



SDIC Community College Deans' Council Meeting

February 21, 2020
9:00 – 10:30am
Mesa College, Rm. BT-101

Minutes

Present: M. Ash, J. Ayala, D. Brown, M. Fritch, B. Gamboa, R. LaMuraglia, L. McLemore, J. Lewis, J. Lopez, T. Ngo-Bartel, A. Perman, R. Price, T. Recalde, M. Romero, S. Sebring, E. Silva, M. Smith, C. Storey, K. Zant

Not Present: A. Berry, Z. Lindstrom, N. Roe, N. Saks, A. Taccone, L. Soukhaseum

D. Brown Called the meeting to order at 9:04am

1. Minutes from 1.10.20

- Motion to approve by M. Fritch, second by E. Silva, **unanimously approved.**

2. Program Recommendations

- LMI Requests: The following are the completed LMI reports as well as the requested LMI reports from January. T. Ngo Bartel reminded the group that while anyone can request an LMI report as part of the exploratory process, they have to be in contact with their designated CE dean prior to making the request. M. Fritch asked that the COE notify the dean when they respond to the requestor to ensure collaboration. As a reminder, the regional program recommendation process can be found [here](#).
 - Reports completed:
 - **San Diego Continuing Education:** Data entry keyers, executive secretaries and executive admin assistants, office clerks, secretaries and admin assistants, and word processors and typists.
 - **Southwestern:** Childcare worker
 - Reports requested:
 - **Southwestern:** Firefighters
- Program Recommendations
 - **City College:** Motion to recommend by M. Fritch, second by J. Ayala, **unanimously recommended.**
 - [Energy Analysis and Consultation](#)- Associate Degree
 - [Energy Analysis and Consultation](#)- Cert of Achievement
 - **Palomar College:** Motion to recommend by E. Silva, second by J. Ayala, **unanimously recommended.**
 - [Child Development Associate Teacher](#)- Cert of Achievement
 - The COE report indicated that this occupation is experiencing an oversupply so

Palomar submitted two employer letters of support. D. Brown shared a concern that the letters did not indicate the number of students that have been hired, as required by the template. A. Perman reiterated that this is an incredibly important piece in order to truly show a demand. J. Ayala mentioned that a recent report completed by the San Diego Workforce Partnership actually showed a supply gap in this area, but T. Ngo Bartel reminded the group that their research methodologies are very different. The SDWP report includes occupations both above and below middle-skill and they do not account for the living wage attainment that the COE does. B. Gamboa pointed out that the intent of Palomar's submission is not to create new supply, but rather to align the college certification to the statewide certification so that students can get credit for the courses they are already completing.

- **ACTION ITEM:** Add review of employer letter template to 4.10.20 Deans' Council agenda.

3. Technology Adoption Discussion

- Process Maps: B. Gamboa presented the remaining two process maps. Edits included the following;
 - Employer Outreach to Colleges (map E)
 - While the regional contact protocol should still be consulted to help inform the discussion, the direct point of contact should follow-up immediately with the employer (instead of requiring that they go through a designated person e.g., Regional Director)
 - Update "employer has existing record" to "employer contact has existing record"
 - Consider that the regional contact protocol is better suited for when a college makes contact with the employer and not vice versa
 - Faculty Outreach to Employers for Job/WBL Opportunities (map F)
 - The first step in this process should be for faculty to consult with their WBLC or JPCM, and dean or first line supervisor
- Technology Report: As a follow-up to the discussion of the [Career and Employer Engagement Technology Report](#) on 1.10.20, B. Gamboa shared additional questions and comments that were submitted by the deans and associate deans and led the group through a discussion of each of the questions and comments. The comprehensive list can be found [here](#). Discussion will continue on questions related to the appendices at the 4.10.20 Deans' Council meeting. The group agreed that it would be appropriate to start engaging the career centers and IT directors. **ACTION ITEM:** B. Gamboa will create strategic messaging that each college can carry forward to notify their appropriate stakeholders.

4. Internal Marketing Campaign: D. Brown shared that an RFA for each college to create an internal marketing campaign is being prepared. The intent of the funding is to help support colleges with their retention strategies of current students. The RFA will be released by the end of March 2020 and the funding must be spent by December 2020.

5. Pathway Navigation Plans: M. Smith reported that each college has submitted their Year 2 plans. Three colleges were immediately funded, two colleges needed minor modifications and have resubmitted their plans, and M. Smith met with the remaining five colleges' VPIs to review their goals, activities, strategies, and budget. Six colleges accepted the offer of technical assistance.

6. Budget: M. Smith shared that S. Cox emailed each college with an update on their individual spending and reporting. M. Smith reminded the group that the Chancellor's Office and Department of Finance are paying close attention to the spending that is being entered into NOVA so it is important for colleges to ensure they are completing timely reporting.

Meeting adjourned at 10:31 am

Call for agenda items for March 12, 2020 send to Molly Ash.

Next meeting: Thursday, March 12, 2020; CCCAOE; Sacramento