

California Community College Association of Occupational Education (CCCAOE) Board Meeting Minutes

OCTOBER 18, 2011

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

SAN DIEGO, CA

RECORDER	CORINE DOUGHTY	
ATTENDEES	HAZEL HILL	JOHN MEANS
	CARMEN GUERRERO - ABSENT	JONATHAN LIGHTMAN
	CATHERINE SWENSON	RON SELGE
	KIM SCHENK	JEFF CUMMINGS - ABSENT
	SID BURKS	LYLA EDDINGTON
	MADELAIN WOLFE	RICK IDA
	BOBBIE EDGIN	BETH PRATT
	OMID POURZANJANI	CAROLE GOLDSMITH
	WHEELER NORTH	RICH MABERY
	RAY YORK	JONATHAN KING

Review and Approval of March 2011 Minutes

Corine Doughty

ACTION	Motion/Second/Carry MSP of March, June and July meeting minutes
---------------	---

Old Business & Review of Action Items

PRESENTER

DISCUSSION	<p>Workplan 2011-2012 – John Means – Moved to Friday meeting.</p> <p>Executive Committee/Board action notification – John Means (see action items below.)</p> <p>Spring Conference MOU – John Means – Vendors would be CCCAOE’s purview.</p> <p>John Means - Do sponsorship funds pay for keynotes?</p> <p>Wheeler North - Academic Senate is considering a yearly partnership with CCCAOE.</p> <p>Hazel Hill – let’s pilot this partnership and continue the discussion moving forward.</p> <p>Point of Clarification – Academic Senate will be a pilot for partnership at the spring 2012 conference.</p> <p>WED Professional Certification – Madelaine Wolfe – Received 3 applicants to develop modules for both EWD and CTE.</p> <p>Beth Pratt – Would like the committee to check references on Karen Klammer to ensure experience with EWD and CTE. The following people will contact references: Lyla Eddington will contact Susan Coleman; Corine Doughty to contact Melinda Nish; John Means will contact Nick Kremer and</p> <p>John Means - contacted Ray York will attend the meetings and Catherine Swenson will fill in. Nick Kremer will continue to be the representative for NCWE.</p>
-------------------	---

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<p>Hazel Hill offered a motion to accept Carmen Guerrero's resignation letter as Regional V.P. MSP</p> <p>John Means to meet with Luann Swanberg regarding V.P. replacement</p> <p>MSP: Empower the Executive Committee to negotiate and John Means to sign the MOU between CCCAOE and Academic Senate.</p> <p>MSP: Individuals will check references on Karen Klammer and make recommendations to Madeleine for Friday's meeting.</p> <p>MSP: to confirm the Executive Committee decision to hire Marc Alcorn as the facilitator for the Strategic Planning Commission as well as the fees associated with the 2 day retreat.</p>	<p>Executive Committee John Means</p> <p>Sid Burks, John Means, Rich Mabry and Bobbie Edgin</p> <p>John Means, Corine Doughty and Lyla Eddington</p> <p>Executive Committee</p>	<p>N/A</p>

Budget

BETH PRATT

DISCUSSION	PERSON RESPONSIBLE	DEADLINE
<p>PROPOSED BUDGET 2011-2012 \$235,600 CURRENT BUDGET 2011-2012 \$230,600</p> <p>Reviewed the proposed budget and would like commendations from the committee</p> <p>Modifications made due to additional costs associated with hiring Rich Mabry.</p> <p>Current Account Status</p> <p>Checking \$158,019</p> <p>High Yield Savings \$103,108</p> <p>High Yield "safety" \$75,321</p> <p>Total Cash on hand \$336,448.</p> <p>Storage Facility – Required to keep legal contracts, employee or tax related documents for 7 years. Recommend a storage facility near the new Executive Secretary.</p> <p>Executive Secretary to keep financial related documents for a period greater than 2 years; recommend scanning documents.</p>	<p>BETH PRATT</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<p>Provide a detailed budget report with income and expenses by month related to the conference.</p> <p>Provide a detailed budget report for 2011-2012</p> <p>MSP: approved the amended budget for 2011-2012</p> <p>MSP: approved a post office box and storage unit</p> <p>MSP: approved financial documents 2 or more years old be located with the Executive Secretary under the guidance of the Treasurer.</p> <p>Tax returns for fiscal year 2010 and is in process and should be completed by November 1, for mailing November 15th. This is the last year this accountant will be filing the tax returns.</p> <p>Beth Pratt - Identify accountants for filing future tax returns</p>	<p>Beth Pratt</p> <p>Executive Committee</p> <p>Executive Committee</p>	<p>January 2012</p>

Executive Secretary Report

BOBBIE EDGIN/RICH MABRY

<p>DISCUSSION</p>	<p>Participated in Board and Conference Planning conference calls.</p> <p>Face-to-face meeting with President on September 19th to discuss roles and responsibilities of position.</p> <p>Face-to-face meeting with current Executive Secretary on September 26th to discuss Association's</p>
--------------------------	--

program process and Fall 2011 conference. We went through the items that needed to be moved from her office to mine. It was decided to focus on the upcoming conference and meet again on November 9th to continue with transition review of the Association's upcoming award and officer election process and the Spring 2012 conference.

Assisted current Executive Secretary with materials design and development for the Fall 2011 Conference.

Researched and identified storage facility and postal annex for the Association. Both will be in place effective November 1st. At that time we will transition the Associations mail to the new address to be provided.

Rich will process survey's and demographic for the coming year.

Will meet with Bobbie Edgin on November 9, 2011 to recap and continue to hand-off.

Conference Logistics:
 Exhibitors = 4 (Pearson NCCCR, EMSI, Steck Vaughn and Boston Reed)
 Fall 2011 registrants between 330-350.
 Bobbie handed out assignments for the committee.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

V.P. Reports

REGIONAL V.P.'S

- A. North/Far North – Jeff Cummings - NFNRC Update and Regional Chairs Report – Linda Zorn**
- a. North Far North Update
 - i. Professional Development Policy
 - ii. CA Perkins Nontraditional & Special Populations Regional Workshop
 - iii. Voting members reviewed the distribution list and made any corrections
 - B. Legislative Update – Rick Ida
 - C. Chancellor’s Office – Paul Barth
 - D. Data Collection Across Regions & The CTE Employment Outcomes Project – Rock Pfothenauer
 - E. Agriculture/Natural Resources State Advisory Committee – Leimone Waite
 - a. Mid Winter Ag Institute will be held on Dec 1-3 in Lodi CA at Wine and Roses Hotel. More details to come.
 - F. Contract Education Best Practices and Resources– Catherine Swenson
 - G. Data Collection Across Regions & The CTE Employment Outcomes Project – Rock Pfothenauer
 - H. Gainful Employment Discussion
 - I. Edu-preneurs training announced

New Programs Endorsed within the Region

DISCUSSION	College	Program	Degree/Certificate
	College of the Redwoods	Water and Wastewater Technology	A.S. & Cert.
	Butte College	Firefighter I Academy	Cert.
	Sacramento City	Administration of Justice	A.A.
	Sacramento City College	Athletic Coaching	Cert.
	Mendocino	Sustainable Tech-Res Performance & Energy Efficiency	Cert.
	Mendocino	Sustainable Tech-Renewable Energy	Cert.
	Mendocino	Sustainable Tech-Construction	Cert.
	Cosumnes River College	Chemical Dependency Studies	Cert.
	Cosumnes River College	Welding	Cert.

SF Bay – Jonathan King - BACCC is leading a statewide **CTE Employment Outcomes Project** in partnership with the RP Group. Initiated at the spring 2011 CCCAOE Conference, this statewide pilot project seeks to address the current lack of data to validate the impact of CTE programs. By scaling Cabrillo and other college CTE completer/leaver surveys, the intent of the pilot project is to refine the methodology prior to implementation of a statewide survey.

So far, individuals have taken part during the project planning and development stage, Representing roughly 35 colleges, 5 community college districts, 3 Economic and Workforce Development Initiatives, the RP Group and Chancellors Office staff. 12 colleges and 3 districts have stated a firm commitment to participate in the pilot survey projected for winter 2012. Up to date information about the project can be accessed at this link: [CTE Employment Outcomes Project](#).

In the area of **professional development**, BACCC sponsored a pilot **Google Docs/CCC Confer** training and offered two additional **facilitation workshops** due to strong interest on the part of the region.

Due to increased interest in the region, a call devoted to **Smart Grid** was convened in partnership with PG&E and CSU Sacramento and a subsequent Energy Faculty Forum was devoted to the topic. Outcomes included increasing our overall knowledge about Smart Grid, including where community colleges might play a role; hearing who is doing what relevant to the topic; sharing and hearing others interests in Smart Grid; and inventorying which Bay Region colleges are interested in what aspects of Smart Grid for collaboration purposes moving forward.

In partnership with the Centers of Excellence and the Health Workforce Initiative, pre-work has been conducted to prepare for the launch of a **Bay Region Healthcare Sector Strategy**. Next steps include a Nov 2011 Study Session and a Jan 2012 meeting with industry.

A 2nd **Industrial Maintenance Machinist/Mechanic** Industry-College meeting was convened. Industry interest in working more closely with colleges remains very high. Current priorities set by the group include work on a core curriculum, exploration of internship models that could be replicated and the exchange of equipment between industry and colleges.

New Programs Endorsed within the Region

Santa Rosa Jr. College – Administrative Office Professional, AA Degree

Central – Carole Goldsmith - Department of Labor Funding. The Central Region was one of only 34 recipients and the only California consortium selected for a \$20 Million DOL TAACCT grant. **Central California Community Colleges Committed to Change (C⁶)** which is comprised of 11 colleges and two centers, dedicated to implementing research based strategies to expand capacity and completion rates for CTE and Basic Skills programs. The C⁶ Consortium will put into practice a comprehensive strategy consisting of eight inter-related and inter-dependent elements, or guiding principles, that research has indicated result in significant positive outcomes in retention and completion rates and has shown to reduce the time to degree or certification at community colleges. Grant proposal available on the college website.

Improve Retention and Achievement Rates to Reduce Time to Completion

1. *Integrated Program Design* – students will enroll in a single, coherent program
2. *Cohort Enrollment* – programs will be designed with a pre-determined sequence of courses, a pre-established life-of-program class schedule, a cohort-based structure, and a single program registration process.
3. *Block Scheduling* – provide a fixed meeting schedule, consistent from term to term.
4. *Compressed Classroom Instruction* – asynchronous instruction along with contemporary technology will be used to supplement traditional classroom instruction to compress seat-time requirements and to reduce the time needed to move students from training to degree to work.
5. *Embedded Remediation* – essential relevant math and English skills will be provided in tandem with learning specific occupational competencies.
6. *Increase Transparency* - C⁶ programs will be advertised, priced, and delivered as high-value programs leading to clearly defined credentials and connected to regional employer need.
7. *Transformational Technology* - C⁶ Redesign Education Delivery (RED) Teams will redesign courses cross the region to better use new and existing technology as well as blended learning models and will seek out open textbooks and courseware options in order to assist cash-strapped TAA eligible participants.
8. *Innovative Student Support Services* – the C⁶ design will embed student support services into program structures, using technology and partnerships with employers to supplement traditional support services.

Targeted industry and/or occupations and related credentials: Health Care, Ag/Manufacturing and Alternative Fuel

Credentials: State Licensing and Certifications

Population to be served: 3069 students

Policy Project - Hewlett Foundation

Background: Only Educational consortium to be funded, \$600,000 dollars over 3 years

6 Districts, 12 Valley Community Colleges

- West Hills Community College District
- State Center Community College District

- Merced Community College District
- Kern Community College District
- Sequoias Community College District
- San Joaquin Delta Community College District

Objectives:

- Use common placement and advisement tests across all colleges
- Agreement on common cut scores for placement tests
- Alignment of curriculum between 12th grade and college freshman year
- Priority registration for targeted groups
- Change high school policy to create a common "Senior Year Experience"

Webinars hosted by the Central Region Consortium/ topics

- o **High Speed Rail**
- o Conference call to discuss the Lieutenant Governor's August 2011 report, **An Economic Growth & Competitiveness Agenda for CA.**
- o Sharing Best Practices to Improve the Impact of Our Work

New Programs Endorsed within the Region

Porterville – Fire Technology/Structural Firefighter – New Credit 18+ Certificate

Columbia – Entrepreneurship – AS Degree

Modesto College – Agriculture Science/ Agriculture Education – Substantial Changes

South Central – Carmen Guerrero - Resigned

LA/OC – Omid Pourzanjani - Recommendation for Approval Process for Certificate of Achievement and Associate Degree Programs

New Programs Endorsed within the Region

Santa Monica College, Golden West College, and Irvine Valley College have received a \$5M CBJT grant from the DOL to start a Recycling & Resource Management program (certificate and major). The consortium includes the three colleges, the OC WIB, the LA WIB, and California Resource Recovery Association (CRRA).

Recommendation for Approval Process for Certificate of Achievement and Associate Degree Programs

I. NEW PROGRAM or NEW OPTION PROPOSALS

A. Procedure

1. Announcement of Intent

In an attempt to present program development in areas when there are no jobs OR the program will impact another program within the region, all programs must communicate an Announcement of Intent prior to full program approval within the LA/OC Region. The announcement should include:

Name of program

Contact person, college, telephone number and email address

Documentation regarding jobs available within the region for this specific job title

Identification of other programs within the area and justification for the program

The announcement should be sent electronically by the Dean of Career & Technical Education or designee via e-mail to the Regional Consortium Office - lcorrales@riohondo.edu. If the application includes all of the required components as determined by the Chair, the Consortium Secretary will then forward the announcement electronically to the LOWDL group. LOWDL members are encouraged to forward these Announcements of Intent to appropriate faculty and managers on their campus to invite discussion and input. This process is meant to encourage collaboration and avoid destructive competition. Any concerns should be documented and forwarded to the Regional Consortium Office.

2. PRESENTATION/DISCUSSION AND RECOMMENDATION FOR APPROVAL OF NEW PROGRAM

At least two weeks prior to the meeting at which approval will be sought, an electronic copy of the Application for Approval – New Career & Technical Education Program or Request to Add New Option or Certificate within Existing Program will be submitted (excluding course outlines) to the Regional Consortium Office – lcorrales@riohondo.edu. The Consortium Secretary will distribute the Application to LOWDL members. Only the items listed below must be included in the package distributed to Los Angeles/Orange County Workforce Development Leaders (LOWDL). It is the responsibility of each LOWDL member to notify all stakeholders on their campus regarding the proposed new program.

3. Recommendation for program approval will be placed on the LOWDL Action Agenda and a representative from the program must be present for discussion to occur (presentation limited to five minutes).

4. Discussion to be limited to the following areas of Application for Approval - New Career Technical Education Program:



Program fulfills the requirements of employers in the occupation specified
 Revised Not Approved September 2011

All of the courses required in the program are either necessary or viewed as advantageous by prospective employers in that occupation. Jobs will be available for program completers. In the event that labor market data (LMI) does not substantiate the need for the proposed program, an employer survey must be included to document the labor market need for the geographic area (Los Angeles OR Orange County). Collaboration is encouraged and destructive competition is avoided.

5. Recommendation for approval of new programs and options will be placed on the agenda. Each college will bring to the meeting a completed Program Approval Checklist. (To be used when issues regarding approval occur).

One YES or NO vote will be cast by each college in attendance at the meeting. Colleges wishing to abstain shall not cast a ballot. A program will be approved if it receives a majority of the votes cast.

6. Minute of the meeting will include a summary of any discussion as well as the number of YES and NO votes.

B. Required Content

Submit ONLY from the Application for Approval – New Credit Program (Form CCC.501) (See 3rd Edition Program Approval Handbook – page 41).

1. Under Appropriateness to Mission (Criteria A.)

(See 3rd Edition Program Approval Handbook – page 54).

- a. Statement of Program Goals and Objectives
- b. Catalog Program Description
- c. Background and Rationale

2. Under Need (Criteria B.)

(See 3rd Edition Program Approval Handbook – page 56-61)

- a. Similar Programs at Other Colleges in Service Area

(Include name of colleges, discussion held with colleges, support/nonsupport for proposed program, and a compelling argument as to why new programs should be initiated.)

- b. Labor Market Information and Analysis

(See 3rd Edition Program Approval Handbook – page 57).

State rationale for new program based on LMI Data.

Summarize LMI that is included in an attachment.

It is the responsibility of the proposing college to provide evidence of employment opportunities for program completers. For a new program this must include Advisory Council minutes with attendees who are professionals in the field and their industry affiliations noted. These individuals who endorse this new program must be in a position to hire completers from this new program with this job title.

- c. Employer Survey

(See 3rd Edition Program Approval Handbook – page 60).

Questionnaire or a summary of the responses should be included in the application or as an attachment).

Revised Not Approved September 2011

- d. Explanation of Employers Relationship (CTE only)

Explain the role of the employers – such as internships, loan of equipment, hiring, reviewing curriculum, serving on advisory committees.

- e. List of Members of Advisory Committee

List name and affiliation of advisory committee members. For information on advisory committees see:

<http://www.laocrc.com/Resources/Pages/Presentations.aspx>

- f. Recommendations of Advisory Committee

Include summary statement of the recommendation of the committee.

Attachment: Labor/Job Market Data (CTE only)

Attachment: Employer Survey (CTE only)

Attachment: Minutes of Advisory Committee Meetings

3. Under Curriculum Standards (Criteria C.)

Display of Proposed Sequence

(See 3rd Edition Program Approval Handbook – page 61)

4. Under Compliance (Criteria E.)

Licensing of Accreditation Standards

(See 3rd Edition Program Approval Handbook – page 64)

II. SUBSTANTIAL CHANGES TO AN APPROVED CREDIT PROGRAM (Form CCC.510)

(See 3rd Edition Program Approval Handbook – page 67 for definition).

A. Procedure

1. PRESENTATION/DISCUSSION AND RECOMMENDATION FOR APPROVAL OF NEW PROGRAM: At least two weeks prior to the meeting at which approval will be sought, an electronic copy of the Application for Approval – New Career & Technical Education Program or Request to Add New Option or Certificate within Existing Program will be submitted (excluding course outlines) to the Regional Consortium Office –*lcorrales@riohondo.edu*. The Consortium Secretary will distribute the Application to LOWDL members. Only the items listed below must be included in the package distributed to Los Angeles/Orange County Workforce Development Leaders (LOWDL). It is the responsibility of each LOWDL member to notify all stakeholders on their campus regarding the proposed new program.

2. Recommendation for program approval will be placed on the LOWDL Action Agenda and a representative from the program must be present for discussion to occur (presentation limited to five minutes).

3. Discussion to be limited to the following areas of Application for Approval - New Career & Technical Education Program:

Program fulfills the requirements of employers in the occupation specified, all of the courses required in the program are either necessary or viewed as advantageous by Revised Not Approved September 2011 prospective employers in that occupation, and jobs will be available for program completers. In the event that labor market data (LMI) does not identify a specific job title, job program, or option being submitted, an employer survey must be included to document the labor market need for the geographic area. Collaboration is encouraged and destructive competition is avoided.

4. Recommendation for approval of new programs and options will be placed on LOWDL Action Agenda. Each college will bring to the meeting a completed Program Approval Checklist. (To be utilized when issues of approval occur). One YES or NO vote will be cast by each college in attendance at the meeting. Colleges wishing to abstain shall not cast a ballot. A program will be approved if it receives a majority of the votes cast.

5. Minute of the meeting will include a summary of any discussion as well as the number of YES and NO votes.

B. Required Content

Submit ONLY from the Application for Approval – New Credit Program (Form CCC.501)

1. Under Appropriateness to Mission (Criteria A.)

(See 3rd Edition Program Approval Handbook – page 54).

- a. Statement of Program Goals and Objectives
- b. Catalog Program Description for Existing Program, including new option
- c. New Program Requirements
- d. Background and Rationale

2. Under Need (Criteria B.)

(See 3rd Edition Program Approval Handbook – page 56)

- a. Enrollment & Completer Projections
- b. Place of proposed change in the curriculum
Relation to existing program & options
Relation to other programs at your college
- c. Discussion of impact on other colleges in region

(Include name of colleges, discussion held with colleges, support/nonsupport for proposed program, and a compelling argument as to why new programs should be initiated.)

- d. Analysis of labor market need or job availability

(See 3rd Edition Program Approval Handbook – page 57).

State rationale for new program/option based on LMI Data
Summarize LMI that is included in an attachment.

It is the responsibility of the proposing college to provide evidence of employment opportunities for program completers. For a new program this must include Advisory Council minutes with attendees who are professionals in the field and their industry affiliations noted. These individuals who endorse this new program must be in a position to hire completers from this new program with this job title. If no LMI available, an employer survey can be utilized to substantiate this change.

(See 3rd Revised Not Approved September 2011

Edition Program Approval Handbook – page 60). *Questionnaire included in document or as a Summary of responses included in document or as an attachment).*

Attachment: Labor/Job Market Data

Attachment: Employer Survey

Attachment: Minutes of Advisory Committee Meetings



PROCESS FOR LOCALLY APPROVED PROGRAMS – REVISED:

Colleges are required secure the Chancellor’s Office approval for any program that is posted on student’s transcripts. (See attached.)

A. REQUIRED CONTENT

The following items **are required** to seek approval from the System Office for a **12 to 18 unit certificate as a Certificate of Achievement** (use form CCC- 501):

1. Statement of Program Goals and Objectives
2. Catalog Description
3. Program Requirements
4. Background and Rationale
5. Enrollment and Completer Projections
6. Place of Program in Curriculum/Similar Programs
7. Similar Programs at Other Colleges in Service Area
8. Labor Market Information and Analysis
9. List of Members of Advisory Committee
10. Recommendation of Advisory Committee (summary only; minutes are not required.)

Items 5, 6 and 7 should reflect existing data for the certificate as it has been offered in the past. Items 8, 11 and 12 may reflect data from the most recent program review, which may have been conducted during the past two years for career technical education programs, or current data.

B. PROCEDURE

1. At least two weeks prior to the meeting at which approval will be sought, an electronic copy of the Application for Approval will be submitted (excluding course outlines) to the Regional Consortium Office – lcorrales@riohondo.edu. The Consortium will distribute the Application to LOWDL members. Only the items listed under required content must be included in the package distributed to the Los Angeles/Orange County Workforce Development Leaders (LOWDL). It is the responsibility of each LOWDL member to notify all stakeholders on their campus regarding the proposed new program.
2. Items will be placed on a consent agenda unless any other representative requests item be removed for discussion

***Please note the requirements only apply to those 12-18 unit certificates that have been previously offered at the college. NEW certificates in this category require the full application**

Jonathan Lightman asked Ray York to share the information in the EDPAC report to the legislature. Don’t have the training before the jobs are available.

Desert - Sid Burks - Region IX has entered into preliminary discussions with Cal Baptist University (Riverside, CA) to develop a Masters Degree program for the regions CTE instructors. If colleges can provide meeting rooms, tuition will be competitive with the Cal States. The university agreed to give credit for the CCCAOE CTE Leadership Certification and include it in the curriculum.

New Programs Endorsed within the Region

College	Program	Degree/Certificate	Contact email
Barstow	Admin. Of Justice – Law Enforcement	Degree/Certificate	keaves@barstow.edu
Barstow	Admin. Of Justice – Corrections	Degree/Certificate	keaves@barstow.edu
Barstow	Web Master	Certificate	keaves@barstow.edu
Barstow	Business Information Systems	Degree/Certificate	keaves@barstow.edu
Cerro Coso	BSOT Administrative Office Assistant	Certificate	vkarnes@cerrocoso.edu
Cerro Coso	BSOT Office Clerk	Certificate	vkarnes@cerrocoso.edu
Cerro Coso	Paralegal Studies	Certificate	vkarnes@cerrocoso.edu
Copper Mountain	Culinary Arts	Degree/Certificate	mschiel@cmccd.edu
Cerro Coso	Welding	Certificate	vkarnes@cerrocoso.edu
Mt. San Jacinto	Viticulture, Enology & Winery	Certificate	jajohnson@msjc.edu
Moreno Valley College	Speech-Language Pathology Assistant	Certificate	wolde-ab.issac@mvc.edu
Palo Verde	Child development Master Teacher	Certificate	George.walters@paloverde.edu
San Bernardino Valley	Medical Coding and Billing	Certificate	gfischer@valleycollege.edu
San Bernardino Valley	Medical Administrative Assistant	Certificate	gfischer@valleycollege.edu

San Diego/Imperial – Madeleine Wolfe - The Region 10 Workforce Development Council current activities include establishing a workgroup to develop ways for the Regional Consortium to facilitate and support communication with employers and others, and among EWD centers & initiatives, CTE programs, and colleges, especially regarding events, activities, programs, and services. The key is timely communication, in a convenient way. Other work includes building connections with the local Workforce Funders Collaborative and identifying how colleges can better access the local WIBs' ITAs and ETPL. This newly named council reflects the broader membership, which includes occupational deans, directors of economic & workforce development (EWD) centers and initiatives, and others involved with career technical education and EWD.

- In January Paul Cello will facilitate a 2-day leadership "institute" for 20 attendees.
- This year our "Looking for a Career" brochure will be examined with an eye toward creating a publication that can be web-based and provide a regional view of programs available at the colleges.
- Mini-grant proposals are currently being accepted from the colleges for regional workforce-related projects.
- We updated our program approval process to reflect the current CCCCO program approval handbook.

On a sadder note, our long-time (8+ years) regional coordinator, Michelle Turner, is currently on a medical leave. We miss her and wish her better health.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Lyla Eddington to offer a spring break out on the LAOC Process for New or Locally Approved Programs. Include Master Planning into this process.	Lyla Eddington	Spring 2012

LEGISLATIVE ADVOCACY

JONATHAN LIGHTMAN/ANDREA YORK

Budget

Workload reductions – 3 years ago student headcount = 2.9 and today it's 2.4.

Post Prop 25 – for the first time since the 1930 the legislature can approve the budget on a simple majority, it must be balanced and in place by the constitutional deadline or the legislature forfeits their salary for every day it's late. Challenges: who determines a balanced budget?

Budget triggers - Three layers:

- Tier 0: if we hit the mark, we don't experience further cuts
- Tier 1: if we fall below the phantom 4 billion by the budget by 1 billion, we will have a \$10 fee increase.
- Tier 2: if we fall 2 billion below the phantom 4, we experience a 72 million dollar cut and there would be a workload reduction.

State Controller says we are 702 million short.

Prop 98 – Legislature re-benched the budget downwards without suspending the budget by 11%. If it's suspended funds, the money goes into a maintenance factor for future spending.

1. Student Success Task Force

With the release of the Task Force's recommendations, the Chancellor's Office is in the process of collecting feedback from interest groups across the state. While some of the component parts of the document will generate significant and disparate comments from a multitude of organizations, it is unlikely that the specific recommendations on CTE – particularly on the clustering of categoricals – will garner much attention. As such, the feedback of CCCAOE is critical to this process with a comprehensive response needed by the end of November. We have discussed this issue with John Means and anticipate that the upcoming conference will be an excellent start to a fruitful discussion on the Task Force's report.

At the September meeting of the Community College Board of Governors, we emphasized in public testimony the need to hear the concerns of experts in CTE and EWD before proceeding with recommendations of the Task Force in those two areas.

2. Status of select CTE Bills Which Passed the Legislature

Signed Into Law:

a) AB 790 (Furutani) establishes the Linked Learning Pilot Program (LLPP) to be administered by the California Department of Education according to specified requirements for the purpose of implementing district-wide linked learning programs, as specified, in all participating school districts.

b) AB 835 (Mitchell) authorizes programs developed under SB 70 for community college district to enroll high school students who are not residents of the district. It provides that districts shall not be subject to other geographic limitations for these programs.

c) SB 451 (Price) requires the California Student Aid Commission to prioritize Cal Grant C awards to students pursuing study in areas of high employment need, high salary or wage protection, or high growth.

d) SB 611 (Steinberg) requests the Regents of the University of California, subject to the availability of funds in the annual Budget Act, to establish and maintain the University of California Curriculum integration Institute to be administered by the President of the University of California. The bill connects secondary level educators with faculty and instructors in a number of disciplines from the UC, CSU, and CCC, private higher education institutions, and statewide career technical education associations to develop high school curriculum based on career-oriented, integrated academic and technical education content.

Vetoed

AB 1310 (Furutani) would have required the Labor and Workforce Development Agency, in conjunction with the California Workforce Investment Board, the Office of the Chancellor of the California Community Colleges, the State Department of Education, to develop a strategic plan that connects the delivery of education and workforce development in California.

Veto message: Although I heartily agree with the author's goal, I don't think a new law is needed. My Senior Advisor for Jobs and Economic Development and my Secretary of Labor are already working with educators, labor and business leaders to achieve the important objectives of this bill. I have asked them to work with the author and supporters of the bill to make sure their good ideas are acted on.

3. State Budget

On October 10, State Controller John Chiang reported that total year-to-date general fund revenues are now behind the budget's estimates by \$705.5 million. The Controller's message signals the likelihood of automatic trigger cuts for the community colleges (\$30 million reduction offset by a \$10 per unit fee increase if revenues fall at least \$1 billion below projection; additional unallocated \$72 million if revenues fall at least \$2 billion below projection).

Officials from the Department of Finance caution against reading too much into the Controller's numbers, indicating that fiscal activity is not spread evenly during the whole year – meaning, there remains a possibility of an economic up tick.

4. Meetings/Coordination with Chancellor's Office) Meetings/Coordination with Chancellor's Office

Since August, we have had several meetings with Vice Chancellor Van Ton Quinlivan in the Chancellor's Office and the Capitol. The new level of cooperation and coordination between the Chancellor's Office and CCCAOE will significantly benefit the organization in a host of areas (responding to the Student Success Task Force, prioritizing CTE in the budget process, CTE/EWD legislation, and greater inter-segmental links).

5. Other Activity

Resulting from CCCAOE's legislative meetings in Sacramento (last June) a CCCAOE representative was invited to participate in the small business round table discussion, facilitated by the staff of the Assembly Jobs, Economic Development and the Economy Committee. The round table was among the first to meet with Michael Rossi, jobs advisor to Governor Jerry Brown.

Also resulting from CCCAOE's legislative meetings in Sacramento, the research staff of the Little Hoover Commission is more attentive to CTE in the ongoing community college discussions in Sacramento. We have attended meetings of the Commission, and will be at its next one later this month.

Jonathan Lightman joined John Means at a presentation of Nancy Shulock to discuss her upcoming report on CTE. She is grateful for the input of CTE professionals in her first attempt to produce a report on this topic.

6. Recommended Next Steps

a. Responding to the Student Success Task Force

- b. Prepare for release of Governor's 2012-13 Budget
- c. Set date for next Sacramento legislative day.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Representative/Liaison Reports

LIAISONS

<p>DISCUSSION</p>	<p>Chancellor's Office – Ron Selge/Van Ton Quinlivan JM- What role can CCCAOE play to assist with the EWD reauthorization? Want to provide unilateral collaborative so the colleges can collaborate and legislate for funds. Still strategizing how to proceed.</p> <p>Jonathan Lightman – time is of the essence. Must have language by January; February need to find an author and begin to take it to the legislature for consideration between March –June. Need to coordinate with task force.</p> <p>VTQ – will coordinate with EDPAC, Jonathan Lightman and CCCAOE Board to develop the strategy.</p> <p>Student Success Task Force – Task force recognized they had not spent time on the critical role of CTE. CCCAOE can provide a role in providing information to the task force in the four areas including implementation. Create sub-committees from the CCCAOE Board pertaining to the four roles i.e, assessment, enrollment priority, course offerings, and score card.</p> <p>Scope of the Task Force Work (page 10), last sentence needs to be re-worded.</p> <p>Assessment – looking to identify CTE readiness. When would it occur, beginning, middle or end of programs? Need an assessment at the end for work readiness.</p> <p>Enrollment Priority – full-time enrollment will have priority. .. What are the implications for CTE and Workforce Education? Most of our CTE students in the next ten years will be college graduates or people returning for retraining. Predicated on students having an educational plan which will impact financial aid and priority. If you're taking it for an avocation, you lose your priority.</p> <p>Course offerings – schedule on the needs of students to complete a program of study. Develop course schedules based on employment demand. Considering block scheduling and offering courses to meet student needs.</p> <p>College Scorecard – student outcomes and momentum points such as completion of basic skills or earning thresholds of units leading to completion.</p> <p>JL – Develop clear themes and reword the themes so it makes sense to the legislature. Determine the impact of the task force on CTE before we review the financial impact.</p> <p>VTQ – regarding language suggestions that need to occur in the November time frame.</p> <p>Next Steps:</p> <ol style="list-style-type: none"> 1. Form sub-committees from CCCAOE 2. Provide language input into the Student Success Task Force recommendations <p>Should have a series of conference calls, develop recommendations, and compile a letter signed by the CCCAOE President by November. The premise is we have focused on access not success. We want to show higher rates of completion and transfer. The challenge is does this mean the course offerings might skew in a direction where we're favoring UC and CSU re-directs. What about those who don't know what they want to do? What does that mean to CTE? We want all students to have a plan but does it limit students attract a program that doesn't suit them?</p> <ol style="list-style-type: none"> 1. Focus on student success by changing the demographic nature of our student. 2. Who will provide the funding and how will it be disseminated. 3. Student planning – does this limit their ability to be successful and attract a program that suits them? <p>RP Group – Research on CTE Transfer programs discovered limitation is student services and counseling at the community college level http://www.regroup.org/stp3.html</p> <p>VTQ – conducting presentations with EDPAC, CMTc, and LA Chamber.</p> <p>What is the CTE workforce community saying about this task force? Identify ways to optimize the recommendations of the Task Force and influence in the direction of CTE.</p> <p>CCCCIO – Sid Burks – No report</p>
--------------------------	--

EWD - Dean Ray York provided an EWD report. He stated that the Chancellor's Office will be requesting EWD be funded at \$46.7 million for the 2012-13 budget; however expects that it will remain at the current funding level of \$22.6 million. He advised the EWD is undergoing reauthorization for 2013. He stated that the Senate Education Consultant and legislature want to know what they are getting for the dollars spent with community colleges and that they are looking at everything. The program has completed the performance evaluation to go to the legislature. He is working on engaging different stakeholders and presentation materials for meetings with legislators.

Mr. York advised that the WIA 15% discretionary fund is going to go away, which will affect Nursing and Allied Health funding. He also stated that the DoL 15% has been reduced to 5% but may go back to 10%.

Mr. York advised that they are letting positions go in the Chancellor's Office and not filling others, so they are down a significant number of staff.

There was discussion with the Board around the Student Success Task Force recommendations. Mr. York was concerned with how these would dovetail with the reauthorization efforts. John Means indicated the Board's support for the EWD Reauthorization and that Vice Chancellor Van Ton Quinlivan would be joining the Board via conference call later in the meeting to discuss the SSTF findings more fully.

Mr. York advised that Lt. Governor Gavin Newsome would be addressing the EDPAC on October 26, discussing California's Economic Development efforts.

He stated that the grants calendar was in process with an intended release date in November, awards announced in February, and start dates in June (all contingent upon budget and funding).

Academic Senate – Wheeler North – Last year the ASCCC created a new process for faculty to develop topic oriented caucuses for like minded faculty to come together and discuss issues of common interest. Several have formed to include LGBT, Noncredit Faculty, Part Time Faculty and the latest one is focused on Vocational Education issues.

The Executive Committee of the Academic Senate for California Community Colleges approved a request to form the Vocational Education caucus during the Fall of 2011. The request for caucus status is the direct result of concerns over the changing focus of the California State legislature on funding and performance monitoring of CTE programs within the Community College system. The caucus will focus specifically on current issues facing vocational education faculty and provide suggestions to the Academic Senate. All CTE faculty members are encouraged to participate in the caucus by providing leadership, insight and workable strategies. CTE faculty can contact Dr. Grant Goold at gooldg@arc.losrios.edu or (916)484-8843 for more information.

SB 1143 – While there is a lot to talk about, it is too early to really be clear where the ASCCC stands on many of the recommendations. However, the ASCCC does have existing positions in some areas that either support or oppose specific recommendations. Since the Task Force, for the most part, avoided all but very broad recommendations about vocational education, it will be interesting to see how the CTE ranks embrace the recommendations. Some observations though – there is a lot to like and dislike, there will be some disagreement about which should be liked or disliked, and based upon the tidal surge of email traffic it is reasonably clear that the faculty are paying attention.

The ASCCC Curriculum Resources website has been recently upgraded and is chock full of resources that will help all interested in developing curriculum.

<http://www.ccccurriculum.info/>

The C-ID Common Course Numbering Project website is also available and hosts a lot of information related to both CTE and non-CTE transfer curriculum. CTE TMCs in AJ, Business and Early Childhood were approved over this past summer. CSU admission guaranties will apply for students of programs following these templates.

<http://www.c-id.net/>

Since the CCCAOE March conference is conjoined with the 2012 ASCCC Vocational Faculty Leadership Institute there is not much need to announce it. However, faculty registration is open already at

<http://www.asccc.org/events/2012/03/voc-ed-leadership-institute>

Other upcoming Academic Senates events include: Fall Plenary Session in a few weeks, the Accreditation Institute in early February, the Academic Academy in late February, the Spring Plenary Session in April, the Faculty Leadership Institute in June and the Curriculum/SLO-Assessment Institutes in July.

<http://www.asccc.org/calendar/list/institutes>

New disciplines were proposed to the BOG for a first read in September (second in Nov). The only one in the non-Masters lists was to create the discipline of Military Studies. If approved these changes will become effective immediately and the new Disciplines List will be available in early 2012. The next cycle for revisions will begin this coming February, with an open submission window from then until September 30th.

CCLC – Rick Ida - Since the end of the legislative session in September, the Capitol has been abuzz anticipating the Governor's decisions on legislation that has reached his office. Of course, most of us are keeping an eye on the legislation that is related to the community colleges. The Governor has until midnight, October 9th, to sign or veto bills.

Of late (October 3, 2011), the Governor has signed AB 32X, concerned with Education Finance, AB 636, concerned with Military Service and Benefits, and SB 940 Education, concerned with reaffirming SB 1440 transfer students in CSU enrollment. Bills of note that are waiting for action by the Governor are AB 684, AB 743 on Community College Common Assessment System, and AB 1056 on E-transcripts.

Some of you might be interested on what is happening with the budget. CCLC recommends that you go to www.ccleague.net for the most current updates on California's budget. July revenues came in \$537 million below what was forecast, and CCLC advises community college districts to prepare for a \$127 million mid-year cut, a 2.3% deficit in general apportionment. For further information go to the aforementioned website.

Hopefully, I will be able to provide you more legislative information at the Board meeting regarding bills signed and vetoed, since the Board meets after the October 9th deadline. If not, I will email the information to the Board.

I am including with my report three documents, The League's Legislative Update as of October 3, 2011, the CCLC Advisory Committee on Legislation's September 22 list of Bills of Interest, and the CCLC September, 2011 Legislative Tracking Matrix.

Common Assessment - Signed on Oct. 8, [Assembly Bill 743](#), authored by Marty Block (D-San Diego), requires the Chancellor's Office to establish uniform assessment tests for English, math, and English as a second language (ESL). The common assessment tools will be made available to all 112-campus to use in determining whether individual students should enroll in college-level courses or if they should first take basic skills classes. The use of the common tests will allow students to take their results with them if they enroll at multiple campuses or want to transfer to a different community college.

Regional Consortia – Lyla Eddington - The Regional Consortia has reviewed the minutes from the June Board Meeting. According to the minutes, it appears that the following items were not discussed. Therefore, I have been asked to present them again to you in October. Here are their recommendations and suggestions that I agreed to forward to you as the liaison. (I will be present for the entire board meeting in October.)

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 [Perkins IV II B - Leadership Projects](#).
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). Funds are to meet the professional development requirement and meet the needs of CTE Deans.
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 and/on the 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.

Consultation – John Means - Part-time seniority – if they perform assignments beyond their 67%

what counts towards load and beyond?

EDPAC - Jeff Cummings – No Report

SACC – Kim Schenk - BOG approved regulation: Course Repetition Limitation of 3 enrollments; Local petition for exceptions: time lapse, extenuating circumstances, legal mandate (fire), disabled students, veterans, etc. Advisories to students should be under development. Implementation effective SP12.

- Changes to Title 5 sections 55150, 55151, 55152, 55153 and 55155 (Noncredit) have all been approved
- AA-T/AS-T Degree Approvals – only 6 colleges did not meet the requirement to develop these degrees effective FA11. There is a continued sense of urgency from the CO to continue development of the degrees. So far 16 TMCs have been approved: Administration of Justice/Criminal Justice, Art History, Business, Communication Studies, Early Childhood Education (ECE), English, Geology, History, Kinesiology, Mathematics, Psychology, Physics, Political Science, Sociology, Studio Arts, and Theatre. Three are CTE.
- *Program and Course Approval Handbook*, 4th Edition – the members of SACC have been divided into teams to review sections of the PCAH. Recommendations are due back by Nov. 4. Timeline for adoption of changes is March 2012.
- A draft of guidelines interpreting Title 5, Section 55003: Policies for Prerequisites, Corequisites and Advisories on Recommended Preparation and a draft set of Q&A on Prerequisites, Corequisites, Advisories and Limitations on Enrollment are currently under review by members of SACC. Feedback was due 10/15/11. These documents are in interim step to assist districts with implementation of the change to title 5 that permits content review alone for the implantation of computational or communication prerequisites in courses other than English and mathematics. It is anticipated that a revision will be made to the Model District Policy on Prerequisites, Corequisites, and Advisories on Recommended Preparation that includes the new regulation.
- A draft document is under circulation for review for repeatability of arts, music, CTE and other categories. The language about CTE indicates that repeatability will not be permitted. Timeline for BOG – SP12.

ACTION REQUESTED:

Feedback on CTE repeatability.

NCWE – Nick Kremer/John Means

Perkins Research & Accountability – Hazel Hill

Employment Outcomes RP Group – Omid Pourzanjani - Detailed meeting notes are now posted at our working repository ([CTE Employment Outcomes Project](#)) and a summary provided below:

Next Steps:

1. RP Group will use the input from the 9/23/11 Stakeholders Meeting (as well as that received by those unable to participate) to develop a RECOMMENDED Survey Instrument, including the RATIONALE behind it;
2. The above, will be disseminated statewide alongside a POLL whereby final feedback can be obtained (likely dissemination date of 10/14 with responses by 10/24);
3. The RP Group will develop a preliminary cost estimate for each college, based on the likely cohort size, and an MOU for pilot colleges/districts to route for signature;
4. A 3rd Statewide Call will be convened to discuss input from the poll, the FINAL Survey Instrument and next steps (likely end October or early November);
5. By the end of October, the RP Group will provide a list of action steps that pilot colleges/districts can use to prepare for and pull necessary data

TENTATIVE Project Timeline (updated):

1. The RP Group will pull 2009/2010 cohort data from Chancellors Office Nov 2011;
2. Pilot colleges/districts will provide contact information and any other necessary data to RP Group Dec 2011;
3. Pilot the survey with 15 colleges/districts Winter, Jan-Feb 2012;
4. Review the good, the bad, the ugly in Spring 2012 for purposes of refining;
5. Launch broader survey with many more colleges in Fall 2012

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
--------------	--------------------	----------

