



Welcome & Call to Order – Joyce Johnson called meeting to order at 8:35 a.m.

**ROLL CALL**

- Roll Call/ 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
  - Riverside- Kristi DiMemmo
  - San Bernardino Valley-Albert Maniaol
  - Others:
    - IE/DRC – Julie Pehkonen and Diann Thursby (recorder)
    - Center of Excellence – Michael Goss
    - Chaffey College – Marie Boyd
    - College of the Desert-George Brown
    - Chaffey College- Alisha Serrano
    - Norco College-Colleen Molko

CCCAOE Updates – (Kevin Fleming)

- Elizabeth Wallner is now a fulltime employee to support CCCAOE in all of their activities.
- Keep up to date by reading the CCCAOE e-newsletter.

**APPROVAL OF MINUTES**

Review and Approval of Minutes: December 12, 2016 Meeting.

***Kevin Fleming moved to approve the minutes from the December 12, 2016 CTE Deans meeting. The motion was seconded by Art Turnier. Motion carried.***

**ANNOUNCEMENT OF INTENT (No Action Needed)**

- The following programs were announced during December and January and are now in development:
  - Chaffey College Professional Baking and Patisserie Certificate Date Announced: 12/02/2016
  - Chaffey College Electronic Health Records Specialist Date Announced: 1/13/2017
  - Chaffey College Inpatient Medical Coder Specialist Date Announced: 1/13/2017
  - Chaffey College Medical Biller Specialist: Date Announced: 1/13/2017
  - Chaffey College Medical Insurance Billing Date Announced: 1/13/2017
  - Chaffey College Outpatient Medical Coder Specialist Date Announced: 1/13/2017
  - Chaffey College Microsoft Office Excel Date Announced: 1/17/2017
  - College of the Desert Building Automation Control Certificate of Achievement Date Announced: 1/24/2017
  - College of the Desert Commercial Gas Heating Certificate of Achievement Date Announced: 1/24/2017
  - College of the Desert Facilities Operation Technician Certificate of Achievement Date Announced: 1/24/2017
  - College of the Desert Green HVAC Commercial Certificate of Achievement Date Announced: 1/24/2017
  - College of the Desert Green HVAC Residential Certificate of Achievement Date Announced: 1/24/2017
  - College of the Desert Heat Pump Certificate of Achievement Date Announced: 1/24/2017
  - College of the Desert Residential Gas Heating Certificate of Achievement Date Announced: 1/24/2017

**RECOMMENDATION**

***Albert Maniaol moved to recommend the following programs submitted by Chaffey College. The motion was seconded by Kristine DiMemmo. Motion carried.***

- Chaffey College Microsoft Office Excel Applications Certificate
- Chaffey College Electronic Health Records Specialist Certificate of Achievement
- Chaffey College Inpatient Medical Coder Specialist Certificate of Achievement
- Chaffey College Medical Biller Specialist Certificate of Achievement
- Chaffey College Medical Insurance Billing Specialist Certificate of Achievement
- Chaffey College Outpatient Medical Coder Specialist Certificate of Achievement

## RECOMMENDATION (Continued)

***Zerryl Becker moved to recommend the following programs submitted by College of the Desert. The motion was seconded by Kristine DiMemmo. Motion carried.***

- College of the Desert Heat Pumps Certificate of Achievement
- College of the Desert Green HVAC Commercial Certificate of Achievement
- College of the Desert Green HVAC Residential Certificate of Achievement
- College of the Desert Residential Gas Heating Certificate of Achievement
- College of the Desert Commercial Gas Heating Certificate of Achievement
- College of the Desert Facilities Operations Technician Certificate of Achievement
- College of the Desert Building Automation Control Certificate of Achievement

## OTHER

- HVAC/Building Maintenance/Electrical:
  - Kevin Fleming suggested that this might be a good regional alignment project (if only to define/clarify the differences between the programs for the benefit of potential students).
- Regional Consortium role in program approval process:
  - Discussed changes to the program approval process being recommended by the Chancellor's Office. Program approval will reside with the college CIO, regions will recommend approval, and the Chancellor's Office will chapter the program as submitted (i.e., assign it a control number and add it to the statewide program inventory). Further discussed what our regional CTE Deans' role should be in the process should be moving forward. Input and recommendation should be provided at the beginning of the program development process, recommendation should be based on an evaluation of the labor market data, discussion of the need (supply vs. demand), and consideration of potential destructive competition with similar regional programs. In anticipation of these changes to program approval, the deans reviewed the current regional process/intent forms. Julie will draft a proposed one-step process (eliminating the second formal endorsement that included a review of the complete program approval narrative). The committee will review the proposal at their next meeting and will decide whether or not to adopt it.
  - Chaffey College shared that they developed a "best practices" brochure for their college faculty related to industry advisory committee minutes (record attendees names, company, and titles).
  - Suggestion was made to possibly create a short video for faculty related to program approval, especially the role of the region (i.e., providing LMI data, CTE Dean recommendation, etc.). It was also recommended that the Deans develop a rubric to aid in regional LMI review.
- Curriculum approval process/streamlining:
  - North/Far North colleges participated in a "Lean" process evaluation of their college program approval processes in an effort to streamline. Discussed whether or not our region wants to conduct a similar "Lean" process evaluation. Marie Boyd will do some research and report back to the group.
- Joint meeting between CTE Deans, CTE Faculty Liaisons and Curriculum Chairs:
  - Discussed holding a joint regional meeting. A possible topic for the meeting would be discussion on aligning TOP codes regionally. Also the issue of financial aid in relation to new programs. Need to get counselors in this conversation as well. Discussion on whether or not to hold a joint meeting to be continued.

Meeting adjourned at 10 a.m.

***Kevin Fleming moved to adjourn the meeting. The motion was seconded by Joy Haerens.***

Next Meeting: **March 6, 2017 at 1:00 p.m. via CCCConfer 888-450-4821 - Passcode: 263821**