



SDIC Community College Dean's Council Meeting

May 11, 2018, 8:30 to 10:30

Mesa College

MINUTES

Present: B. Lane, J. Tyler, T. Recalde, L. McLemore, M. Smith, J. Lewis, J. Ayala, M. Fritch, D. Brown, M. Ash, J. Lopez, L. Blanchard

Call-in:

Absent: A. Taccone, C. Storey, E. Silva

D. Brown called the meeting to order at 8:37

1. Welcome/Introductions

2. Minutes from 4.13.18 (*handout*)

Motion to approve by J. Ayala, second by L. McLemore; **unanimously approved**

3. Program Recommendations

SD Mesa College

Video Game Design and Development (Certificate of Achievement and AS Degree)

Motion to approve by M. Fritch, second by J. Lewis: **unanimously approved**

SD City College

Special Effects (FX) Makeup (Certificate of Achievement)

J. Ayala stated the LMI provided did not support the new program. He suggested T. Ngo Bartel be asked to strengthen the data. M. Fritch suggested that a COE representative be included in program recommendation discussions. The regional policy is to use COE data. T. Recalde supports using local industry employers' suggestions even if the LMI does not support the LMI data. D. Brown agreed that employers should have input into determining the skills they need.

Cyber Security (Associate of Science Degree)

D. Brown suggested asking T. Ngo Bartel how there are no jobs for the TOP and CIP codes for some CE. J. Ayala voiced concern that the LMI states that cybersecurity needs a BS or that the AS requires too many units. M. Fritch will ask L. Brady to bring experts in to talk about what the cyber industry needs. M. Fritch stated the SD City cyber program is different enough from Palomar, Grossmont & Cuyamaca so to not hold up the process. There was consensus for a need for a regional conversation regarding cyber. J. Lewis said Southwestern is working on a cyber and AOJ collaborative program. M. Fritch invited J. Tyler, J. Lewis and other deans to a Palomar event on May 25th. M. Smith suggested deans not think of it as "just a recommendation", but to act as if the process is "an approval." J. Lewis asked SD City to add their industry advisory board recommendations and suggestions. D. Brown suggested to include advisory minutes with all program recommendations, other

Deans did not agree. D. Brown suggested that T. Ngo Bartel/COE representative provide an analysis based on the data; others agreed.

ACTION ITEM: T. Ngo Bartel/COE will be asked to provide an analysis based on the LMI data.

Cyber Security (Certificate of Achievement)

Motion to approve by M. Fritch, second by J. Lewis; **unanimously approved**

- LMI data recency – establish local policy
D. Brown stated that LMI needs to be current. M. Fritch, asked for the group to define current. CTE programs are reviewed every two years, so recency should be no more than two years old. LMI must first be authorized by COE but no more than two years old. M. Fritch expressed concern that photography aligned with drone technology but Standard Occupational Codes do not show that.

4. Strong Workforce Program (SWP) Implementation

- Workgroup members (*handout*)
M. Smith presented the workgroup participation by college document and indicated there were a few areas that still need representation by college.
- Convening workgroups
M. Smith said it was important to convene the groups as soon as possible. M. Fritch suggested after June 1. M. Smith provided an update on the DSN workgroup. The workgroup will be comprised of deans and DSNs and the group will create the DSN workplan. The template for the workplan will be in alignment with the WDC design activity, “clarifying the DSN role”, SB 1402 and the DSN RFA.
- SWP technology – college IT
M. Smith indicated that implementation of WBL and JP will both need college IT information. Deans were requested to identify the person(s) on their campus that could best answer IT questions. WestEd will need to contact campus IT staff to understand campus technology for implementation.
ACTION ITEM: L. Blanchard will collect sheets with contact information and send a follow up email.
- Website redesign project timeline
M. Smith, mentioned that many campuses are already redesigning their websites to enable student access. The proposed website design created by Civilian will be ready mid-July. Civilian will be prepared to engage with other colleges who would like to engage in the design process at that time.
- Marketing rollout
M. Smith, stated that Civilian is developing the marketing campaign and building the regional website. M. Ash previewed the proposed regional website design and said the look and feel were designed to be similar to the statewide campaign. “*Learn more. Earn More*” is the tagline. The decision for the tagline came out of the student focus groups. May 31st is the next Marketing meeting and deans and PIOs are invited to preview the new website
ACTION ITEM: M. Ash will ask Civilian if they have capacity to create a survey to put forward for the icons.

5. Counselor Conference

M. Smith, stated that there will be an advisory committee for the planning. The conference will be December 5th at the Sheraton at Harbor Island. She would like for the Deans to be involved to impact the message and wants LMI to be included in the agenda. M. Fritch would like to be more involved in order to plan a strategic

regional approach.

6. Data/Research

- Middle-Skill Jobs Gap in San Diego and Imperial Counties (*handouts*)
- Individual meetings with deans

T. Ngo Bartel stated that the COE hired a research analyst to assist with examining data. The Middle-Skills report is done for the region and it suggests where to increase program development for the top 100 jobs. T. Ngo Bartel demonstrated new features in Launchboard. Year 11-12 had the most CTE and Non CTE students. In year 15-16 there were 200k students in all programs, of those, 99k were CTE. There is success across all CTE programs in SDIC and over time there has been an increase in awards in each category. T. Ngo Bartel commented that there are issues with LaunchBoard; an example is that it shows food prep as a top middle skills job in the SD region. T. Ngo Bartel suggested next steps to be: look at program data per college and do mock-ups. Programs in common will be included in a report.

ACTION ITEM: Deans to respond to M. Ash for setting up a meeting with T. Ngo Bartel.

7. Fiscal Agent Report

- RFAs -4 (*handouts*): WBL/JP Case Manager; WBL assessment; 21st Century Employability Skills; Tutoring

S. Cox stated that MiraCosta will respond to the 21st Century Employability Skills RFA and SD Mesa will respond to the Tutoring RFA. S. Cox stated WBL & JP and WBL assessment RFAs will be released soon. The WBL assessment will include what is already being done on campuses that works, and help determine the gaps. Chito Gutierrez will track the applications as they come in. Deans will receive a letter then the contract will come. M. Smith suggested that the deans need a response deadline. Monday June 4th was proposed for the WBL assessment. S. Cox said that the WBL & JP Case Management position is the big SWP work, and emphasized the need for colleges to hire a new person to do new activities to prepare students for job placement and get them placed. The RFA is for one person at each college to do WBL and job placement. The deans decided that a job description was needed for the WBL/JP position. M. Romero committed to working with colleagues to create a job description that is alignment with NACE standards. July 2 is the deadline to respond.

ACTION ITEM: Deans will respond to WBL Assessment RFA by June 4. M. Romero will help create a regional job description for the WBL/JP Case Manager position and send out within 2 weeks, by May 25th. Deans will respond to the WBL/JP Case Manager RFA by July 2.

- Paying faculty
A list will be sent to S. Cox once the number of hours is determined by each workgroup. The GCCCD office will then send funding to the colleges for workgroup participation.
- Outstanding college allocations
Tabled until June meeting
- 16-17 Extensions
Tabled until June meeting
- NOVA
Tabled until June meeting

8. Other

- Integration of SWP and Perkins: Funding allocation & metrics
Tabled until June meeting. It will be a discussion – 30 minutes.

Next meeting, **June 8, 2018**, Mesa College - 7250 Mesa College Dr., San Diego, CA 92111 - Learning Resource Center, 4th floor (LRC-435)