



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

Career Education Deans Meeting – Fall 2023 Kick-off

Thursday, August 31, 2023 | 9am to 11am | [Zoom](#)

AGENDA	
Welcome	<p>Meeting Purpose</p> <ul style="list-style-type: none"> Fall kick-off – prep for spring submissions: <ul style="list-style-type: none"> Biennial Review Advisory Committees Submission to BOT Perkins Comprehensive Local Needs Assessment (CLNA) Reality Check and Opportunity Reminders <p>Agenda Review</p>
CTE Biennial Review	<p>Process Summary</p> <p>Program Fact Sheets</p> <ul style="list-style-type: none"> Regional Dashboard – new! PDFs - sample Faculty Guide <p>2023-24 Worksheet (word version available on resource page)</p> <p>Optional Faculty Narrative Worksheet (word version available on resource page)</p>
Advisory Committees	<p>Process Summary</p> <p>Past list submissions and 2023-24 Checklist – <i>will be shared via teams</i></p>
Perkins CLNA	<p>Perkins Resources</p> <ul style="list-style-type: none"> Perkins Resource Page and Perkins Districtwide Handbook <p>CLNA Guidance and Reference Materials</p> <ul style="list-style-type: none"> Districtwide Stakeholder Engagement Model Timeline Preparing for the CLNA <ul style="list-style-type: none"> Districtwide CLNA Reporting Guide CLNA Worksheet Packet Data Resources Available Perkins V Required Uses <p>Past Priorities - May 2022 Districtwide CLNA</p> <ul style="list-style-type: none"> Summary of Observations & Strategies (pg. 8) Summary of Regional Needs (pg. 17)
Data Engagement	<p>CTE Biennial Report Presentation</p> <p>- Stephen Bass, Research & Planning Analyst, District Office</p> <p>Discussion</p>

Reminders	2023-24 Schedule and Deadlines (as of August 2023) Licensing List SOC codes SWP Round 5 Chancellor Cabinet Report – missing information! 😊 SWP Round 8 – project plans due in October CTE Researchers – prioritizing work Scheduling <ul style="list-style-type: none"> • CTE Deans Meetings • Associate Deans Meeting • CTE State Plan – Regional Implementation Convening 10/4 • Perkins process improvement meetings – scheduling request (Monica)
Close	Round table



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Career Education Deans Meeting

Thursday, September 28, 2023 | 9am to 11am | Zoom

AGENDA	
Welcome	Meeting Purpose & Intent Agenda Review
CTE Faculty Hiring (9am)	<i>Guest: Acting Vice Chancellor, Aimee Gallagher</i> Hiring CTE Faculty <ul style="list-style-type: none">• Challenges and Opportunities• Competitive hiring packages and Program Discontinuance• Open discussion• Future topics
Grant Management (10am)	<i>Guests: CoCo Bazemore and Jonathan Sanchez, District Grants & Contracts</i> Financial Grant Management Support <ul style="list-style-type: none">• Challenges & Opportunities• Role and process clarification• Opportunities for collaboration• Open Discussion
SWP	Round 8 Funding and Cabinet Update Expanded Uses Memo Audit of Rounds 1 – 5 Round 5 Chancellor's Cabinet Report Reminders: <ul style="list-style-type: none">• Round 6• Round 7• Round 8
Data Engagement	CTE Data Reminders <ul style="list-style-type: none">• CLNA – Available Data & Resources• CTE Data, Reports, and Resources Employment Outcomes Summary – will be shared at October's Career Services WG Diversity Report – faculty and staff compared to student enrollments (coming soon!)
Reminders & Updates	2023-24 Schedule and Deadlines (as of August 2023) Licensing List – Grant (foundations) CTE Researchers Scheduling <ul style="list-style-type: none">• CTE State Plan – Regional Implementation Convening 10/4• VC Fischthal attending November Meeting

Close	Round table
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Career Education Deans Meeting

Thursday, October 26, 2023 | 9am to 11am | [Zoom](#)

AGENDA	
Welcome	<p>Agenda Review</p> <p>Introductions – Qingai “Sunny” Xu - District CTE Research Expert (employed and funded by COE)</p>
Reminders & Updates	<p>2023-24 Schedule</p> <p>Advisory Committee Lists – due April 12</p> <p>Biennial Review – due April 12</p> <p>Apprenticeship – fund balance report; DW meeting scheduled for 11/28; regional WG: 11/17</p> <p>Gainful Employment Regulations</p> <p>Scheduling</p> <ul style="list-style-type: none"> VC Fischthal attending November Meeting <p>Follow-up meetings (District Business Services and HR)</p>
Data Engagement	<p>Diversity Report – faculty and staff compared to student enrollments</p> <p>What’s in the Report</p> <ul style="list-style-type: none"> Faculty race/ethnicity Staff race/ethnicity Management race/ethnicity <p>New: Department level comparison of faculty and students - Faculty teaching compared to students enrolled (2022-23)</p> <p>Priority focus: Faculty race/ethnicity compared to students race/ethnicity</p> <p>What does the report show?</p> <ul style="list-style-type: none"> Faculty’s race/ethnicity is not fully representative of the students’ race/ethnicity. Employees have a closer representation of ethnicity to the student body. The race/ethnicity of management differ greatly in several students’ groups at each institution of the district. Data improvement is needed – 28% of faculty have no specified race/ethnicity <p>CLNA reminders</p> <ul style="list-style-type: none"> Available data Regional Needs Assessment – <i>fall report coming out soon</i> <ul style="list-style-type: none"> 2020 Regional Needs Assessment 2022 Regional Needs Assessment Black SS report Equity Gaps in Priority Jobs and Programs Report

Dreamers	PD for faculty who teach entrepreneurship – inquiry List of Certificate and Degree programs for Small Business & Entrepreneurship PD for Dreamer Center leads on programs
Subject Area Meetings	CTE Subjects – review list of subject areas – any changes needed? 2023-24 Prioritization Discussion - Spring planning
Licensing and Certification Fees	List Confirmation <ul style="list-style-type: none"> Should reflect all programs with required fees for employment Available Funding – Health focused only
SWP	<p><u>Local</u></p> <p>Audit of Rounds 1 – 5 – due early November / ASAP</p> <ul style="list-style-type: none"> City- Rounds 1 - 5 Clean Up Notes - September 2023.xlsx Mesa - Rounds 1 - 5 Clean Up Notes - September 2023.xlsx Miramar- Rounds 1 - 5 Clean Up Notes - September 2023.xlsx SDCCE- Rounds 1 - 5 Clean Up Notes - September 2023.xlsx <p>Reminders:</p> <ul style="list-style-type: none"> Expanded Uses Memo Round 5 - Chancellor’s Cabinet Report Round 6 <ul style="list-style-type: none"> Fund Balance Report Closes December 30, 2023 Final financial reporting due in February Worksheet for Chancellor’s Cabinet report due March 1 Round 7 <ul style="list-style-type: none"> Fund Balance Report Closes June 30, 2024 Round 8 <ul style="list-style-type: none"> Project Plans Fund Distribution Reminders <p><u>Regional</u></p> <p>Revised reporting process – support from district business services Schedule of reporting deadlines List of RFAs as of August</p>
Perkins	<p><u>1C</u></p> <p>Fund Balance Reports</p> <p><u>Reserve</u></p> <p>Invoicing process – support from district business services</p>
Close	Round table



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Career Education Deans Meeting

Thursday, November 30, 2023 | 9am to 11am | [Zoom](#)

AGENDA	
Welcome	Agenda Review
Data Engagement	<p>Perkins Comprehensive Regional Needs Assessment – Fall 2023 Report <i>Guest Speaker: Eddie Matthews, Centers of Excellence (COE)</i></p> <ul style="list-style-type: none">• Presentation & Discussion• Reflection Questions• Regional and local opportunities for engagement <p>CTE FTES & Headcount – preliminary districtwide dashboard - <i>Qingai Xu</i></p> <p>CTE Student Data Dashboard – <i>Qingai Xu</i></p> <ul style="list-style-type: none">• Discussion• Mesa's Local Dashboard <p>CTE Priority Projects</p> <ul style="list-style-type: none">• Reminders – recurring districtwide reports• Current priority projects for District CTE Research Expert• Local priority project planning – <i>Brief Round Table/Check-in</i>• Districtwide meeting to review and discuss CTE research projects – spring planning <p>Well-Being For Students with Minoritized Identities – ACE Report Summary provided by District DSPS</p>
SWP	<p>Rounds 1 – 5 Clean up</p> <p>Rounds 6</p> <ul style="list-style-type: none">• Closes December 31, 2023• Financial Reporting• Cabinet Update due March 1 <p>Round 7</p> <ul style="list-style-type: none">• Closes June 2024• Financial Reporting <p>Round 8</p> <ul style="list-style-type: none">• Project plan approvals• Distribution reminders• Reporting reminders <p>Round 9</p> <ul style="list-style-type: none">• Future Funding Formula for Local Base Distribution

	<p>Round 5</p> <ul style="list-style-type: none"> • Cabinet Update <p>Regional SWP Contracts – invoice process check in and reminders</p> <ul style="list-style-type: none"> • Schedule of reporting deadlines • List of RFAs as of August
Perkins	<p>1C – 2023-24</p> <ul style="list-style-type: none"> • Fund Balance Reports • All funds must be spent by June 2024 • Reminders: <ul style="list-style-type: none"> ○ Use TOP Codes for expenses ○ Align your local peoplesoft budget with NOVA <p>1C - 2024-25</p> <ul style="list-style-type: none"> • Perkins Headcount projections – in process • Validation – Jan/Feb • Application materials due date – TBD; most likely April • CLNA materials due date – TBD; same time as application materials <p>Reserve</p> <ul style="list-style-type: none"> • Invoicing process – support from district business services (TBD) <p>Future application opportunities – TBD</p>
Reminders & Updates	<p>2023-24 Schedule</p> <p>April 2024 Deadlines:</p> <ul style="list-style-type: none"> • Advisory Committee Lists – due April 12 • Biennial Review – due April 12 <p>Apprenticeship Funds – must be spent by June 2024</p> <p>Gainful Employment Regulations – pending federal guidance</p> <p>K12 AWP R6 and R7 – feedback and engagement opportunity</p> <p>Spring PD for faculty – agreement to work collaboratively</p> <p>CTE Subject Area Meetings – Spring support available</p> <p>Licensing & Certification Fees – list shared</p> <ul style="list-style-type: none"> • Annual update cycle?
Close	<p>Scheduling & Agenda Development</p> <ul style="list-style-type: none"> • VC Fischthal postponed until further notice • District Business Services • District HR <p>Round table</p>



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Career Education Deans Meeting

Thursday, February 29, 2024 | 9am to 11am | [Zoom](#)

AGENDA	
Welcome	Agenda Review
CTE Data Engagement	<p>Updates:</p> <ul style="list-style-type: none">• CTE Dashboard – FTEF added• Perkins Dashboards<ul style="list-style-type: none">○ Core Indicator Dashboard – added college level data○ Head Count validation dashboard – available;<ul style="list-style-type: none">▪ Will support faster validation for the new round of funding▪ Will help with projections in the future▪ Reminder: 2024-25 funding is informed by 2022-23 MIS data <p>CTE Data, Reports, & Resources – Update/Reminder List</p> <ol style="list-style-type: none">1. CTE Research Expert Priority Projects2. Other Related CTE Data/Reports provided by CEWD in partnership with District Research3. Other district data/reports of interest
Perkins	<p>2024-25 Application & CLNA – Perkins Resource Page</p> <ul style="list-style-type: none">• Headcount validation process<ul style="list-style-type: none">○ Dashboard○ State reports – TBD (first step in formal validation process)○ State negotiated targets (part of application)• Core Indicators<ul style="list-style-type: none">○ Core Indicators Dashboard<ul style="list-style-type: none">▪ Will be updated with new core indicators once the state releases them (TBD)• Application deadlines<ul style="list-style-type: none">○ Early April:<ul style="list-style-type: none">▪ Student Success Goals▪ Contacts○ End of April<ul style="list-style-type: none">▪ Application Content<ul style="list-style-type: none">• CLNA – complete worksheetpacket• Local Application Narrative responses• Required uses worksheet• Signed program core indicator report• Signed college level core indicator report• NOVA content entered – TOP codes and Across Programs• Resource Reminders:<ul style="list-style-type: none">○ CLNA guide

	<ul style="list-style-type: none"> ○ CLNA Workpacket (word version is on the website) ○ Available data
SWP	<ul style="list-style-type: none"> • Local <ul style="list-style-type: none"> ○ Cabinet Update – R6 worksheets ○ R9 planning <ul style="list-style-type: none"> ▪ Funding challenges – decreasing funds due to staffing - discussion ▪ Discussion prep - Local SWP Round 9 distribution of funds • Regional <ul style="list-style-type: none"> ○ Grant Management Improvement Recommendations ○ Potential Cabinet Update on total funds received ○ Reporting Process and Deadlines <ul style="list-style-type: none"> ▪ Next reporting deadline is August 15 ▪ District Business Services to provide detailed ledger and invoice by end of July ○ Round 7 Regional Contract list
CTE Biennial Review & Advisory Committees	<ul style="list-style-type: none"> • April 12th deadline: <ul style="list-style-type: none"> ○ Committee Lists ○ Biennial Review Worksheet with confirmation of evidence <ul style="list-style-type: none"> ▪ Recommended to use provided program fact sheets and CTE EOS college-level pdfs • Making it meaningful – roundtable on 2023-24 efforts and future planning
Reminders & Updates	<ul style="list-style-type: none"> • March 1 – Governor’s Master Plan for Career Education • March 8 - Vision Aligned Reporting • CTE Subject Area Meetings – Updates • Career Services Updates <ul style="list-style-type: none"> ○ Districtwide Career Services WG update ○ Career Services Districtwide Commitments ○ Handshake Updates ○ Career Fest & Fair 2024 Updates ○ March 5th Career Services Workshop for special programs (EOPS, LGBTQ, Veterans, Puente, etc., etc. ○ April 3 Special Topic meeting – career services for undocumented students; • Joint Partnership with San Diego Workforce Partnership – Committee Updates <ul style="list-style-type: none"> ○ Transitions in leadership ○ Outreach sub-group ○ Employer Engagement sub-group ○ March 20th Sectors Updates – please invite faculty and deans ○ March 22 ETPL training – all are welcome ○ Student/Program Fast Facts for Employers – pilot project
Close	<ul style="list-style-type: none"> • Round table • Scheduling <ul style="list-style-type: none"> ○ May Meeting – Presentation from District CPL leads on MAP program ○ April meeting date – conflicts with CCCAOE



Career Education Deans Meeting

Thursday, March 21, 2024 | 9am to 11am | [Zoom](#)

AGENDA	
Welcome	Agenda Review
Perkins	<p>2023-24 Perkins</p> <ul style="list-style-type: none">• Q3 reporting – narratives and activity bullets• Funds must be fully spent or encumbered by 6/30• Changes to programs and projects• TOP activity codes must be utilized locally <p>2024-25 Application & CLNA</p> <p><u>Perkins Resource Page</u></p> <ul style="list-style-type: none">• Updates from the Chancellor’s Office:<ul style="list-style-type: none">○ New CTE Program Investment Criteria<ul style="list-style-type: none">▪ COE spreadsheet○ CLNA Guide – no impact on local process○ Local Application Questions – revised Questions – updated local worksheet coming soon• Headcount and funding• Core Indicators<ul style="list-style-type: none">○ Updated reports not yet available from Chancellor’s Office○ <u>Core Indicators Dashboard</u>• <u>Application deadlines</u><ul style="list-style-type: none">○ Early April:<ul style="list-style-type: none">▪ Student Success Goals▪ Contacts○ End of April<ul style="list-style-type: none">▪ <u>Application Content</u><ul style="list-style-type: none">• CLNA – complete worksheet packet• Local Application Narrative responses<ul style="list-style-type: none">○ REVISED Questions; new worksheet coming soon• Required uses worksheet• Signed program core indicator report• Signed college level core indicator report• NOVA content entered – TOP codes and Across Programs• Resource Reminders:<ul style="list-style-type: none">○ <u>CLNA guide</u>○ <u>CLNA Worksheet packet</u> (word version is on the <u>website</u>)○ <u>Available data</u>

SWP	<ul style="list-style-type: none"> • Local <ul style="list-style-type: none"> ○ R7 ○ R8 ○ R9 planning – blended approach recommended and endorsed last meeting (FTES & Headcount) • Regional <ul style="list-style-type: none"> ○ New RFAs ○ Grant Management Improvement Recommendations ○ Reporting Process and Deadlines <ul style="list-style-type: none"> ▪ Next reporting deadline is August 15 ▪ District Business Services to provide detailed ledger and invoice by end of July <ul style="list-style-type: none"> • Ensure all posts are completed by July 20th • District will begin pulling reports July 25th • Work with Omar and Jonathan on all regional contracts ▪ Updates from District Business Services <ul style="list-style-type: none"> • Managing pass sheets – tips ○ Round 7 Regional Contract list ○ Regional Data Requests <ul style="list-style-type: none"> ▪ WBL/SG21 ▪ Job Placement ▪ Apprenticeship Program Inventory
CTE Biennial Review & Advisory Committees	<ul style="list-style-type: none"> • April 12th deadline: <ul style="list-style-type: none"> ○ Committee Lists <ul style="list-style-type: none"> ▪ Check list ▪ 2022 Submissions ○ Biennial Review Worksheet with confirmation of evidence <ul style="list-style-type: none"> ▪ Recommended to use provided program fact sheets and CTE EOS college-level pdfs • Biennial Review <ul style="list-style-type: none"> ○ Districtwide Program Fact Sheet Dashboard <ul style="list-style-type: none"> ▪ project status update - across program visualization phase 1 ▪ addition of number of awards coming soon ○ Improvements Discussion – feedback on program fact sheets (pros and cons) and future changes (planning) ○ Missing data – Certificates of Performance, other? ○ Making it meaningful – roundtable on 2023-24 efforts and future planning
Reminders & Updates	<ul style="list-style-type: none"> • CTE Subject Area Meetings – Updates • Launchboard • Vision Aligned Reporting • District Program Activity Manager • WBL – updated report and audit insight • Career Services Updates

	<ul style="list-style-type: none"> ○ Districtwide Career Services WG update ○ Career Services Districtwide Commitments ○ Handshake Updates ○ Career Fest & Fair 2024 Updates ○ April 3 Special Topic meeting – career services for undocumented students; ● Workforce Partnership Sector Initiatives Update (3/20) ● ETPL Training – March 22
Close	<ul style="list-style-type: none"> ● Round table ● Scheduling <ul style="list-style-type: none"> ○ May Meeting – Presentation from District CPL leads on MAP program ○ April meeting date – conflicts with CCCAOE ○ Request made to re-consider meeting date/time – feedback needed



Career Education Deans Meeting

Thursday, May 31, 2024 | 9am to 11am | [Zoom](#)

AGENDA	
Welcome	Introductions Agenda Review
Adult Learners	<ul style="list-style-type: none">• Credit For Prior Learning – Military Articulation Pathways (MAP) Update (<i>Desiree Payne</i>)<ul style="list-style-type: none">◦ Summary• Community Crafted: Military-Affiliated EOC Review – <i>Moved to future agenda</i><ul style="list-style-type: none">◦ Past meeting recording◦ Regional marketing resources here.
Employment Outcomes	<ul style="list-style-type: none">• Job Placement Data Reporting<ul style="list-style-type: none">◦ Districtwide process and data collection tool(s)◦ Summer launch• Handshake Reporting• Districtwide CTEOS Dashboard (Qingai Xu) – <i>review of new dashboard!</i>• WBL<ul style="list-style-type: none">◦ Coding reminders and process improvement◦ Districtwide fall meeting◦ Reports – February Report; next report will be available in July◦ Districtwide Dashboard - TBD• Work Experience<ul style="list-style-type: none">◦ Foundational data dashboard
Program Compliance	<ul style="list-style-type: none">• Biennial Submissions<ul style="list-style-type: none">◦ Biennial Review – Board Submission◦ Advisory Committee Lists – Board Submission◦ 2024-25 Process Improvements and SOC Code Validation<ul style="list-style-type: none">▪ Summer 2025 – new program fact sheets and reports to inform 25-26 Biennial Review Activities and CLNA (both due spring 2026)• Apprenticeship Programs<ul style="list-style-type: none">◦ Documentation, curriculum, and coding/data• Administrative Procedures (24-25 activity)
Perkins	<ul style="list-style-type: none">• 2023-24<ul style="list-style-type: none">◦ Q4 reporting – narratives and activity bullets – <i>Due first week of July</i>◦ Funds must be fully spent or encumbered by 6/30◦ Final Reports – <i>Due first week of August</i>• 2024-25 Application & CLNA<ul style="list-style-type: none">◦ CLNA Strategies – Summary of College-Specific Strategies◦ State Negotiated Targets◦ Programs• Resource Reminders:<ul style="list-style-type: none">◦ Perkins Headcount

	<ul style="list-style-type: none"> ○ Districtwide Re-visualization of Perkins Core Indicators - Dashboard ○ CTE Dashboard ○ 2024-25 Perkins Qualifying Criteria Dashboard of SDCCD CTE6 TOP Programs
SWP	<ul style="list-style-type: none"> • Regional SWP Grants <ul style="list-style-type: none"> ○ Grant Management Improvement Effort <ul style="list-style-type: none"> ▪ Collaborative Efforts with District Grants & Contracts <ul style="list-style-type: none"> • May 15 Meeting Notes • May 29 Meeting Resource • September 2024 Meeting – VPA, Directors, and Grant Leads ▪ 23-24 fund balances and reporting <ul style="list-style-type: none"> • Reporting Deadlines • 7/31 - District Office to provide detailed ledgers and invoices • 8/15 - Reporting due (College lead) ▪ Fund numbers and budgets for 2024-25 <ul style="list-style-type: none"> • 7 new Fund Numbers • Three 23-24 extensions ○ 24-25 RFAs <ul style="list-style-type: none"> ▪ College Applications ▪ Districtwide Applications • Local – Summary of Projects by Round <ul style="list-style-type: none"> ○ Fund Balances ○ Round 6 – clean up reminders ○ Round 7 – closes June 30, 2024 ○ Round 8 – closes June 30, 2025 ○ Round 9 – percentages confirmed; project plans due in October <ul style="list-style-type: none"> ▪ SWP Distribution Process Reminders ○ Cabinet Updates and Board of Trustee Reports – R5, 6, & 7 (fall 2024)
Workforce Partnership	<ul style="list-style-type: none"> • Updates and Reminders • 2024-25 Planning <ul style="list-style-type: none"> ○ College Presentations – invitation/opportunity ○ Special populations specific ○ Employer Engagement group ○ Rapid Response Presentations - opportunity

Fall Planning	<ul style="list-style-type: none"> • Districtwide Committees & Workgroups – Local Representation Check-in <ul style="list-style-type: none"> ○ CTE Deans Meetings (monthly) <ul style="list-style-type: none"> ▪ Lead CTE Dean & Associate Dean needed ○ Career Services Workgroup (monthly) <ul style="list-style-type: none"> ▪ Lead CTE designee, lead(s) from: Career Nav RFA, Career Center, WBL, Job Placement, and Employer Engagement ○ Work Experience Process Committee (once or twice per term) ○ Apprenticeship Program Improvement (once or twice per term) ○ Handshake Implementation Workgroup (monthly) ○ Career Events Workgroup (monthly) ○ Directed Clinical Practice Programs (once per semester) ○ Districtwide Child Development Advisory Committee (once per year – usually late fall) ○ SDWP/SDCCD Joint Partnership (monthly - may move to less quarterly) <ul style="list-style-type: none"> ▪ Employer Engagement sub-committee – monthly ○ CTE Research – fall 2024 kickoff ○ Work-Based Learning (early fall) ○ CTE Grant Fiscal Training <ul style="list-style-type: none"> ▪ Regional SWP – early fall ▪ General – Perkins and SWP – summer or early fall ○ CTE Subject Areas held by all four colleges <ul style="list-style-type: none"> ▪ Work Experience Subject Area – fall 2024
Reminders & Updates	VAR LAEP CTE Pathway Awareness – Outreach Staff Training Launchboard 2024-25 CTE Subject Areas Summer Trainings – Budget Access . Grants; onboarding
Close	Roundtable