



SDIC Community College Deans' Council Meeting

October 9, 2020

9:00 – 10:30 am

MINUTES

Present: M. Ash, J. Ayala, B. Barton, A. Berry, D. Brown, S. Cox, D. Flourney, M. Fritch, B. Gamboa, E. Helscher, R. LaMuraglia, J. Lewis, J. Lopez, L. McLemore, K. McMackin, T. Ngo Bartel, A. Perman, T. Recalde, N. Roe, M. Romero, E. Silva, M. Smith, C. Storey, A. Taccone, L. Wisdom, C. Yerkes, K. Zant

A. Taccone called the meeting to order at 9:01am

1. Minutes from 9.11.20

- Motion to approve by D. Brown, second by M. Fritch, **unanimously approved.**

2. Program Recommendations

- September LMI Requests: as a reminder, the program recommendation process can be found [here](#).
 - Reports completed:
 - **Mesa:** Software Developers, Computer Occupations, Film and Video Editors, Multimedia Artists and Animators, Audio and Video Equipment Technicians, and Sound Engineering Technicians
 - Reports requested:
 - **Mesa:** Construction Managers, Cost Estimators, Construction and Building Inspectors, Medical Records and Health Information Technicians, Medical Transcriptionists
 - **Palomar:** Media and Communication Workers, Advertising and Promotions Managers, Marketing Managers, Public Relations and Fundraising Managers, Meeting, Convention, and Event Planners, Gaming Managers, Advertising and Promotions Managers, Public Relations and Fundraising Managers, Chief Executives, Marketing Managers, General and Operations Managers, Advertising and Promotions Managers, Sales Managers, Executive Secretaries and Executive Administrative Assistants, Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
 - **San Diego City:** Photographers
 - **San Diego Miramar:** Bill and Account Collectors, Loan Interviewers and Clerks, Credit Authorizers, Checkers, and Clerks, Credit Counselors, New Accounts Clerks, Administrative Services Managers, Managers, Business Operations Specialists, General and Operations Managers, Sales Managers, Computer

Systems Analysts, Computer User Support Specialists, Court Reporters, Paralegals and Legal Assistants, Legal Secretaries, Legal Support Workers, Title Examiners, Abstractors, and Searchers, Bailiffs, Private Detectives and Investigators, Detectives and Criminal Investigators, Police and Sheriff's Patrol Officers, and Public Administration

- Program Recommendations:
 - **Mesa College:** Motion to approve by M. Fritch, second by J. Lewis, **unanimously recommended.**
 - Choreography: Certificate of Achievement (Modification)
 - Commercial Dance: Certificate of Achievement (Modification)
 - **Palomar College:** Motion to approve by D. Brown, second by J. Lopez, **unanimously recommended.**
 - Child Development Master Teacher: Preschool: Certificate of Achievement, A.S. Degree (Modification)
- T. Ngo Bartel noted that the COE has received a significant increase in the request for LMI reports and asked for patience in getting the completed reports completed. She also shared that the COE has noticed that when the LMI shows an oversupply in a traditional occupation, some colleges are incorporating an independent contractor or entrepreneurial component to justify the need. The COE does not currently have a response to those components and asks that the deans refer to those components during their review and recommendation process.

3. Technologies

- Program Finder Tool: K. Zant demonstrated the proposed [Program Finder](#) tool that will allow students, parents, and counselors to browse the region's high school and community college career education programs across industry sectors. The region will be implementing this public facing program finder tool.
- Hubspot: K. McMackin shared that an overview and demonstration of the Hubspot CRM was presented on 9.16.20. As a reminder, the CRM captures contacts with employers, increases tracking of metrics, and improves collaboration and communication without overwhelming employers. Hubspot will be adopted for the Regional Directors and a limited group of users from the region.
- Guiding Principles: D. Brown shared the Guiding Principles document that outlines the basic regional agreements of the career and employer engagement model while recognizing college variations in practices, adoption timelines, and capacity. The deans were asked to endorse the document. Motion to approve by M. Fritch, second by R. LaMuraglia, **unanimously approved.**

4. Retention, Success, Support and Completion

- Faculty Institute 2.0 (2nd cohort + mentors + counselor track): T. Ngo Bartel shared an overview of the Faculty Institute (FI) 2.0 which will include a second cohort of instructional faculty, an opportunity for FI 1.0 participants to participate as data coaches, and a new track for counselors. Both the instructional track and the counseling track will have a professional development focus and data focus as follows:
 - Instructional track:
 - Professional Development: Culturally Inclusive Teaching and Learning
 - Data: Course-Level Enrollment, Retention & Success
 - Counseling track:
 - Professional Development: Career Planning Before Ed Planning

- Data: Labor Market Information & Employment Data

She noted that FI 2.0 timeline and additional details are still being discussed, and encouraged interested counselors to attend the FI breakout session being held during the Counselor Conference on 12.2.20. She also asked that if any colleges are having a problem spending their current FI funds to contact the COE for a consolation.

5. Dean's Curriculum Retreat: A. Taccone shared that responses from the email after the 9.11.20 meeting indicated a desire to have a regional Curriculum Institute. He asked if M. Fritch, D. Brown, A. Perman, in addition to himself, would be willing to help create and facilitate the retreat; they all agreed. The retreat will be held in Spring 2021.

6. Regional Plan: S. Cox shared that Foundation and Regional Consortium staff are currently updating the Four-Year Regional Plan. The draft plan will be presented to ROC at the 11.4.20 meeting. The Deans' Council will be provided the opportunity to review the plan prior to that meeting. The final plan is due to the Chancellor's Office by 01.30.21.

7. K-12 Articulations: L. Blanchard shared that the region's K-12 colleagues have expressed concern that if colleges are not currently offering CE courses due to COVID-19, the articulation agreements are not going to be honored. The consensus from the group is that articulation agreements are only dependent on the course being active so the concern is unfounded.

Professional Development: <https://myworkforceconnection.org/educator-resources/k14-professional-development/>

Meeting adjourned at 10:30am

Archived meeting minutes and handouts (including [meeting recording](#)) can be found in the [Resources Library](#)