Los Angeles Community College District

*City\* East\* Harbor\* Mission\* Pierce\* Southwest\* Trade Tech\*Valley\* West\**

***Career and Technical Education Deans (CTED)***

**District wide Committee Meeting**

**East Los Angeles College**

**April 10, 2014**

**Meeting Minutes**

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| **Dean/College Rep** | **College/Location** |
| Felicito Cajayon, Vice Chancellor | WFD |
| Laura M. Ramirez, VP | East LA College |
| Bobbi Kimble, Vice Chancellor | District, Student Services |
| Lucia F. Robles, Dean | District CTE/WFD |
| Tasha Anderson | District CTE/WFD |
| Alex Davis, Dean | City College |
| Joseph Guerrieri, Dean | Trade Tech College |
| Cathy Brinkman, Assoc. Dean | Mission College |
| Rick Hodge, Dean | Southwest College |
| Linda Jones | Southwest College |
| Mark Pracher, Dean | West LA College |
| Laureano Flores, Interim Dean | East LA College |
| Jose Luis Fernandez, Dean | Pierce College |
| Mike Flowers | Pierce College |
| Jill Connelly | Pierce College |
| Marcia Wilson | Trade Tech College |
| Sandra Sanchez, Dean | Harbor College |

**Career and Technical Education (CTE) Minutes**

**Welcome & Introductions**- Dr. Lucia Robles, CTE/WFD Dean

A warm welcome was giving by Dr. Lucia Robles, Dean of Career and Tech. Education/ Workforce Development at the district office and from Laura Ramirez, Vice President Economic and Workforce Development East Los Angeles College.

**Review /Approval of Minutes**

The minutes were unanimously approved by the deans in attendance.

**Vice Chancellor Report**

Dr. Felicito Cajayon, Vice Chancellor of Workforce Development, gave a report on the Career Pathways Trust Grant. An update was also given on the Adult Education AB 86 imitative. A collaborative between LAUSD, LACCD, Burbank Unified School District and Montello Unified School District are working together for the 2015 launch for Adult Education.

There is an internal announcement for a dean position at LACCD to begin working on this project.

 LACCD and LAUSD will work closely together to assure that there is no duplication of efforts in the AB 86 initiative. Each campus should be familiar with this initiative and how it may impact each campus. Dr. Cajayon stated that this is where the hard work begins. Everyone will come to the table to start hashing out issues which may make things complicated. AB 86 will focus on

1. Basic Education
2. Apprenticeship
3. ESL
4. Learning Disability
5. Short Term CTE

The planning must focus on all five of the above mentioned targets.

**Vice Chancellor of Student Services, Bobbi Kimble**

The Institution Effectiveness Committee referenced the Los Angeles/ Orange County Regional Consortia (LAOCRC) Program Approval Process and asked if there was a similar process to determine what programs to offer on each campus without being redundant. The deans discussed the potential regionalizing certain programs. Dean Robles advised that we follow the same process the region has.

The lack of biennial CTE program reviews, which are mandated to be approved by the Board of Trustees, was also discussed. This has been a topic of frequent discussion but we have never been able to determine how to proceed. The deans discussed grouping colleges’ biennial reviews by award area, so that they go forward in a coherent fashion (i.e. all the nursing and allied health programs in one group, all the automotive programs in another group, etc.). One difficulty with that approach is that every college has a different way they review their programs and there is no standard set of date elements. The deans decided to review the mandatory reporting areas per Title 5 and see if they could develop a simple reporting format. Bobbi noted that there is a master calendar for when items go to the Institutional Effectiveness Committee, this link is located on the EPIE website, from which we could develop a general 2-year reporting plan. Laura Ramirez will follow up with the CIO’s and Lucia and Alex with follow up with the deans on a how to proceed. Rick Hodge has volunteered to assist with these efforts.

Note:

 6802. VOCATIONAL PROGRAM BIENNIAL REVIEW

In addition to the program review standards, criteria, policies and procedures established pursuant to Board Rule 6801, each college’s vocational or occupational training programs (i.e., degrees or certificates with TOP codes identified as “vocational” in the Chancellor’s Office Taxonomy of Programs) shall

be subject to a biennial review. This review of vocational programs shall determine whether the following conditions or criteria are met:

1.The program meets a documented labor market demand;

2.The program does not represent an unnecessary duplication of other vocational or occupational training programs in the area; and

3.The program is of demonstrated effectiveness as measured by the employment and/or completion success of its students.

This review of each of the college’s vocational or occupational training programs shall be scheduled once every two years, and shall include a

review and comments from a local Workforce Investment Board. The college shall make written summaries of its biennial review findings

available to the public. Upon completion of the required biennial review of vocational programs, the college’s President and the Academic Senate President shall certify that the vocational programs reviewed meet the criteria listed above and forward this certification to the Chancellor. The Chancellor will then

present to the Board of Trustees, as an information item, a list of programs reviewed and certified as meeting the requirements of Education Code

section 78016.

If a College President and college Academic Senate determine that a program does not meet the above requirements, the college shall conduct a viability review in accordance with the procedures established under Board Rule 6803. The purpose of a viability review is to determine what measures, if any, should be taken to improve the program. If the program fails to meet the requirements of Education Code section 78016 and this Board Rule, the college shall,

in keeping with the provisions of Board Rule 6803.10, consider the program’s termination.

EC 78016

**Alliance for Education**

A new state wide initiative will be asking workforce boards in a number of regions to discuss ways that adjoining counties can work together to develop a plan for the next generation of programs. Ultimately the state is hoping for 15 regional authorities to look at workplace development issues. Dean Rick Hodge, Los Angeles Southwest College has already done this while working in the San Bernardino County. Dean Hodge presented a PowerPoint on his efforts in this initiative before joining LACCD. He demonstrated how collective impact framework was used to get this initiative in effect.

Dean Hodge has asked the deans to send him an email if they were interested in forming a sub-committee to get this initiative up and running in LACCD.

**TAACCCT Update**

Marcia Wilson gave an update on the TAACCCT grant. A meeting will be held on Wednesday, May 7, 2014, 12:30 - 3:00 at LATTC. All VP’s will be sent an invitation to attend.

Trade Tech is currently in the process of hiring a director for this grant, (notes indicated this would be a SFP Program Director, but this has yet to be determined). Trade submitted the Notice of Intent to the Personnel Department for a Dean position; it was rejected as the language in the job description did not meet the requirements of a dean per their guidelines. The NOI was resubmitted and is pending approval.

The Department of Labor was sent a 53 page in response to their questions after the in depth review on February 28. The budget was resubmitted to reflect the preferred DOL expenditure categories; this did not change the overall budgets of the colleges. There was a question raised in regards to hiring subcontractors. It is required that we work with subcontractors, as sub grantees are not allowable. Clarification was sent regarding the role of our partners as subcontractors.

Each campus President was sent a CD with their allocation and executed grant documents; and email was also sent in January. Each campus has to set- up their own budgets; all but two have done s to date. There is a need for a single point of contact on each campus besides the VP’s. Leticia Barajas will be requesting this information.

The report from this last quarter is due 5/15/14. The location of the reporting document was shown on the LA H3C website.

**Business and Industry Partner**

Dean Robles has been working diligently on getting business partners. An Industry Partner Meeting will be held later this month and the CTE Deans will be sent an invite to attend.

**New Programs**

Jose Luis Fernandez, Dean Los Angeles Pierce College, presented the Mobile Apps Degree and Certificate. The deans reviewed the information sent by Dean Jose Luis Fernandez and gave the support to move forward. The program will be presented to LAOCRC in May 2014 and Pierce College has asked if all delegated voters would attend. If you are unable to attend please vote online.

Sandra Sanchez, Dean Harbor College, is asking for support to move forward in the local approval for the Architect Program. This program has been at Harbor College for the past 15 years and has not been approved locally. It is Harbor’s intent to get the State’s approval so that the numbers of Certificates and Degrees awarded can be accounted for. Dean Sanchez was advised to look at the new process to get program approval both State and Locally.

**Other Items and Announcements**

**Perkins Fiscal Year (FY) 2014-2015**

The Perkins Application for the FY 2014-2015 is due 4/22/14. The final allocations have not been released so the deans were advised to work with the numbers Lucia has provided; adjustments can be made once the allocations have been released. Maureen White from the State Chancellor office has advised Lucia to inform the deans to work with the core indicators from last year. Chuck Wiseley, the person in charge of updating the core indicators has retired and has not been replaced as of this date.

**Launch Board Training**

Dean Robles contacted the individual in charge of doing the training on Launch Board with the hopes of having the training in June. Dean Robles was informed that they have already been contacted by Dean, Paul De La Cerda, ELAC and a training date has already been set. Dean Robles will follow up with Paul to get the specifics on the where, when and time and will forward this information on to the deans.

**Michael Brustein**

Part two of the EDGAR training has been confirmed for August 14, 2014 from 10am-1pm at Van De Kamp.

**SB1070**

At the direction of Vice Chancellor Cajayon, Dean Robles has been removed as the Project Director and Dean De La Cerda has been added. The required information still needs to be sent to the state to have this done officially.

**Website**

Lucia asked if all the deans would take a look at the CTE website and give feedback as soon as possible.

**Mobile App**

The deans were asked to send Dean Robles an update on this program so that the information can be passed on to our Vice Chancellor, Felicito Cajayon. Pierce College is moving forward with this program and plans to present to LAOCRC in May. ELAC is moving forward with the Mobile Application Program as well.

**SB70**

The FY 2011-2012 SB70 grants have ended. The online fiscal narrative and the full narrative reports from the beginning of the grant to the end need to be sent to Cynthia Mc Farland at the State. If the narrative report is not turned in, the colleges will not receive the remaining 10%. Kudos to Mission, Pierce and Valley for completing all of the required reports.

**Next Meeting**

The next meeting on May 8, 2014, will be hosted by Harbor College.