



**CTE Deans Meeting**

**November 13, 2017, 1:00 p.m.**

**Location: Via Zoom**

**Minutes**

<b>Roll Call - Meeting Called to order at: 1:24 p.m.</b>			
Barstow College - Sandi Thomas	x	Norco College - Kevin Fleming	x
Chaffey College – Joy Haerens	x	Palo Verde College – Sonja Brown Givens	x
College of the Desert - Zerryl Becker	x	San Bernardino Valley College - Albert Maniaol	x
Copper Mountain College - Zachary Ginder	x	Riverside City College – Kristine DiMemmo	
Crafton Hills College - Dan Word	X	Victor Valley College – Peter Maphumulo	
Moreno Valley College - Melody Graveen	x	Center of Excellence – Michael Goss	x
Moreno Valley College - Art Turnier		IE/DRC – Julie Pehkonen	x
Mt. San Jacinto College - Joyce Johnson	x	IE/DRC – Diann Thursby (recorder)	x
Guests: : College of the Desert: Donna Greene, Vincent Sassone, and Pam Stegeman Chaffey College: Vanessa Thomas San Bernardino Valley College: Bruce Underwood			
<b>Welcome: Meeting Called to order at:</b>			
CCCAOE Update – Kevin Fleming <ul style="list-style-type: none"> <li>• Great conference.</li> </ul>			
<b>Revision of Minutes</b>			
The minutes from the September 25 meeting to be be revised to show that Chaffey College had both a Paralegal Studies Certificate and Paralegal A.S. degree. The minutes only listed the recommendation of the Paralegal Studies Certificate. <i>Motion: Haerens moved to revise the minutes from the September 25, 2017 CTE Deans meeting.</i>			

*Seconded by: Fleming*  
*Motion carried? Motion approved.*

### **Program Recommendation**

College: College of the Desert  
Program Name: **General Business Certificate**  
*Motion: Thomas moved to recommend General Business Certificate of Achievement*  
*Seconded by: Maniaol*  
*Comments/discussion: Overview of certificate.*  
*Motion carried? Motion carried.*

College: College of the Desert  
Program Name: **General Business AS Degree**  
*Motion: Fleming moved to recommend General Business AS Degree*  
*Seconded by: Ginder*  
*Comments/discussion: No comments.*  
*Motion carried? Motion carried.*

College: College of the Desert  
Program Name: **Small Business Certificate Of Achievement**  
*Motion: Ginder moved to recommend Small Business Certificate of Achievement*  
*Seconded by: Thomas*  
*Comments/discussion: 18 unit certificate. The question was asked if it was in line with guided pathways. COD wanted to give the student flexibility so that is why the majority of the units are elective.*  
*Motion carried? Motion carried.*

College: College of the Desert  
Program Name: **Basic Film Production**  
*Motion: Graveen moved to recommend Basic Film Production Certificate of Achievement*  
*Seconded by: Maniaol*  
*Comments/discussion: Provide students with the technical and business skills to work in the field.*  
*Motion carried? Motion carried.*

College: College of the Desert  
Program Name: **Associates Degree In Film Production**  
*Motion: Fleming moved to recommend Film Production Associate of Arts Degree*  
*Seconded by: Thomas*  
*Comments/discussion: No questions.*  
*Motion carried? Motion carried.*

College: College of the Desert  
Program Name: **Associate Teacher**  
*Motion: Fleming moved to recommend Associate Teacher Certificate of Achievement*  
*Seconded by: Graveen*  
*Comments/discussion: Graveen asked if this was the 12 unit certificate required to work in a child care facility. The answer was yes. This will allow the college to capture the completers.*  
*Motion carried? Motion carried.*

College: College of the Desert

Program Name: **Bilingual Elementary Teacher Assistant Special Education Certificate Of Achievement**

*Motion: Graveen moved to recommend Bilingual Elementary Teacher Assistant Special Education Certificate of Achievement*

*Seconded by: Haerens*

*Comments/discussion: Brief background on program. Question was asked to gain clarity on the selection of required courses (like intermediate algebra and science) in the certificate requirements. Answer that the basic competencies for employment include these topics. It also provides a seamless transition to a transfer into a teacher education program. Motion carried? Motion carried.*

College: College of the Desert

Program Name: **Elementary Teacher Assistant Special Education**

*Motion: Graveen moved to recommend Elementary Teacher Assistant Special Education Certificate of Achievement*

*Seconded by: Haerens*

*Comments/discussion: Overview of certificate.*

*Motion carried? Motion carried.*

College: College of the Desert

Program Name: **Family Child Care Certificate for Employment Preparation**

*Motion: Maniaol moved to recommend Family Child Care Certificate for Employment Preparation Certificate of Achievement*

*Seconded by: Thomas*

*Comments/discussion: Overview of certificate.*

*Motion carried? Motion carried.*

College: Copper Mountain College

Program Name: **Computer Network Supervisor**

*Motion: Becker moved to recommend Computer Network Supervisor Certificate of Achievement*

*Seconded by: Fleming*

*Comments/discussion: Overview of certificate.*

*Motion carried? Motion carried.*

College: Moreno Valley College

Program Name: **Information Assurance Auditing Program**

*Motion: Becker moved to recommend Information Assurance Auditing Program Certificate of Achievement*

*Seconded by: Ginder*

*Comments/discussion: Overview of certificate.*

*Motion carried? Motion carried.*

College: San Bernardino Valley College

Program Name: **Leadership Certificate**

*Motion: Young moved to recommend Leadership Certificate of Achievement*

*Seconded by: Fleming*

*Comments/discussion: Overview of certificate. This was specifically requested by the Western Association of Food Chains. They already have the Retail Management WAFC. Many other employers are also requesting this type of certificate. Question: Asked for clarification regarding the math requirement. It was clarified that this was referring to*

*the requirement of all students to take math assessment. The assessment requirement must be met within 12 months of enrollment.*

*Motion carried? Motion carried.*

#### **Other**

Discussion regarding non-credit CTE programs at local colleges. These programs do not require regional recommendation, however, should we have a mechanism to review them?

- Would it be helpful to have a way to share what colleges are pursuing in the area of non-credit.
- This has to be a voluntary
- Suggested twice a year have a conversation about what non-credit CTE programs the colleges are thinking of pursuing and then review again at the end of the year. In February 2018 we will put out a call in advance to see what non-credit CTE programs are being developed.

#### **Approval of Minutes**

Review and Approval of Minutes: November 13, 2017 Meeting

*Motion to approve the minutes from the November 13, 2017 CTE Deans meeting.*

*Motion by: Maniaol*

*Seconded by: Graveen*

*Motion carried? Motion approved.*

*Meeting adjourns at 2:17 p.m.*

**Next Meeting: 12/4/17, 8:30 a.m. at The Mission Inn**