

**Meeting of the San Bernardino Community College District Board of Trustees  
Career Technical Education Standing Committee  
SBCCD Boardroom, 114 S. Del Rosa Dr., San Bernardino, CA 92408  
January 10, 2019, 1:00 p.m. Committee Meeting Agenda**

- 1. CALL TO ORDER – Welcome and introductions of committee members**
- 2. ACTION AGENDA**
  - a. Consideration of Approval of 2019 Chairperson (p2)
- 3. APPROVAL OF MINUTES**
  - a. December 12, 2018 (p3)
- 4. REPORTS/PRESENTATION (verbal and/or visual)**
  - a. The Brown Act Cheat Sheet and Robert's Rule of Order Cheat Sheet (p5)
  - b. Career Technical Education Committee Charge (p7)
  - c. Career Technical Education Committee Membership (p7)
  - d. Career Technical Education Program Reports (p8)
    - i. San Bernardino Valley College
      1. Diesel Technology (forthcoming)
    - ii. Crafton Hills College
      1. Computer Information Systems (p9)
  - e. EDCT – iLead, Makerspace, Transition Projects
  - f. Media Academy
  - g. KVCR Update
- 5. PUBLIC COMMENT ON NON-AGENDA ITEMS**

Any member of the public who wishes to address the Committee on any matter is limited to five minutes. The total time for members of the public to speak on the same or a similar issue shall be limited to 20 minutes. Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Office of the Chancellor at (909) 382-4091 as far in advance of the meeting as possible.
- 6. ADJOURN** The next meeting of the Board of Trustees Career Technical Education Standing Committee: February 21, 2019, 1:00 p.m.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Career Technical Education Standing Committee Members

**FROM:** Bruce Baron, Chancellor

**PREPARED BY:** Heather Ford, Executive Administrative Assistant

**DATE:** January 10, 2019

**SUBJECT:** Consideration of Approval of 2019 Career Technical Education Standing Committee Chairperson.

**RECOMMENDATION**

It is recommended that the Career Technical Education Committee accept nominations and approve the 2019 Committee Chairperson.

**OVERVIEW**


Since the December 8, 2016 Board meeting, the Board has developed additional Ad Hoc committees and some Ad Hoc committees have become standing committees. Committees are needed to improve the efficiency of the board. Board Ad Hoc Committees meet on an as needed basis for the 2019 calendar year. Standing Committees meet on a regular basis. The role of the Board's Committees is to review and recommend policy issues for further consideration and development through established processes.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

No impact to the budget.

	<b>CTE Ad Hoc Committee Minutes</b>	Meeting Date	December 13, 2018
		Meeting Time	1:00 p.m.
		Location	SBCCD Board Room 114 S. Del Rosa Dr., San Bernardino

Members Present			
Trustee John Longville (Chair)	Trustee Dr. Anne Viricel	Chancellor Bruce Baron	Chancellor Bruce Baron
President Diana Rodriguez	Keith Wurtz	Robert Levesque	
Heather Ford (recorder)			

Agenda Items	Discussion	Action Items/Tasks
I. Call to Order	Trustee J. Longville called the meeting to order at 1:02 p.m.	
II. Approval of Minutes	The Committee reviewed and approved the minutes from 11/06/2018.	<b>Action Item - Minutes Approval Motion – A. Viricel Seconded – J. Longville Unanimous Approval</b>
III. CTE Program Overview		
<i>SBVC – D. Rodriguez Presented</i>	<p>Heating, Ventilation, Air Conditioning/Refrigeration – D. Rodriguez reviewed the CTE program. Enrollment trend increased for 2017/18. Need an adjunct faculty to hold class early is a challenge.</p> <p>A. Viricel congratulated D. Rodriguez on the program doing well.</p>	
<i>CHC – D. Word Presented</i>	<p>Paramedic - K. Wurtz reviewed the handout. Enrollment has done continuously well. This program has a programmed patient simulation acted by theater students. Success rates are consistently above 90%. Certificate awards have decreased slightly. The student employment after completion is 94%. This is cohort program with met prerequisites.</p>	TASK - K. Wurtz to look into the decrease in certificates awarded.
<i>IV. EDCT – R. Levesque Presented</i>	<p>Southwest Carpenters Union Partnership - R. Levesque reported they met with SW Regional Council of Carpenters again yesterday which was the third meeting. Yesterday Southwest Carpenters Union toured SBVC and spoke with faculty. The goal is to align SBVC curriculum with the curriculum contained in the Carpenters Apprenticeship programs. This alignment will create a seamless transition into their program and provide our graduates with a guaranteed enrollment in the Carpenter’s Union apprentice program.</p> <p>Jon Caffery (Inland Empire Deputy Sector Navigator for Energy, Construction &amp; Utilities with the State Chancellor’s Office) is pushing this alignment.</p> <p>B. Baron mentioned this offers only opportunities for SBCCD. The real benefit is to the students who can get a curriculum with a guaranteed enrollment into the Carpenters Union apprenticeship program.</p>	

	The next step is Jon Caffery, Carpenter's Union, and SBVC faculty will meet to align the existing curriculum.	
EDCT – <i>Richard Galope Presented</i>	iLead, Makerspace, Transition Projects –	
V. Media Academy Update <i>D. Rodriguez and B. Baron Presented</i>	<p>D. Rodriguez reported the two campuses are in alignment of the vision, budget and additional curriculum. The plans are developing well. The two campuses are at a point in combining both campus plans. Questions came up – contacting studios, adobe, etc. L. Cuny has contacted Sony for equipment as well as the music industry. I. Kern-Foster has reached out to Garner Holt Industries regarding equipment and internships. The focus is to correct/edit the curriculum, pathways from K-12, pathways on campus, etc. to get up and running now. Staff and faculty are working together very well.</p> <p>The first class is targeted for fall 2019. SBVC is already recruiting students for the Media Academy. January Board meeting will include Media Academy Curriculum approval.</p> <p>D. Rodriguez confirmed these courses will be transferrable.</p>	
VI. Other Items	<p>J. Longville recommended this ad hoc committee become a standing committee. J. Longville will ask the board for approval.</p> <p>A. Viricel asked for all board members to receive the CTE committee meeting minutes going forward.</p>	
VII. Next Steps	<p>Next Meeting: January 10, 1:00 p.m. SBCCD Board Room</p>	
VIII. Adjournment	Meeting adjourned at 1:46 p.m.	

Respectfully submitted,

Heather Ford  
Executive Administrative Assistant  
Office of the Chancellor  
San Bernardino Community College District

## **THE BROWN ACT – CHEAT SHEET**

### **WHAT IS A MEETING (GC § 54952.2)**

Any gathering of a majority of the members of a legislative body at the same time and location (including those who are teleconferencing in) to hear, discuss, deliberate, or take action on any matter under the local public agency's jurisdiction.

### **WHAT ARE NOT MEETINGS? (GC §§ 54952.2, 54953.1)**

- Briefings regarding public agency business, if the content is informative and does not involve communicating the position or comments of any other legislative body member
- Conversations between legislative body members not regarding public agency business
- Conferences open to the public involving issues of interest to the legislative body
- Other public meetings (e.g., an organization hosts an open and publicized meeting on a topic of local community concern)
- Meetings of other bodies of the public agency (e.g., councilmembers attending a planning commission meeting)
- Social or ceremonial occasions
- Public meetings of a public agency's standing committee, if the legislative body members, who are not members of the standing committee, attend only as observers
- Legislative body members may testify in private before a grand jury

### **RULES FOR PUBLIC MEETINGS**

#### ***Meetings Must***

- Be open and public (including teleconferenced meetings) (GC § 54953)
- Comply with the Americans with Disabilities Act (GC § 54953.2)
- Permit the public to audio or video record the meeting (GC § 54953.5)
- Permit broadcasting of the meeting (GC § 54953.6)
- Permit criticism of public policies, procedures, programs, or services, and the legislative body's acts (GC § 54954.3)
- Permit public testimony and inspection (GC § 54954.3)
- Pertain only to agenda items (GC § 54954.2)

#### ***Meetings Must Not***

- Be held in any facility with discriminatory policies (GC § 54961)
- Require the public to give personal information, answer questions, or fulfill any condition to participate in meetings (GC § 54953.3)

#### ***The Legislative Body May***

- Prohibit public recordings or broadcasts if the noise, illumination, or obstruction of view is persistently disruptive (GC §§ 54953.5-54953.6)
- Set reasonable limits on public testimony (GC § 54954.3)
- Clear the meeting room, except for press or news media, if individuals willfully interrupt the meeting in a way that order cannot be restored by removing the disruptive individuals (GC § 54957.9)

## **ROBERT'S RULES OF ORDER – CHEAT SHEET**

### **TYPES OF MOTIONS**

- 1. Main Motion:** Introduce a new item
- 2. Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
- 3. Privileged Motion:** Urgent or important matter unrelated to pending business
- 4. Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
- 5. Motion to Table:** Kills a motion
- 6. Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

### **EVERY MOTION HAS 6 STEPS:**

- 1. Motion:** A member rises or raises a hand to signal the chairperson.
- 2. Second:** Another member seconds the motion.
- 3. Restate motion:** The chairperson restates the motion.
- 4. Debate:** The members debate the motion.
- 5. Vote:** The chairperson restates the motion, then first asks for affirmative votes, and then negative votes.
- 6. Announce the vote:** The chairperson announces the result of the vote and any instructions.

**TIP!** If the board is in obvious agreement, the chairperson may save time by stating, “If there is no objection, we will adopt the motion to...” Then wait for any objections. Then say, “Hearing no objections, (state the motion) is adopted.” And then state any instructions. If a member objects, first ask for debate, then vote and then announce the vote.

### **REQUESTING POINTS OF SOMETHING**

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Board members can declare a Point of Order, Point of Information, Point of Inquiry or Point of Personal Privilege.

**Point of Order:** Draws attention to a breach of rules, improper procedure, breaching of established practices.

**Point of Information:** A member may need to bring up an additional point or additional information (in the form of a non-debatable statement) so that the other members can make fully informed votes.

**Point of Inquiry:** A member may use point of inquiry to ask for clarification in a report to make better voting decisions.

**Point of Personal Privilege:** A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

\*A member may make a motion to reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.

ACTION	WHAT TO SAY	CAN I INTERRUPT SPEAKER?	NEED A SECOND?	CAN BE DEBATED?	CAN BE AMENDED?	VOTES NEEDED
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by..." (Add or strike words or both)	No	Yes	Yes	Yes	Majority
Move Item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone Item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request Information	"Point of Information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by ___ minutes."	No	Yes	No	Yes	2/3 vote
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a motion	"I move to table."	No	Yes	No	No	Majority

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

### **4(b). Career Technical Education Committee Charge**

To act as a catalyst for the enhancement of career technical education working through the campuses, EDCT, and Empire Network/KVCR by exploring current feasibility for effectiveness, relevance, and sustainability.

### **4(c). Career Technical Education Committee Membership**

#### **Members**

Trustee John Longville  
Trustee Joseph Williams  
Trustee Stephanie Houston

#### **Participants**

Chancellor Bruce Baron  
Vice Chancellor Richard Galope  
President Diana Rodriguez (SBVC)  
President Kevin Horan (CHC)  
Keith Wurtz, Vice President of Instruction (CHC)  
Keith Birkfeld, Interim General Manager (KVCR)  
Robert Levesque, Interim Executive Director(EDCT)  
Dan Word, Interim Dean Career Education & Human Development (CHC)  
Albert Maniaol, Dean Applied Technology, Transportation & Culinary Arts (SBVC)  
Heather Ford (recorder) Office of the Chancellor





# CAREER TECHNICAL EDUCATION ADVANTAGE



## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES CTE PROGRAM REPORT

Career Technical Education Program Overview

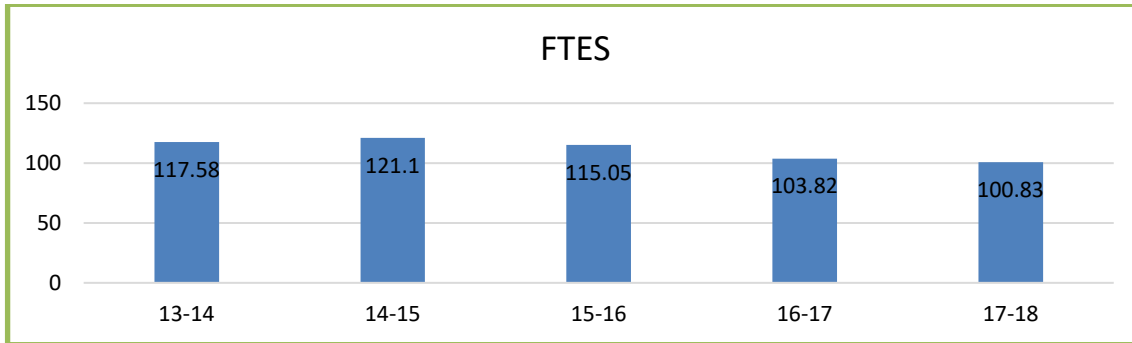


**COMPUTER INFORMATION SYSTEMS (CIS) and COMPUTER SCIENCE (CSCI)**

**Five-Year Enrollment Trend**

The enrollments and FTES have decreased approximately 14% in the last five years. However, the FTES from Fall 2017 to Fall 2018 has increased from 47 to 51, an 8% increase, indicating that enrollments are increasing for the 2018-2019 academic year. This increase is exceeding the campus wide increase which is increasing at a rate of 3%. Crafton has worked to increase enrollments through targeted marketing strategies by sending texts and emails to students who might be interested in specific CIS and CS courses.

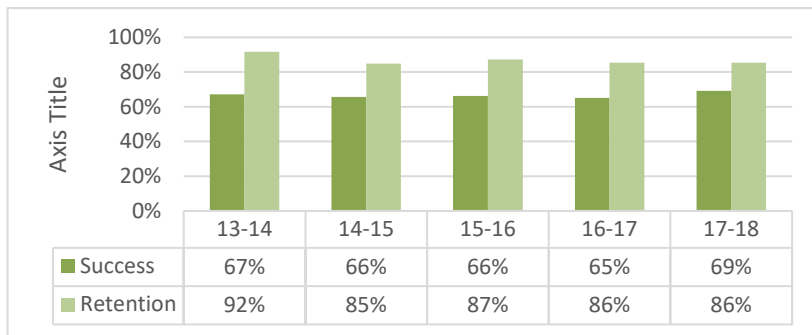
Academic Year	# of Sections	Total Enrollment (Duplicated)	Total FTES
2013-2014	43	1,092	117.58
2014-2015	47	1,060	121.10
2015-2016	51	1,045	115.05
2016-2017	44	936	103.82
2017-2018	44	902	100.83



Measure	13-14	14-15	15-16	16-17	17-18
Duplicated Enrollment	1,092	1,060	1,040	936	902
FTEF	9.21	10.43	10.85	9.54	9.68
WSCH/FTEF	382.88	348.47	318.05	326.41	312.63

**Success and Retention Rates**

The course success rates have increased from 67% in 2013-2014 to 69% in 2017-2018. The success rates from 2013 to 2017 fluctuated between 65% and 67%. However, from 2016-2017 to 2017-2018 the success rates increased from 65% to 69%, a 4% increase.



**Curriculum Status (new courses)**

The CIS and CSCI programs have been working together with the multimedia program to align curriculum, right new curriculum, and revise curriculum as well as modify their certificates and degrees. CIS has modified the following courses: CIS-211, Cascading Style Sheet Web Design, CIS-180, Computer Graphics with Adobe Illustrator, and CIS-900, Beginning Computing. To align their degrees and certificates with the industry, CIS has modified the following degrees and certificates: AS in CIS, CIS Certificate, and Web Design Certificate.

In addition, the following courses are under development: CIS-104, Object Oriented Programming with Visual Basic, CIS-111, Website Design and Development, CIS-117, Web Page Scripting, CIS-119, Introduction to Programming for Art and Design, and CIS-125, Introduction to C#.NET Programming, CSCI-101G, Introduction to Video Game Design, CSCI-110G, Introduction to Computer Science (Game Programming I), CSCI-130, Game Engine Scripting, CSCI-140, Game Mechanics and Simulation, CSCI-150, Programming for Graphics, CSCI-160, Artificial Intelligence in Game Design, CSCI-170, Mobile Game Development, and CSCI-193, Portfolio Production.

**Future Direction of Program/Industry**

There is no downtime in the information technology field and there are very few jobs and industries that have not been impacted by or become dependent on technology. In fact, technological know-how has become an essential skill in both education and in the workforce. The constant evolution of technology has a significant impact on our discipline. Major changes in software and hardware can occur every 18 months, presenting a constant challenge in terms of program currency. Many of the IT courses must be redesigned every three to four years to address emerging trends. It is also essential that the discipline be allocated the funds required to purchase the latest software. Additionally, the classroom PCs must be upgraded every three years (as per the CHC IT plan) in order to deliver the latest application versions quickly and efficiently. IT professors must spend numerous hours learning about new hardware components, software releases, operating systems revisions, and new developments in the industry and as such, conference attendance is essential for maintaining currency.

## Student Completions

The percent of online sections offered in CIS and CSCI has increased from 12% in 2013-2014 to 25% in 2017-2018, a 13% increase. However the number of awards has decreased from 16 2013-2014 to 11 in 2017-2018. In 2016-2017 the number of awards peaked at 24, which is largely a result of the new transfer degree. The college received a recommendation from the Institutional Effectiveness Partnership Initiative team that may help to increase the number of awards by automatically awarding students every degree and certificate they have earned when the student applies for a graduation check. The College is currently exploring this option and what would be involved in being able to implement such a strategy.

	13-14	14-15	15-16	16-17	17-18
Total Sections	43	47	51	44	44
Online Sections	5	7	14	11	11
% Online Sections	12%	15%	27%	25%	25%
Degrees Awarded	2	2	7	22	8
Certificates Awarded	14	9	2	2	3

## Program Review Cycle/Needs

**The program has identified the following needs in program review.**

- Multimedia capable PCs for CNTL 118 at a cost of \$166,330 in order to teach current concepts using the most relevant software available, the lab PCs in CNTL 118 must be upgraded to meet the standards of the multimedia industry. The current PCs are inadequate.
- Replacement of all lab PCs in order to maintain a quality learning environment, the computer hardware should be upgraded on a three-year cycle.
- Acquire and/or upgrade essential software applications and hardware instructional tools to enhance transfer and workforce readiness at a cost of \$88,000
- Students in the Multimedia courses need drawing tablets in order to develop their skills and abilities with computer assisted graphic design at a cost of \$1,000
- Routers and switches needed for CIS 140-143 (Cisco Networking) course labs and related hands-on activities at a cost of \$10,000
- Funds to hire part-time lab technicians to maintain regular open lab hours and provide technical assistance to CIS, CSCI and Multimedia students.
- Discipline faculty will maintain professional currency by attending workshops and conferences at a cost of \$5,500.
- Provide funding for a professional expert to coordinate internship/mentoring opportunities for students at a cost of \$9,000
- Provide funding for a consultant/coordinator of the makerspace project at a cost of \$35,000

## Student Employment After Completion

Currently, Crafton Hills College uses Perkin's data to track employment rates in occupational programs. The most recent year illustrated that Crafton had a 100% employment rate in computer information systems.

## Discontinuance Process and Which (if any) Programs are Being Considered

Crafton's discontinuance process is available at the following link:

<https://www.craftonhills.edu/faculty-and-staff/documents/program-discontinuance-f18-final.pdf>. Currently, none of the CIS or CSCI programs are being reviewed to be discontinued.

## New Programs Under Consideration

Computer science is working on developing a gaming certificate.