



Minutes **Final Corrected**

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

PRESENT:

CTE Deans (Voting):

Barstow-Sandi Thomas

Chaffey-Joy Haerens

College of the Desert-Zerryl Becker

Crafton Hills-June Yamamoto

Copper Mountain-Zachary Ginder

Moreno Valley-Melody Graveen & Art Turnier

Mt. San Jacinto-Joyce Johnson

Norco-Kevin Fleming

Palo Verde-Sean Hancock

Riverside- Kristi DiMemmo

San Bernardino Valley-Albert Maniaol

Victor Valley College-Ron Graham

Others:

IE/DRC – Julie Pehkonen and Diann Thursby

Center of Excellence – Michael Goss

Chaffey College – Marie Boyd

Guests:

Riverside - Janet Lehr

Chaffey -James Sloan

San Bernardino Valley College - Terry Halabi, Stacy

Meyer, Brandon Lea, Kenny Melancon, Todd Heibel,

William Page

***11/2/2017 – The CTE Deans convened a special meeting at CCCAOE to correct the minutes of 10/3/2016.*

Present: Barstow-Sandi Thomas, Chaffey-Joy Haerens, College of the Desert-Zerryl Becker, Crafton Hills-Dan Word, Moreno Valley-Melody Graveen, Mt. San Jacinto-Joyce Johnson, Norco-Kevin Fleming, Riverside City-Kristi DiMemmo, San Bernardino-Albert Maniaol.

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 PROCESS REVIEW

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.
- Kevin and Julie will work on language in the regional guidelines to make the process clear if there is a concern during the announcement phase.

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/Comments: None
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/Comments: None
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 and Degree***
 Discussion/Comments: Classes listed and wage information updated.
June Yamamoto moved to approve Baking Certificate for full endorsement. The motion was seconded by Kevin Fleming. Motion carried.
**Correction: 11/2/2017. Motion made to correct the minutes to reflect a recommendation to approve both the Baking Certificate and Baking Degree. M/S/C Kristi DiMemmo/Fleming.*
- **San Bernardino Valley College - Culinary Arts Certificate and Degree***
 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.
**Correction: 11/2/2017. Motion made to correct the minutes to reflect a recommendation to approve both the Culinary Arts Certificate and Culinary Arts Degree. M/S/C Kristi DiMemmo/Fleming.*
- **San Bernardino Valley College - Food & Nutrition Certificate and Degree***
 Discussion/Comments: None
Kristi DiMemmo moved to approve Food & Nutrition Certificate for full endorsement. The motion was seconded by Kevin Fleming. Motion carried.
**Correction: 11/2/2017. Motion made to correct the minutes to reflect a recommendation to approve both the Food & Nutrition Certificate and Culinary Arts Degree. M/S/C Kristi DiMemmo/Fleming.*
- **San Bernardino Valley College - Diesel Engine & Fuel Injection Technology Certificate**
 Discussion/Comments: None
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/Comments: None
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**
 Discussion/Comments: None
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. Eight colleges voted to approve for full endorsement.

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.*
- Meeting Adjourned at 2:46 p.m.

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