleming moved to approve Emergency Medical Provider Certificate of Achievement and move on to second read/full endorsement. The motion was seconded by Melody Graveen. Motion carried. 	Boyd
<ul style="list-style-type: none"> Chaffey College Fire Prevention Inspector Certificate of Achievement Melody Graveen moved to approve Fire Prevention Inspector Certificate of Achievement and move on to second read/full endorsement. The motion was seconded by Kristi DiMemmo. Motion carried. 	Boyd
<ul style="list-style-type: none"> Moreno Valley College Health Information Technology Kevin Fleming moved to approve Moreno Valley College Health Information Technology Certificate and move on to second read/full endorsement. The motion was seconded by Kristi DiMemmo. Motion carried. 	Graveen

PROGRAM APPROVAL – FIRST READ (CONTINUED)

SBVC CTE Dean requested that the Deans review and discuss the following certificates, Baking, Culinary, and Food & Nutrition as a group. The Deans agreed and then voted on them individually.

- **San Bernardino Valley College Baking Certificate**
Kevin Fleming moved to approve Baking Certificate and move on to second read/full endorsement. The motion was seconded by Melody Graveen.
Discussion/Comments.
 - *The wage information needs to be updated/ correct in the overview to reflect the LMI Data provided by the Center of Excellence.*
 - *The suggestion was made to have the courses listed out in the overview.****Motion carried.*** Maniaol

- **San Bernardino Valley College Culinary Certificate**
Kevin Fleming moved to approve Culinary Certificate for the second read and move on to full endorsement. The motion was seconded by Melody Graveen. Motion carried. Maniaol

- **San Bernardino Valley College Food & Nutrition Certificate**
Kevin Fleming moved to approve Food & Nutrition Certificate of Achievement and move on to second read/full endorsement. The motion was seconded by Melody Graveen. Motion carried. Maniaol

- **San Bernardino Valley College Diesel Engine & Fuel Injection Technology Cert.**
Kevin Fleming moved to approve Diesel Engine & Fuel Injection Technology Certificate and move on to second read/full endorsement. The motion was seconded by Joy Haerens.
Discussion/Comments.
 - *The LMI Data from the Center of Excellence needs to be included when the certificate is brought forward for second read/Program Endorsement.****Motion carried.*** Maniaol

- **San Bernardino Valley College Preventative Maintenance Certificate**
Melody Graveen moved to approve Preventative Maintenance Certificate and move on to second read/full endorsement. The motion was seconded by June Yamamoto. Motion carried. Maniaol

- **San Bernardino Valley College Welding Inspection Technology Certificate**
Kevin Fleming moved to approve Welding Inspection Technology Certificate and move on to second read/full endorsement. The motion was seconded by Sandi Thomas. Motion carried. Maniaol

- **San Bernardino Valley College Medical Coding and Billing Certificate**
June Yamamoto moved to approve Medical Coding and Billing Certificate and move on to second read/ full endorsement. The motion was seconded by Zerryl Becker. Motion carried. Maniaol

PROGRAM APPROVAL – FIRST READ (CONTINUED)	
<ul style="list-style-type: none"> San Bernardino Valley College Geographic Information Systems Certificate – <i>Tabled at 9-12-16 meeting.</i> <i>The Deans reviewed, discussed, and voted via email.</i> <p><i>Eight Colleges voted to approve Geographic Information Systems Certificate and move on to second read/full endorsement.</i></p>	Maniaol
PROGRAM APPROVAL – SECOND READ/ENDORSEMENT	
<ul style="list-style-type: none"> San Bernardino Valley College Digital Forensics Certificate <i>June Yamamoto moved to approve Digital Forensics Certificate for the second read and full endorsement. The motion was seconded by Kevin Fleming.</i> <p>Discussion/Comments.</p> <ul style="list-style-type: none"> <i>The LMI Data from the Center of Excellence needs to be included when the certificate is brought forward for second read/Program Endorsement.</i> <p><i>Motion carried.</i></p>	Manialol
OTHER	
<ul style="list-style-type: none"> Low Unit Certificate – Discussion <ul style="list-style-type: none"> Academic Senate recommends having a CTE Liaison sit on the college’s senate. Discussion – Low and Non Credit programs doesn’t come through CTE Deans however it was recommended seeing the non-credit courses. Possibly as an Information Items. Chancellor doesn’t look at anything below 18 units. Low unit CCCAOE the line in the sand was drawn 12 Units. 	Boyd
<ul style="list-style-type: none"> Review and adopt new language on regional program approval process and Announcement of Intent template <ul style="list-style-type: none"> Discussed updates from State Wide meeting on 9-8-16. Goal is to seek advice as CTE Dean and department chairs. Reviewed new process. The <u>Announcement of Intent Document</u> will be posted on IE/Desert website. Once all documents are received (Overview, Center of Excellence LMI Data, and Advisory Minutes) the Announcement of Intent will be posted online. Possibly on the 1st and 3rd Monday. Posted for comment. All Deans would be trained on some sort of online “review/voting” info. If all the required documents are received we will not post it. We will notify CTE Deans that it is posted. Once approved for 2 years it will go on the list of “intent” and then then the colleges would prepare to develop program for endorsement. If there were concerns they would come to the CTE Deans meeting before moving on to program development. Our region doesn’t ask for more than what the Chancellor’s office ask for approval. Fleming request on a slight rewording to add a little more description to the first sentence. The certificate will actually come to CTE Deans twice. Seven Deans have reviewed and approved. At October and November Dean’s meeting we will “test/practice” how we will implement the new process. <p><i>Motion to accept the new “radical” announcement of intent process with stated modifications moved Albert and Fleming. – Approved</i></p>	Pehkonen

OTHER (CONTINUED)

- Strong Workforce Governance
 - Executive Council has been formed. Three CTE Deans will be part of it. Five recommendations to endorse or appoint. Representatives from both counties. Nomination, which can be Self-nominate are to be submitted directly to Joyce Johnson by Sept. 30th. Voting will take place at the October 3rd Deans CCC Confer meeting. Those elected, names will be forward to Julie Pehkonen.
Time commitments: Two meeting in January. Rotating Terms.
- Meeting Adjourned @10:26 p.m.
- ❖ **Next Meeting: October 3, 2016 at 1:00 p.m. Via CCC Confer.** The call-in number and passcode is the same for each meeting. Telephone conference line: 1- 888-450-4821
Passcode: 773702

Johnson