

Desert Regional Consortium  
**CTE Deans Meeting**  
**November 16, 2015, 1:00 p.m.**  
**Location: CCCConfer**



**MINUTES** (FINAL – APPROVED)

**CALL TO ORDER:**

Julie Pehkonen was standing in for chair, Joyce Johnson, and called the meeting to order at 1:00 p.m.

**ATTENDING:**

CTE Deans (Voting):

Barstow – (absent)  
Chaffey – Joy Haerens  
College of the Desert – Douglas Redman  
Copper Mountain – Pam Kersey  
Crafton – June Yamamoto  
Moreno Valley – Art Turnier Melody Graveen  
Mt. San Jacinto – (absent)  
Norco – Kevin Fleming  
Palo Verde – (absent)  
Riverside – Patricia Avila  
San Bernardino Valley – Albert Maniaol  
Victor Valley – (absent)

Others:

Center of Excellence – Michael Goss  
IE/DRC - Julie Pehkonen  
Riverside City College – Ron Pardee, Janet Lehr,  
Madeline Bettencort  
San Bernardino Valley – John Roberts, Glen Graham

**APPROVAL OF MINUTES:**

The minutes of the September 28, 2015 meeting AND the October 19, 2015 meeting were approved with corrections. MSC Fleming/Turnier. A correction to the October 19, 2015 minutes was made to change the partnering college on the RSES program that SBVC had presented for 1st read to Mt. SAC (it was erroneously listed as MSJC).

**CCCAOE:**

Kevin Fleming provided a brief CCCAOE Update: For those of you who may have marked your calendars already for the Fall 2016 Conference—please note the date is being changed. Kevin will update the group when the new date has been set. The CCCAOE will be recruiting for a new executive director. As soon as the job posting is released (in the new few weeks), Kevin will disseminate it to the region. He asked those on the call to please review the job description and pass along the recruitment to potential good candidates.

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## PROGRAM PROPOSALS – FIRST READ

- San Bernardino Valley College  
**Refrigeration Service Engineer Society (HVAC) Certificate (35 units)**  
**Recommend approving this certificate for first read. MSC Graveen/Fleming**  
Dean Albert Maniaol and John Roberts from SBVC were on the call to discuss the proposal and answer any questions from the group.
  
- Riverside City College
  - **Quality Assurance Level I (12 units)**
  - **Quality Assurance Level II (18 units)**
  - **Quality Assurance Process Analyst (21 units)**
  - **Quality Assurance Inspector (27 units)**
  - **Quality Assurance Auditor (30 units)****Recommend approving this certificate for first read. MSC Fleming/Turnier**  
Dean Patricia Avila and faculty member Ron Pardee were on the call to discuss the proposal and answer any questions from the group. Discussion: Kevin Fleming asked if the college was starting all 5 certificates at the same time or will they be phasing in over time. Answer: Some will be phased in, but quickly. This is part of the TAACCCT grant and outcomes are expected in 3-4 years.
  
- Riverside City College  
**Esthetics**  
**Recommend approving this certificate for first read. MSC Fleming/Maniaol**  
Dean Patricia Avila and faculty member Madeline Bettencourt were on the call to discuss the proposal and answer any questions from the group. Discussion: Melody Graveen asked about the need for jobs as shown in the LMI (41.2% need in the narrative doesn't seem to match up with the detail). The college will clarify the LMI for the next read, with the assistance of the COE Director, Michael Goss.
  
- Riverside City College  
**Business Information Worker (19 units)**  
**Recommend approving this certificate for first read. MSC Graveen/Fleming**  
Dean Patricia Avila and faculty member Janet Lehr were on the call to discuss the proposal and answer any questions from the group. Discussion: This is the same as the statewide Business Information Worker program. Question: Fleming asked about the possibility of offering either BUS-22 or CAT-31 to satisfy the business communications requirement. Janet Lehr will look into this, however, she did note that the courses are significantly different, as the BUS-22 is management communications and not general business communications.
  
- Norco College  
**Conventional Machine Operator Certificate (12 units)**  
**Recommend approving this certificate for first read. MSC Redman/Avila**  
Dean Kevin Fleming was on the call to discuss the proposal and answer any questions from the group.

- Norco College  
**Sound & Communication System Installer Apprenticeship – Certificate and Degree (37 units)**  
**Recommend approving this certificate for first read. MSC Turnier/Avila**  
Dean Kevin Fleming was on the call to discuss the proposal and answer any questions from the group. Discussion: Clarified this is commercial sound/wiring (i.e., telephone). The program is being transferred from Palomar College to Norco College. It is a small program. Question: Albert Maniaol asked whether the training would be offered at IBEW in San Bernardino or in Riverside. Answer: Some classes will be offered in Riverside, others in San Bernardino and at job sites. Kevin assured SBVC that the Norco College president would send letter to the SBCCD Chancellor when the classes are being offered in San Bernardino.
- San Bernardino Valley College  
**Industrial Automation Certificate and Degree Program (47 units)**  
**Recommend approving this certificate for first read. MSC Graveen/Fleming**  
Dean Albert Maniaol and faculty member Glen Graham were on the call to discuss the proposal and answer any questions from the group. Discussion: The focus of this program is on the electrical and electronics part of automation and in this aspect it differs from other programs being offered in the region. Comment: The units are very high. SBVC agreed to evaluate whether they can reduce the units.
- San Bernardino Valley College  
**Information Security and Cyber Defense Certificate (23-24 units)**  
**Recommend approving this certificate for first read. MSC Fleming/Kersey**  
Dean Albert Maniaol was available to discuss the proposal and answer any questions from the group. Discussion: As additional colleges develop similar programs, it will be important for regional faculty to collaborate and hopefully align this curriculum regionally. COE Director Michael Goss will provide updated LMI to Albert as there has been a change in the SOC codes recently.

## PROGRAM PROPOSALS – SECOND READ

- San Bernardino Valley College  
**Computer Network Support Specialist, Certificate (22 units)**  
After discussion about the incomplete nature of the packet submitted, Albert Maniaol withdrew SBVC's request for second read and will resubmit a complete packet at the December meeting.

## ADJOURNMENT/NEXT MEETING:

The meeting was adjourned at 2:10 p.m. The next meeting will be held December 7, 8:30 a.m. (face-to-face) at the Canyon Crest Country Club.