



MINUTES

Welcome & Call to Order – Meeting called to order at 1:00 p.m. by Joyce Johnson.

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| <ul style="list-style-type: none">● Roll Call:CTE Deans (Voting):Barstow-Sandi ThomasChaffey-Joy HaerensCollege of the Desert-Zerryl BeckerCrafton Hills-June Yamamoto CopperMountain-Zachary GinderMoreno Valley-Melody Graveen & Art Turnier Mt.San Jacinto-Joyce JohnsonNorco-Kevin Fleming PaloVerde-Sean HancockRiverside- Kristi DiMemmoSan Bernardino Valley-Albert ManiaolVictor Valley College-Ron Graham | <p>Others:</p> <p>IE/DRC – Julie Pehkonen and Diann Thursby
Center of Excellence – Michael Goss Chaffey
College – Marie Boyd</p> <p>Guests: Riverside - Janet Lehr, Chaffey -James Sloan, San Bernardino Valley College - Terry Halabi, Stacy Meyer, Brandon Lea, Kenny Melancon, Todd Heibel, William Page</p> |
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- CCCAOE Updates – (Kevin Fleming) There were approximately 600 attendees at the Fall 2016 Conference. The feedback from the attendees was very positive.
- Upcoming Conference Dates Spring 2017, May 8-10 at the Hyatt, Sacramento; Spring 2018, March 3-6 at the Hyatt, Sacramento; Spring 2019, April 2-4 at the Hyatt, Sacramento.
- Academic Senate Leadership Activity will be held May 4-5, 2017.
- The contract for the Fall 2017 CCCAOE conference is being negotiated. The plan is to hold the conference at Omni Rancho Las Palmas.

APPROVAL OF MINUTES

Review and Approval of Minutes – September 12, 2016 Meeting
Kristi DiMemmo moved to approve the minutes from the September 12, 2016 CTE Dean’s meeting with the addition of adding Zachary Ginder to the attendees list. The motion was seconded by June Yamamoto. Minutes approved.

PROGRAM APPROVAL – NOTICE OF INTENT

- Overview of the new online program approval process – (Julie Pehkonen)
An "Announcement of Intent" is necessary for new CTE programs only. Announcement of Intent occurs in the beginning stages of new program development. A "new" program is a certificate or degree that is not currently on a college’s inventory of approved programs (Link to: CCCCO program inventory at <http://curriculum.cccco.edu/ReportsPublic/InventoryReport/Report>). Non-credit CTE programs and apprenticeship programs do not require a regional endorsement. A college may, at their discretion, announce their intent to seek program approval of non-credit CTE or apprenticeship programs. Comments or concerns expressed by member colleges when the Announcement of Intent is reviewed will be recorded in the CTE Deans meeting minutes. Colleges will be expected to demonstrate concerns brought up during the announcement phase have been addressed when the program is submitted for formal endorsement. An Announcement of Intent is in effect for two years. In other words, colleges have up to two years to bring the finalized program back to the regional consortium for formal endorsement. The IE/DRC maintains a list of active "Announcement of Intent" on their website.

- The following are items are needed for Announcement of Intent.

1. **Regional Template/Overview** of program being proposed.
2. **Advisory Committee Recommendations.** Includes advisory committee membership, minutes and summary of recommendations.
3. **Labor Market Information (LMI)** and discussion. Colleges will request LMI data **from** the region's **Center of Excellence**. LMI data is required for Announcement. Colleges may also include other LMI data, if desired. In addition to the LMI data, provide a brief narrative analysis of the need for the program.
4. **Alignment with other regional programs** (secondary, community college, transfer).

Once the Regional Template/Overview, Advisory Minutes, and LMI Data are received, the program will be posted at www.desertcolleges.org/CTE/announcement.htm. The CTE Deans will then need to go online to **review** the programs that have been announced. Announcement phase is open for two weeks (10 days). The **"review"** form will populate into a Google sheet. If there are concerns, consortium staff will notify the announcing college and the program will be placed on the next CTE Deans meeting for discussion. If there are no concerns, the program will be moved to "in development" and will stay there until it is submitted for formal endorsement.

Deans should include any comments that they think will be helpful to the college as it moves forward with program development. Concerns should be limited to issues relating the required information for announcement (labor market supply/demand, advisory input, unnecessary duplication). Colleges announcing new programs being developed should have a reasonable expectation that if a college dean does not express concerns during the announcement phase, they will not raise these issues at the formal endorsement vote.

The outcome of online announcements will be recorded in monthly CTE Deans minutes.

PROGRAM APPROVAL – NOTICE OF INTENT

Due to time constraints it was requested it was requested that the Certificate of Achievement for Accounting from Mt. San Jacinto College be reviewed at today's meeting.

- Mt. San Jacinto College - Accounting Certificate of Achievement
Discussion/Comments: Advisory Committee seems to be all college staff, no industry representatives. No industry input on the advisory committee. Diversify the advisory committee to include more industry and community partners/stakeholders.
Ron Graham moved to approve the announcement of intent for Mt. San Jacinto College Accounting Certificate. The motion was seconded by Art Turnier. Motion passed.

PROGRAM APPROVAL – ENDORSEMENT

- Chaffey College - Emergency Medical Provider Certificate of Achievement Discussion
June Yamamoto moved to approve Emergency Medical Provider Certificate of Achievement for full endorsement. The motion was seconded by Kristi DiMemmo. Motion carried.
- Chaffey College - Fire Prevention Inspector Certificate of Achievement Discussion
Zerryl Becker moved to approve Fire Prevention Inspector Certificate of Achievement for full endorsement. The motion was seconded by Albert Maniaol. Motion carried.
- San Bernardino Valley College - Baking Certificate
Discussion/Comments: Classes listed and wage information updated.
June Yamamoto moved to approve Baking Certificate for full endorsement. The motion was seconded



PROGRAM APPROVAL – ENDORSEMENT

- San Bernardino Valley College - Culinary Arts Certificate
Discussion/Comments: Certificate being over 60 Units suggested to identify what the GE units
Melody Graveen moved to approve Culinary Arts Certificate for full endorsement. The motion was seconded by Zachary Ginder. Motion carried.
 - San Bernardino Valley College - Food & Nutrition
Certificate Discussion
Kristi DiMemmo moved to approve Food & Nutrition Certificate for full endorsement. The motion was seconded by Kevin Fleming. Motion carried.
 - San Bernardino Valley College - Diesel Engine & Fuel Injection Technology
Certificate Discussion
Melody Graveen moved to approve Diesel Engine & Fuel Injection Technology Certificate for full endorsement. The motion was seconded by Kristi DiMemmo. Motion carried.
 - San Bernardino Valley College - Geographic Information Systems
Certificate Discussion
Kevin Fleming moved to approve Geographic Information Systems Certificate for full endorsement. The motion was seconded by Kristi DiMemmo. Motion carried.
 - San Bernardino Valley College - Medical Coding and Billing
Certificate Discussion
Melody Graveen moved to approve Medical Coding and Billing Certificate for full endorsement. The motion was seconded by Zachary Ginder. Motion carried.
 - San Bernardino Valley College - Welding Inspection Certificate
Discussion/Comments: Need updated Enrollment and Completer and to make sure each cell is completed before they submit to Chancellor’s office.
June Yamamoto moved to approve Welding Inspection Certificate for full endorsement. The motion was seconded by Kevin Fleming. Motion carried.
- Amendment to Minutes. On October 21, 2016, Mt. San Jacinto Accounting Certificate of Achievement was sent to the CTE Deans to review and vote via email.
- *Mt. San Jacinto Accounting Certificate of Achievement Eight colleges voted to*

OTHER

- CTE Deans Recommendation/vote for Executive Council Strong Workforce Governance (Joyce Johnson) Call for nominations via email on 9-19-16 and closed on 9-30-16. Six Deans have been nominated. However, one of Deans “stepped aside” so there was no longer a need to vote.
Kevin Fleming, Melody Graveen, Albert Maniaol, Joyce Johnson, Zerryl Becker will be moved forward as recommendation by the region to sit Executive Council Strong Workforce Governance

Next Meeting: November 7, 2016 at 1:00 p.m. Via CCC Confer