



http://cccae.org/News/pdf/Minutes/Minutes 10-29-2010 Final.pdf California Community College Association of Occupational Education (CCCAOE) Board Meeting Minutes

JUNE 8, 2011

8:30 A.M.-4:00 P.M.

SAN DIEGO, CA

RECORDER	SANDRA ANDRE - GUEST	
ATTENDEES	HAZEL HILL	JOHN MEANS
	KIM SCHENK	JEFF CUMMINGS
	SID BURKS	OMID POURZANJANI
	MADELAINE WOLFE	RICK IDA
	BOBBIE EDGIN	BETH PRATT
	LYNN SHAW	CAROLE GOLDSMITH
	WHEELER NORTH	JENNIFER LEWIS - GUEST
	CARMEN GUERRERO	JONATHAN KING
ABSENT	GORINE DOUGHTY	
	LYLA EDDINGTON	

Conference Planning Continued...

ALL MEMBERS

DISCUSSION	<p>John Means introduction as the standing current President of CCCAOE, there is a passing of the gavel. CCCAOE, Chairs and the Chancellor's Office is in support of the Regional Planning Model.</p> <p>Fall Conference still necessitates a polish to tune and revise breakouts with more conversation in July in completing final drafts.</p> <p>Leadership strand isn't full and will be passed completed to the RFP Contract person.</p> <p>Spring 2012 will be held in Burlingame in joint collaboration with the Academic Senate. San Mateo's Kathy Ross will have information relative to the geographic area and the vendors and sponsors for that region. Completion of a Leadership agenda is critical to dean training on best practices. There was a general consensus on clear definition of the organization focusing on student success.</p> <p>Fall 2012 is in Long Beach at the Renaissance hotel and finalizing the contracts very early allows significant price reductions.</p> <p>Madelaine Wolfe recommends a cost saving by means of a student photography club that can document the proceedings in the Fall.</p>	
	ACTION ITEMS	PERSON RESPONSIBLE
<p>Thank you to Kim Schenk Ex-Officio President and all her time and commitment contributions to the organizations.</p> <p>Iterative development for the important task of defining leadership functions will come from Kim Schenk. Deliverable input will be in two weeks: 6/21 and reviewed in July.</p>	<p>John Means</p> <p>Kim Schenk</p>	<p>6/21 and July 20-21</p>



<p>Individuals that expressed an interest in volunteerism on the last conference forms will receive a targeted email to confirm participation in the next conference event. Jeff Cummings retains this important information content.</p>	<p>Jeff Cummings</p>	
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V.P. Reports

REGIONAL V.P.'S

<p>DISCUSSION</p>	<p>North/Far North – Jeff Cummings - ACCJA Training, Ukiah Meeting, ITC/ Information Technology Training- Regional Meetings can be more inclusive</p> <p>SF Bay – Kim Schenk/Jonathan King - CCC Confer loved the last Oakland Bay Locale, regionalism is leveraging grant funds to support consortia funding, regionalism in curriculum is critical</p> <p>Central – Carole Goldsmith - Leadership Training and also the Basic Skills Initiative is coming up in August, Strategic Planning was held in Monterrey, SLO training and TMC continues. The TMC Group will be lobbying Sacramento and sharing curriculum.</p> <p>South Central – Carmen Guerrero - On April 22, the South Central Region held its monthly meeting combined with special presentations from the following SB70 Collaboratives in the region: College of the Canyons, Cuesta College, Santa Barbara City College, Oxnard College, Moorpark College, Ventura College and Antelope Valley College. In addition, there were presentations from two Economic Development Initiatives: the Workplace Learning Resource Center and the Center for Applied and Competitive Technology.</p> <p>The South Central Region has a monthly CCC Confer Steering Committee meeting which is attended by at least one representative per college. There was no physical SCRC meeting in May, but rather the Steering Committee discussed details for the upcoming annual June Planning Conference to be held in Cambria.</p> <p>The region's annual Planning Conference will be held in Cambria June 12-14. There will be a professional development activity on Sunday afternoon with special presentations on Monday from the Center of Excellence (Kern County) and the Pete Bellas, Dean of Economic Development at College of the Canyons.</p> <p>Google Tools Workshop has free tools that are easy skills to acquire; Rushde is a Cert. Trainer and Facilitator... Omid Pourzanjani knows a new software application (CATMA) that articulates with a student transcript for assessment and credit for swift Admissions and Records evaluation. A and R emails students when they are close to completing a degree by a class or two allowing more student completers.</p> <p>LA/OC – Omid Pourzanjani - Tech Prep, ROP, Ed Plans, Career Pathways are on the web to help schedule and facilitate transfer, routing transcripts through Ed Plans with validated data for completers with a Majors overlay, the students are routed to see who has completed and the notification is paid for through Perkins and Tech Prep. Majors are identified on the individual sheet. He has hired a CTE specific counselor to check the correct boxes with Perkins funds.</p> <p>Desert - Sid Burks - There has been some grappling to identify green jobs and most are considered pre existing union jobs within current disciplines. It is important to not duplicate programs. CALGreen 2010 and LEED have requirements that do initiate some original occupations dealing with 50% onsite construction waste recycling.</p> <p>San Diego/Imperial – Madeleine Wolfe - San Diego City and Mesa College are doing innovative green Service Learning for the community. New workforce development issues are considered by Darlene Spoor who will head a planning meeting for Region 10 involving the Academic Senate. International Logistics and Transportation is new at Southwestern College.</p> <p>Continuing our work on regional collaboration, the newly structured Workforce Development Council will hold its Annual Planning Meeting on June 14. Attendees will include Chief Executive Officers, Chief Instructional Officers, Chief of Student Services Officer, Career Technical Education and Economic and Workforce Development Administrators, the Academic Senate, Management Information Systems Officer, the Statewide Discipline Advisory Committee, and Economic Development Centers and Initiative Directors.</p> <p>Program approvals for <u>March through May 2011</u> include the following:</p> <table border="1" data-bbox="365 1822 1421 1932"> <thead> <tr> <th>College</th> <th>Program</th> <th>Degree/Certificate</th> <th>Contact email</th> </tr> </thead> <tbody> <tr> <td>San Diego City College</td> <td>Sustainable Urban Agriculture</td> <td>Associates of Science</td> <td>lornelas@sdccd.edu</td> </tr> <tr> <td>San Diego Mesa</td> <td>Journalism</td> <td>Associate of Arts</td> <td>mfritch@sdccd.edu</td> </tr> </tbody> </table>	College	Program	Degree/Certificate	Contact email	San Diego City College	Sustainable Urban Agriculture	Associates of Science	lornelas@sdccd.edu	San Diego Mesa	Journalism	Associate of Arts	mfritch@sdccd.edu
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College			
Southwestern College	International Logistics and Transportation	A.A. Transfer Degree	taxsom@swccd.edu
Imperial Valley College	Dental Assistant	Certificate	Efrain.Silva@Imperial.edu
Palomar College	E-Marketing	CERT/Degree	wowens@palomar.edu
San Diego City College	Information Technology Management	CERT/Degree	lorneas@sdccd.edu

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<p>CATMA will be assessed as an important tool in transcript both for limiting repeaters and appraising completers. A potential break out session for this training is considered showing how to track completers in Spring.</p> <p>AB 1440 and articulation can be pick up topic at the next Spring conference. Articulation acceptance is noted as the purview of the receiving institution.</p> <p>Randy Wallace at the College of the Siskiyous will be contacted for a panel discussion.</p> <p>Follow up on the One-Day-Pass for faculty that cannot get away for an entire conference- please inform local faculty that attendance is highly encouraged and post that option to the CCCAOE website.</p>		

Representative/Liaison Reports

LIAISON'S

DISCUSSION	<p>Chancellor's Office – Ron Selge – N/A</p> <p>CCCCIO – John Means – N/A</p> <p>EWD – Ray York – N/A</p> <p>EDPAC - Jeff Cummings – N/A</p> <p>Academic Senate – Wheeler North – There is a new communications officer from Career Pathways. EWD meets next week and last January was the prior meeting. Michelle Palade is the new chair for OCT Ed. A new discipline proposed is Military Studies. It is suggested that 2010 SIP Codes with significant numbers in military specializations may make this a potential growth area. AB 1725 and the June 5th Budget has all colleges looking at a reduction in workforce with retreat rights.</p> <p>Currently, 59 Transfer Model Curriculum (TMC) Degrees have been approved and are in progress.</p> <p>AB 1143 Task Force on student success is still being defined. Workforce Partnership in March needs more dialogue.</p> <p>CCLC – Rick Ida - Scott Lay's Website is a good one for subscription. CCLA Conference is a partner for CCCAOE and has a conference November 17th. ACE is also important for subscription for members. A share of the CCLA Conference comes back to CCCAOE.</p> <p>Regional Consortia – Lyla Eddington - The Regional Consortia had a detailed discussion at their May 16, 2011 meeting with the Chancellor's Office Staff regarding how to improve the effectiveness of the CCCAOE Conferences. They identified many of the same strengths and areas for improvement that the Board did at their March Board Meeting. Here are their recommendations and suggestions that I agreed to forward to you as the liaison.</p> <ol style="list-style-type: none"> 1. Incorporate presentation from Perkins IV Industry Collaborative and Perkins IV Statewide Advisory Committees. (At a recent meeting with CCCCO, these folks were not aware of CCCAOE and many CTE deans are unaware of their activities). One of the marketed threads could be <u>Perkins IV II B - Leadership Projects</u>. 2. Identify and market each of the tracks in the program and market the conference to include these. 3. Continue to have a leadership track or institute at each conference. 4. Key Note Presenters should be inspiring and have relevant information to share (utilizing the Regional Consortia dollar contribution).
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5. Registration Issues:
 - a. Publish the one day rate.
 - b. Have name tags for one-day participants so as not to make them feel uncomfortable and feel welcome.
 - c. Give a break on registration fee for presenters or even wave fee if not having any meals.
 - d. Allow folks coming for just the Regional Consortium Meetings to not register and attend for free.
6. Legislative/Advocacy Issues need to be an integral part of the conference on regional VP work.
7. Revisit the work Mollie Smith began with the development of a brochure (where is it?) and regional and local activities initiated through the regional VP. Teams from the region should visit the legislators at their local office. This is much more effective than in Sacramento.

SACC Liaison – Kim Schenk - Attended one meeting on May 6, 2011 by CC Confer

Issues:

- Curriculum Institute, July 14-16, San Diego
 - Hot topics: AA/AS-T, Repeatability, Pre-reqs
 - Strand for new chairs, strand for CO
 - CB 24 (stand alone) clean up FA11
- BOG approved Course Repetition Language at May Board
 - Limitation of 3 enrollments
 - Local petition for exceptions: time lapse, extenuating circumstances, legal mandate (fire), disabled students, veterans, etc.
 - Discussion of impact on MIS programming “W”s now have much greater impact. Placement and pre-reqs will be increasingly important.
- Noncredit – developing definitions for Competency/Completion
- AA/AS-T – 14 approved to date. Examples of approved degrees posted at website.
- Revisions to PCAH will not be completed until Nov-Jan.
- Legislature is considering placement of Basic Skills in non-credit. Limitation of for credit to 2 levels below college.
- Mark Lieu presented a discussion paper/draft guidelines on prerequisite, corequisites and advisories on recommended preparation (moving to content review for prerequisites)
- Repeatability – extensive discussion on this issue. Members of SACC have consulted with faculty in a variety of disciplines across the state about rationale for repeatability. CO considering a Data Element for repeatability. Proposal to cap repeatability at a certain %. Issue to come to June consultation but no easy answer. PE is different from ART is different from MUSIC is different from CTE. Recommendation for no repetition within levels, except for capstone. Is auditing an option? CTE repeatability – OK to cross list non-credit and credit; this allows for more repeatability and skill building. Conclusions: need a combination of “solutions”; possibly by discipline; enforcement will be a challenge.

Consultation – Hazel Hill

Curriculum – Sid Burks - Repeatability and content review has new curriculum chairs. It is most important to clean up data elements. Title V language now limits enrollment for a given class to a maximum of 3 times (with a “W” result) although students may petition for an additional time at the discretion of the deans. The apportionment ceases on 3 times. Local petitions may be based on recency. Courses that may be repeatable are under individual review. Recency could be claimed for a professionally prescriptive cause. EX: Fire and Safety have licensing issues and Automotive Ignition changes very quickly with the technology.

Non-credit programs may come to include Basic Skills coursework. TMC is posted and now approved. Although the handbook is delayed, there will be more content review in Fall.

NCWE – Nick Kremer - NCWE wants to put their documents on a web link inside the CCCAOE housing.

Perkins Research & Accountability – Hazel Hill - The National Accreditation Committee is looking into accountability to show tracking research. Courses that include LAB as part of LEC/LAB will now require proof that work hours outside the classroom are documented.

Early Assessment K-12 is going to solid diagnostics in pathways through community colleges.



June 24 Meeting with Nancy Shulock for Perkins showed research and accountability on Perkins and Irvine funding were difficult to clarify for CTE.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<p>TMC and a repeatability breakout on report ability is in order. Accuracy is very important and the specificity by zip code trumps Top Codes.</p> <p>Carmine Sandoval needs information ASAP. John Means will send out a phone call to create a workshop @ the CCCLA Conference.</p> <p>The amount of data in information volume, the dates for these NCWE documents to sunset, any specific information access through password protection, and the strategic planning for the organizational structure support need to go to Corine (Information Officer) for a thorough analysis.</p>		

Review of Board Handbook

KIM SCHENK

<p>The "Community College" appellation is grandfathered in.</p> <p>Changes all reside under member action with minor adjustments to the Handbook. Review these changes in July with an October ratification amended by vote. Bylaws can have placeholders inserted.</p> <p>DISCUSSION</p> <p>Service Contract hard copy for the Event Planner position was dispersed. If a position becomes close to service term end in Fall, that party will actively recruit a replacement.</p> <p>Members must be cautious when answering <i>FOR</i> the organization. Since the officers are in governance roles, comments may be taken as complete CCCAOE endorsement.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<p>Page numbers must be added to the entire Handbook for immediate reference</p> <p>A.IV Membership- regular and non-regular defined by employment dependant status in the district- Inclusive nature may be listed here Actions: Separate the list serve (ref. above) by status for mail outs and to monitor the database/ see the Executive Secretary for the currently held list for review with webmaster.</p> <p>A.V Governance- Liaison connection to the organization should be established, EX. Chancellor's Office Liaison, the feedback loop needs language in tracking responsibility, who can serve also needs to be on the July Meeting agenda. The Communications Officer needs website inclusion.</p> <p>A.VI Duties- Remove the language "when appropriate", since the language is pejorative and unacceptable to the standing of the position of Executive Secretary. Move the period forward and end "on matters".</p> <p>A.VII Committees- Additional language on "Ad Hoc committees shall be comprised of members in good standing..." should be established with a review in July.</p> <p>A. VIII Expenses- Note to Beth Platt, Treasurer that the fiscal year is July 1-June 30 and already established under the conditions that govern a not for profit status. Hard 5013C Audits are scheduled every fifth year although they are reviewed every year by a CPA. Independent review is every second year.</p> <p>Language about tax documentation, copies of contracts and physical instruments residing with the Treasurer for a legal time frame requires follow up.</p> <p>Dr. King suggests that physically sensitive documents of the organization can be accessed on the web site under a CODE PROTECTED STATUS by all board members. Security needs a rigorous review by the webmaster for hacking threat potential. Review this in July.</p> <p>A.IX Meetings- Four per year board meetings are expected plus two general organization business meetings and conferences. Minutes are required at all meetings.</p>		



<p>A. Bylaws can have a placeholder inserted for future reference. Policies and Procedures- A volunteer will be appointed in July as a parliamentarian.</p> <p>Parliamentarian references Robert's Rules= a copy should go out to all members ASAP. Duties- A. VI, Sec. 2, #13 Delete "Provide the content" and replace with "add topics"</p> <p>A.VI, Sec. 3, #3 Omit "Facilitate the conduct of" and add "Coordinate the recognition programs..."</p> <p>A.VI, Sec. 4 #2 Add "At the General business meeting"</p> <p>A.VI, Sec. 4 #3 Add "when appropriate"</p> <p>Kim Schenk will work on language for the maintenance of the list serve and the alphabetical global database for mailings. Data from the last conference is critical for July action. Revisit this in July.</p> <p>A.VI Sec. 5, #5 July meeting should make active recommendations on the website.</p> <p>A.VI, Sec. 6 #2 Note: Treasurer provides annual reports to the board. The accountant needs an annual tax review. Auditor/CPA has Review, certification, process forms and a practices report every fifth year for 503B status. The board recognizes fiduciary accountability and oversight responsibility.</p> <p>A.VI, Sec. 8 Remove "minimum functions" add "responsibilities"</p> <p>A. VII., Sec. 1 Threefold accountability: Advocacy, Legislation, Awards as well as the Conference duties.</p> <p>A. IV. Sec. 2 Dues Membership verbage for July must be revisited</p> <p>A. VIII. Sec. 3 Budget #4 add "reviews, revises and adopts"</p> <p>A. VIII. Sec. 4 Appropriation of Funds Sec. 1 Add in a line item prior to this phrase...."up to the limit established" that notes "at the request of the committee chair" to create oversight of spending charges</p> <p>Committees can be staffed from Conference capture</p> <p>Maintaining the list serve needs more clarification A.VI, Sec. 5 #5</p>		
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CORINE DOUGHTY

Other Business

DISCUSSION	<p>Carole Goldsmith report back on what the Central Valley need to know for the General Business Meeting Survey.</p> <p>Note to Beth Pratt: Audit for 2010 may be a full audit is in order and a proposal for that cost should be bid and appropriated.</p> <p>Spring 2011 Conference Planning (separate agenda) Retiree Recognition</p> <p>Spring 2012 Oakland Marriott – Contract Proposal</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
N/A	All	N/A	

Review of Action Items/Communications Officer Recap

CORINE DOUGHTY

DISCUSSION	Carole Goldsmith report back on what the Central Valley need to know for the General Business Meeting Survey.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Next Meeting July 20-21, 2011	All	N/A

Meeting Adjourn

TIME: 3:00 PM