



## **SDIC COMMUNITY COLLEGE WORKFORCE DEVELOPMENT COUNCIL MEETING**

**Friday, May 2, 2014  
9:00 a.m. to 12:00 p.m.  
Mesa College, S-305**

**Smart conference room – internet and table top connections**

### **MINUTES**

#### **1. Welcome/Introductions**

**Al Taccone**, Dean, Career & Technical Education, MiraCosta College  
**Ann Durham**, Director, Health Workforce Initiative, Grossmont College  
**Charlene Atkins**, VTEA Coordinator, SD City College  
**Christina Tafoya**, Dean, Career Technical Education/Workforce Development, Grossmont College Danene  
**Danene Brown**, Dean of Business, Computer Studies and Technology, SD Mesa College  
**Efrain Silva**, Dean of Economic and Workforce Development, Imperial Valley College  
**Gloria Rodriguez Bañuelos**, Program Manager, Biotechnology, MiraCosta College  
**Greg Newhouse**, Director, ATTTE, SD Miramar College  
**Jane Signaigo-Cox**, Dean, Career & Technical Education, SD Continuing Education  
**Joe Molina**, Director, Business & Entrepreneurship Center, MiraCosta College  
**Kate Alder**, Career and Technical Education, Cuyamaca College  
**Lorraine Collins**, Dean of Workforce Development, SD Community College District  
**Lynne Ornelas**, Dean, Business, Technical Careers & Workforce Initiatives, SD Miramar College  
**Mara Palma-Sanft**, Coordinator, Workforce Development, San Diego CCD  
**Margie Fritch**, Chair, SDIC WDC; Dean, School of Health Science and Public Service, SD Mesa College  
**Mary Wylie**, Chair, SDIC Regional Consortium, Grossmont College  
**Michelle Turner**, Program Coordinator, SDIC Regional Consortium, Grossmont College  
**Mink Stavenga**, Dean, Instructional Support Services, Southwestern College  
**Mollie Smith**, Director of Occupational and Noncredit Programs, Palomar College  
**Molly Ash**, Program Manager- Sustainable Infrastructure, Cuyamaca College  
**Natalie Ray**, Program Director, Health and Science Pipeline Initiative (HASPI), Grossmont College  
**Peter Davis**, Sector Navigator - Advanced Transportation & Renewables  
**Sally Cox**, Executive Director, Grossmont –Cuyamaca CCD Auxiliary, Grossmont College  
**Samantha Cardenas**, Clerical Support, Health Workforce Initiative, Grossmont College  
**Sandra Slivka**, Director, Southern California Biotechnology Center, SD Miramar College  
**Tonette Salter**, CTE-TPP Project Director, Cuyamaca College  
**Victor Castillo**, Director, San Diego Center for International Trade Development, Southwestern College  
**Wendie Johnston**, Deputy Sector Navigator - Life Sciences/Biotech, SD Miramar College  
**Wilma Owens**, Dean, Career, Technical and Extended Education, Palomar College  
**Zhenya Lindstrom**, Director, Regional Center of Excellence, Chaffey College

**2. Approval of Minutes from March 13 and April 11 Meetings**

Motion to approve minutes from March 13 and April 11 made by: Margie Fritch. Seconded by: Wilma Owens. Voted on and approved unanimously.

**3. Program Approvals**

***New Programs***

SD City College

Digital Music Technology (A.S. Degree) – **Action**

Audio Production (Certificate) – **Action**

Motion to approve programs made by: Margie Fritch. Seconded by: Efrain Silva. Voted on and approved unanimously.

***New Options/Certificate of Achievement***

MiraCosta College

Income Tax (Cert) – **Action**

Motion to approve certificate made by: Wilma Owens. Seconded by: Kate Alder. Voted on and approved unanimously.

Palomar College

Woodworking Fundamentals (Cert) – **Action**

Welding Nondestructive Testing – **Action**

Motion to approve new option and certificate made by: Margie Fritch. Seconded by: Lynne Ornelas. Voted on and approved unanimously.

SD City College

Desktop Support Technician II (Cert) – **Action**

Michelle Turner mentioned that this program was approved in March but under a different name. Motion to change name in the March minutes made by: Wilma Owens. Seconded by: Margie Fritch. Voted on and approved unanimously.

**4. TAACCCT Grants**

Mary Wylie requested the Council members review the summary of colleges intending to apply for TAACCCT Grants, due in July, and update the document which will be part of the May SDICCCA Consortium report.

**5. A. Local Data Upload Point Person for CTE Launchboard**

Mary Wylie reviewed the CCCCCO memo defining the requirements for selecting and serving as the Local Data Upload Point Person for the CTE LaunchBoard. Regional Consortia Chairs have responsibility for identifying one local data upload point person per college in their region. The local data upload point person will most likely be the institutional researcher or IT staff person who is responsible for uploading data for annual accountability reporting to the Chancellor’s Office. Mary requested that each college designated occupational dean submit the name of the point person by Thursday, May 15, 2014. It also may be that districts with multiple colleges will determine that their District staff person will serve as the point person for all of their colleges.

**5. B. Launchboard Training June 19 , 9am – 12 noon (SD Mesa, S303)**

The Council agreed the June 19 training would consist of 5 member teams with the designated Occupational Dean organizing each college team. Teams are expected to meet prior to the June 19 training, use Launchboard and become familiar with its capabilities, and forward any and questions for the trainer to Michelle. Team member contact information for those attending the training and questions should be submitted to Michelle Turner by Monday, June 2, by 5pm. Mary Wylie will request an afternoon training session on June 19 for 30 individuals that were unable to attend the morning session.

**6. WDC Calendar 2014-15**

Mary Wylie stated that she would like to modify the calendar to hold a WDC meeting in August. The council determined that if a critical need arises, only then should the meeting be convened on August 7. WDC members will keep that date open on their calendars. The Council agreed to modify their meeting times to convene at 9:00 a.m. for the full year. Michelle Turner will update the calendar and redistribute.

**7. Sector Selection Process – Action**

Mary Wylie provided 2 versions of the Sector Selection Process for review. The 1<sup>st</sup> version dated 4/11/14 was developed by Mary, based on the process used prior, and had been distributed at the last meeting; and the 2<sup>nd</sup> version dated 4/30/14 was provided by the Biotech Sector SN, DSN and manager. Motion to approve the combined process and a sector selection work group was made by: Mollie Smith. Seconded by: Kate Alder. Voted on and approved unanimously. The work group consists of the following members:

- LMI Researcher – Zhenya Lindstrom
- DSN Rep (2) – Greg Newhouse and Wendie Johnston
- Regional Consortium Chair – Mary Wylie
- WDC Chair – Margie Fritch
- CTE Dean (Non Credit) – Jane Signaigo-Cox
- CTE Dean (Credit) – Kate Alder

**8. Career Pathways 1070 Update**

Natalie Ray stated that the Career Pathways 1070 grant started on January 15. She announced Mara Palma-Sanft would be sharing the coordination duties, focusing on articulation. Natalie is working with the Regional Consortium on their landing page for Career Pathways, hosted on the regional consortium website. There would be a sortable database of articulated coursework listing high schools, courses and colleges, and other pertinent information

Natalie stated that the 1070 Career Pathways advisory council met and identified student success related to CTE. The Career Pathways Trust grants (awards to be announced May 27) focus alignment with the work that is already being done with 1070 Pathways grant. Natalie mentioned challenges include, lack of career awareness by high school students, their Math and English skills are not at college levels, and matriculation efforts need to be enhanced. She created a structured framework for both Career Pathway Trust applications and the region should receive additional funds if these applications are funded.

**9. CCCAOE Update**

Mollie Smith stated that the resolution for ACR 119 regarding CCCCO to develop options to address CTE high cost programs passed through the Higher Education Committee and forwarded onto the assembly. There was no opposition according to Mollie.

Mollie mentioned that the CCCAOE Board would send out a simple survey to request that individuals prioritize which topics are most important regarding legislative advocacy.

**10. Looking for a Career – Action**

Michelle Turner stated that 2 lists were sent one with the 15 sectors as determined by the CDE and the other with the 10 sectors as determined by DWM. The crosswalk showing how the 10 sectors fit into the 15 is still not ready from CCCCO. Mary Wylie requested that noncredit be added to the Looking for a Career list and submitted to Michelle Turner by Thursday, May 15. Michelle would combine all lists and resend to the council for review.

**11. Curriculum Alignment Process**

Mary Wylie, Greg Newhouse and Joe Molina met and created the preliminary process for CTE Pathways. Please see attachment. Mary stated that this process would be reviewed in more detail at the September meeting.

**12. CTE Portfolio (% of FTE by region) report**

Al Taccone tabled this item for further discussion at the September meeting. Mary Wylie mentioned that San Diego Region is one of the lowest in the state and wondered what could be the cause.

**13. Other**

Efrain Silva stated that Imperial Valley College completed construction on a new facility to host POST, Fire and EMS as well as new welding construction, renewables, and air conditioning. In January and February the local WIB requested a quick response for corrections academy training. Efrain stated that IVC received the contract, began training with 50 students and ended with 43 completing the program and obtaining immediate employment with the new private detention center for federal inmates in Calexico. Another training cohort would begin in the Fall. Imperial Valley College is the only provider of this training. A management training company is providing case management and placement. Efrain would write up the process about this project and share with Mary Wylie and the WDC.

Peter Davis stated that the ATRE website has been created and provided templates of marketing materials for campus folks and industry. Peter mentioned there are some good resources on the site - information guide about starting or development a class or program; Industry guide focused on assessment, training your workforce and developing specific skill sets for new technology.

Michelle Turner stated that she needs the final invoice and details about the professional development activities conducted at the regional colleges using Regional Consortium funds by Thursday, May 15.

Joe Molina mentioned an upcoming Small Business/Entrepreneurship event for Veterans at SD Miramar College on May 30. He also mentioned that an Industry-Education Roundtable for San Diego/Imperial Counties would also take place on May 30. He would forward the flyers to Michelle Turner for distribution.

**14. Links, Activities, and Announcements**

SDIC

[Regional Contacts](#)

**Next meeting: Tentative, based on need, August 7, 2014 at SD Mesa College, Allied Health S-100, room 305**

# San Diego Imperial Counties Community Colleges Regional Consortium

## College Engagement & Curriculum Alignment Process

for CTE Pathways (high schools and community colleges)

DRAFT 4/29/14

### Alignment Defined

To be defined....

Working definition for now: Core set of skills approved by industry

### Alignment Rubric/Criteria

To be defined....

### High School to College

1. Using career pathways as a focus, determine which college CTE programs, with local articulation agreements, have alignment issues within their course sequences.
  2. Select one program in each of five - seven sectors, agreed to by the CTE deans, faculty and industry, facilitated by the DSNs.
  3. Regional Consortium Chair notifies administrators of colleges with programs undergoing curriculum alignment.
  4. DSN creates working group of college and high school deans/directors and faculty.
  5. Working group negotiates alignment, confirming core skills with industry.
  6. College articulation staff review draft of aligned curriculum.
  7. Realigned curriculum reviewed and approved by WDC
- Realigned curriculum fast- tracked through each college and high school curriculum committee. Joint regional Curriculum Committee explored to expedite approval

### Community College to Community College

1. Alignment issues identified at any time by college or industry partners.
2. Yearly alignment review conducted by CTE deans at WDC.
3. Once alignment request is confirmed, DSN creates working group of college CTE deans, faculty offering the program, and industry to address program alignment.
4. Regional Consortium Chair notifies administrators of colleges with programs undergoing curriculum alignment.
5. Working group negotiates alignment, confirming core skills with industry.
6. Realigned curriculum reviewed and approved by WDC.
7. Realigned curriculum fast-tracked through each college and high school curriculum committee. Joint regional Curriculum Committee explored to expedite approval.

### Community College to University

To be address....