


**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
March 14, 2019, 1:00 p.m. Committee Meeting Agenda**

- 1. CALL TO ORDER – Welcome and introductions of committee members**
- 2. APPROVAL OF MINUTES**
 - a. December 13, 2018 (p2)
 - b. January 10, 2019 (p4)
- 3. REPORTS/PRESENTATION (verbal and/or visual)**
 - a. Makerspace Presentation
 - b. Career Technical Education Program Reports
 - i. San Bernardino Valley College
 1. Pharmacy Technology (p7)
 - ii. Crafton Hills College
 1. Physical Therapist Assistant (p12)
 - c. EDCT Update (p14)
 - d. KVCR Update
- 4. 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: April 11, 2019 at 1:00 p.m.

 SAN BERNARDINO COMMUNITY COLLEGE DISTRICT	CTE Ad Hoc Committee Minutes	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.	Action Item - Minutes Approval Motion – A. Viricel Seconded – J. Longville Unanimous Approval
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 & 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</p>	

	<p>with a guaranteed enrollment into the Carpenters Union apprenticeship program.</p> <p>The next step is Jon Caffery, Carpenter's Union, and SBVC faculty will meet to align the existing curriculum.</p>	
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



CTE Standing Committee Minutes

Meeting Date	January 10, 2019
Meeting Time	1:00 p.m.
Location	SBCCD Board Room 114 S. Del Rosa Dr., San Bernardino

Members Present

Trustee John Longville	Trustee Stephanie Houston	Chancellor Bruce Baron	Keith Birkfeld
President Diana Rodriguez	Dan Word	Albert Maniaol	Richard Galope
Heather Ford (recorder)	President Kevin Horan		

Agenda Items	Discussion	Action Items/Tasks
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I. Call to Order	Trustee J. Longville called the meeting to order at 1:02 p.m.	
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II. Action Item	Consideration of Approval of 2019 Chairperson. Trustee John Longville nominated Trustee Houston for 2019 Chairperson of the Career Technical Education Standing Committee. All approved.	
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III. Approval of Minutes	The Committee reviewed and approved the minutes from 12/12/2018.	Action Item - tabled
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IV. Reports/Presentations		
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<i>SBVC – A. Maniaol Presented</i>	<p>Diesel Technology –</p> <p>A. Maniaol presented overview. The five-year enrollment trend has gradually increased. A. Maniaol reported a decrease in success and retention due to students discovering employment.</p> <p>A. Maniaol reported a challenge of the program is the development of renewable energy programs and hybrid programs. Newer tools and teaching modules are needed to keep up with renewable energy technology. Have reached out to Southern California Edison for grant funding. The facility needs renovating to meet the needs of the program.</p> <p>A. Maniaol reported new programs under consideration converting credit programs to non-credits, so both are available.</p> <p>D. Rodriguez commented this program is just now becoming a signature program and is building momentum. The K-12 partnership is progressively growing as well.</p> <p>Trustee Houston asked if we track the certificates awarded. D. Rodriguez responded as our system is incapable to track currently. If each department chooses to track, then it is a hand tally process. Trustee Longville commented we need to have a system that is readily available to track the campuses students.</p> <p>R. Galope reported the EDCT system is not aligned with the campuses. So, we have never included those</p>	
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	<p>numbers in our overall numbers. He has identified this challenge and is working to correct it with the use of Oracle.</p> <p>Chancellor Baron commented that he is hearing that students are leaving the campuses programs to go to work. Chancellor Baron commented how important it is for everyone to work together so this does not happen. Then EDCT is contracting with the employers offering their employees individual skills and never finishing their original program.</p> <p>Trustee Houston commented that all our systems need to work together. R. Galope reported KVCR is working hard to broadcast interstitials for campus CTE programs.</p> <p>A. Maniola reported SBVC is working on creating a truck driving program.</p>	
<p>CHC – <i>D. Word Presented</i></p>	<p>Computer Information Systems (CIS) – D. Word reported computer system typically is a degree path. CHC is looking at other ways to offer a certificate program. CHC is reviewing the program and getting regional and local advisory to get input to better structure CIS program.</p>	
<p>IV. EDCT –</p>	<p>iLead, Makerspace, Transition Projects – R. Galope reported on a \$3 million match noncompetitive invitation grant from the US EDA.</p>	
<p>V. Media Academy Update</p>	<p>D. Rodriguez reported there is not much activity since the last meeting. But both colleges have submitted curriculum for approval. Both campuses have been working together to identify a mission. She commented due to SBVC having a media academy for several years, they will rebrand/rename to be inclusive of both campuses.</p>	
<p>KVCR Update – <i>Richard Galope Presented</i></p>	<p>Trustee Longville reported he is anticipating in the very near future to the addition to KVCR is a public service of SBCCD. He wants to hear “operated by... and students”.</p> <p>K. Birkfeld presented the soft paunch of “The Inland” website. The public interacts with questions. The public ranks the broadcasts through this portal which tells KVCR what the public wants.</p> <p>Trustee Houston mentioned their alternative location have some pretty robust programs to feed into the Media Academy. Colton has student ambassadors that have reached out to TEDEX and the Colton, Redlands, Yucaipa Regional Occupational Program students in Redlands will be filming it and would like to explore further partnership.</p> <p>K. Birkfeld reported KVCR’s focus is the students and student’s engagement.</p>	

	<p>K. Birkfeld reported the progress of the tower is at 100 feet. It will be completed at 350 feet. Testing in March. FCC mandated deadline is April 12, 2019.</p> <p>K. Birkfeld reported they are working on getting FNX on Direct TV and Dish Network.</p> <p>K. Birkfeld reported renovation begins in March.</p>	
VI. Other Items	<p>Trustee Houston asked what SBCCD's thought behind designing SBVC CTE's building design. Chancellor Baron reported he will discuss with President Rodriguez and Trustee Longville in the preliminary planning.</p> <p>Trustee Houston reported she will not be at the February meeting. Trustee Longville asked the committee without opposition to cancel the February 21 CTE meeting. All agreed.</p>	
VII. Next Steps	<p>Next Meeting: March 14, 2019, 1:00 p.m. SBCCD Boardroom</p>	
VIII. Adjournment	<p>Meeting adjourned at 2:19 p.m.</p>	

Respectfully submitted,

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

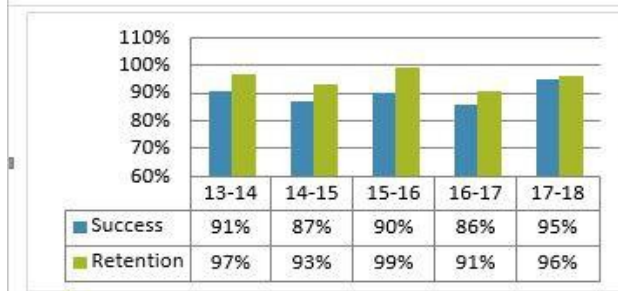
Career Technical Education Program Overview



Pharmacy Technology

Five-Year Enrollment Trend

Semester	Total Enrollment (Duplicated)	Total FTES
2013 - 2014	194	30.50
2014 – 2015	167	24.92
2015 – 2016	154	23.16
2016 – 2017	150	22.53
2017 – 2018	229	35.23



	13-14	14-15	15-16	16-17	17-18
Duplicated Enrollment	194	167	154	150	229
FTEF	3.18	3.18	3.46	3.73	4.76
WSCH per FTEF	288	235	201	181	222
	13-14	14-15	15-16	16-17	17-18
Sections	12	12	13	14	18
% of online enrollment	0%	0%	0%	0%	0%
Degrees awarded	20	8	19	12	16
Certificates awarded	23	2	5	8	8

In the academic year 2015-2016- FTES were generated was a total of 23.16

- In the academic year 2016-2017- FTES were generated was a total of 22.53
- In the academic year 2017-2018 FTES were generated was a total of 35.23

Assessment:

- Increased enrollment is due to the recent American Society of Health-System Pharmacists (ASHP) accreditation.

FTES: increased to 35.23 for 2017-2018 (12.72% increase)

We anticipate continuing to increase FTES for the 2018-2019 school year.

Success and retention have increased due to the structure created in our program. Our program has a 95% success rate and a 96% retention rate.

Curriculum Status (new courses)

2017-18

Pharmacy Technology, This program is designed to prepare students for entry level employment as a pharmacy technician, while working under the direct supervision of a pharmacist. Students who complete our program Sit for the Pharmacy Technician Certification Board (PTCB) and Apply for a California State Board of Pharmacy Technician License.

The pharmacy technology program was granted a total of three years of accreditation by ASHP; a follow up report is due once a year on the progress of our program. SBVC college is the only accredited pharmacy technology program offered within a community college setting in San Bernardino County

The Pharmacy Technology Program currently offers classes in the evening.

We would like to continue the expansion of the day and Night Program. There is a need for a day program in addition to a night program.

The only two community colleges in the inland empire to offer the pharmacy technology program (Chaffey and SBVC), which produce around 65 awards each year. San Bernardino Valley College is the only community college in San Bernardino County that is accredited by ASHP. For-profit colleges have stopped offering the pharmacy technology program are listed below. There is currently a gap of 80 per year.

Future Direction of Program/Industry

In order to maintain accreditation, the department needs to meet the requirement of hiring a full-time faculty member who will serve as the program director. A program director will oversee the program and be in charge of placing 20-30 students per year, in externship rotation. The program director will also manage pharmacy sites and contract agreements. The program director will continue to market our program at the local high school careers fairs. The program will meet all industry and job outlook needs.

Our program has hired a full-time faculty member through Strong Workforce Grant Money. Faculty member will oversee the Pharmacy Technology training program and maintain accreditation.

Full time Coordinator/Director will allow for campus outreach, monitor externship sites, contract with more pharmacies in our area, including a hospital.

Curriculum Development: By continuing to improve our curriculum and align our program with the

ASHP standards, will help increase the number of successful certificates and graduates. There needs to be a continued management of curriculum.

Professional Development is required by ASHP accreditation. There are two mandatory annual meetings. PTEC Pharmacy Technician Educators Council and ASHP leadership meeting. These meeting are important for the growth and wellbeing of our program. The meetings will help build professional networks, collect resources for the classroom, learn updates about ASHP accreditation, gain insight from experienced educators, connect with publishers and vendors, and earn ACPE-accredited continuing pharmacy education. These conferences are designed to appeal to a broad audience of pharmacy leaders that provides outstanding educational programming and networking opportunities.

Marketing and Outreach is necessary to draw the students into the program. It is essential to grow FTEF and programs within a community college. By partnering with high schools and industry the program will be able to produce competent students ready for the workforce. Our program will continue to market on the local radio stations and the digital billboard on the 1-10 freeway. Implementation Timeline: Fall 2019 ASAP.

Indicators of Progress:

- More clinical sites, including Walmart, and a hospital setting.
- Align program to better suit industry needs and enhance community involvement.
- Start involving faculty in professional development within the industry standards and trends.
- Enrollment will increase by Fall 2019

Milestones: Keep Accreditation with ASHP current. Keep the project moving forward and continue collaboration. Monthly meetings will be held to discuss strategies and progress, Renewed ASHP accreditation.

Student Completions

	13-14	14-15	15-16	16-17	17-18
Sections	12	12	13	14	18
% of online enrollment	0%	0%	0%	0%	0%
Degrees awarded	20	8	19	12	16
Certificates awarded	23	2	5	8	8

Sources: 2017-2018 Educational Master Plan (EMP) for the Diesel Program

Program Review Cycle/Needs

- The challenges of the program are to develop new hybrid courses.

Action Steps	Department Goal	Necessary Resources to Complete	Target Completion Date
Continue accreditation with the American Society of Health-System Pharmacists (ASHP).	January 2019	Continue to gather data and create new partnerships with Hospitals. Continue to have advisory meetings in order to create bridges with the community.	guest speaking as well!
Continue Marketing our program at various career fairs Concurrent Enrollment	January 2019	Continue to be a part of every High School career fair. Be involved with	

Student Completion

A. Student Employment after completion

2016 – 2017	90% of students are working upon completion of program
2015 – 2016	Data not available
2014 – 2015	Data not available
2013 – 2014	Data not available
2012 – 2013	Data not available
2011 - 2012	Data not available

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

New Programs Under Consideration

Trend Analysis Summary and Actions to Reverse Negative Trends (if applicable)

OTHER INFORMATION:

The report from the centers of excellence, Desert/Inland Empire Region, Sept. 2016, states there is a growth in positions in the next five years. There is a total of a 18% growth in Pharmacy Technicians/Clerks/Aides.

SAN BERNARDINO COUNTY ONLY

<http://doingwhatmatters.cccco.edu/StrongWorkforce.aspx>

Summary from Bureau of Labor Statistics, U.S. Department of Labor

<https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm>

Summary:

Quick Facts: Pharmacy Technicians

2017 Median Pay: \$31,750 per year

Number of Jobs, 2016: 402,500

Job Outlook, 2016-26: 12% (Faster than average)

Employment Change, 2016-26: 47,600 INCREASE

Investment is targeting ... - Enter selected TOP codes and Program Titles			TOP Code(s) 122100	Program Title Pharmacy Technology	
Geography - The program identified specifically targets the labor market need for trained workers in... - Select a region/subregion or a single county geography using the drop down lists embedded in the green or blue cell.					
			Region/Subregion list Inland Empire	County list San Bernardino	
Demand - the program(s) prepare students to work in the following occupations...			Supply - On average, how many awards (certificates and degrees) area conferred by community colleges and other post-secondary institutions in the region/county identified?		
	SOC Code	Occupational Title	Annual Openings	Institution Type	# of Awards Conferred (Annual Average)
1	29-2052	Pharmacy Technicians	419	Community Colleges	35
2	31-9095	Pharmacy Aides	62	Other Post-secondary Institutions	
3					
4					
5					
6					
Summary of Data Entered:					
7				Demand	481
8				Supply	35
9					
10				Analysis:	
11				It's a go! Undersupply indicated	

Career Technical Education Program Overview

**Physical Therapy Assistant Program****Five-Year Enrollment Trend**

Data is currently not available. The curriculum for the program is currently being written. However, a PTA program at CHC would attract additional full-time students who would also need to complete all required general education courses. This would help with growing the student population at CHC and increase enrollments.

Success and Retention Rates

Data is currently not available. The curriculum for the program is currently being written.

Curriculum Status (new courses)

Curriculum is in development. The following courses are under review for adoption and approval:

- PTA XXX – Introduction to Physical Therapy
- PTA XXX – Kinesiology
- PTA XXX – Pathology
- PTA XXX – Clinical Practicum I
- PTA XXX – Soft Tissue Intervention
- PTA XXX – Physical Therapy: Aspects of Growth and Development
- PTA XXX – Neurology
- PTA XXX – Therapeutic Exercise
- PTA XXX – Prosthetics and Orthotics
- PTA XXX – Clinical Practicum II
- PTA XXX – Aging and Integumentary Management
- PTA XXX – Activities of Daily Living
- PTA XXX – Advanced Modalities
- PTA XXX – Clinical Affiliation
- PTA XXX – Licensure Examination Preparation

Future Direction of Program/Industry

Cerritos is the only other Community College in within 50 miles of the CHC service area that offers a PTA program. Each year the Cerritos College PTA program accepts 32 students from a pool of 300-350 applicants. There is tremendous demand and few affordable options for PTA programs within the Southern California area. There are no community colleges in the Inland Empire that offer a PTA AA course of study.

Loma Linda offers an accredited 15 month, five quarter PTA program. The cost of the program is \$30,000. Each year approximately 132 students apply to the program and of that 52 or 39% are

accepted. Of those accepted 50 students or 96% actually enroll in the program. This means there are an additional 80 students in the Inland Empire area who could benefit from a PTA program at Crafton Hills College.

The current job market for Physical Therapy Assistants (PTAs) is strong and demand is projected to increase. The Employment Projections for 2024 indicate a 31% increase in job openings for PTAs statewide and a 34% increase in the Inland Empire. This increase is partly due to the high number of "baby boomers" retiring in the coming decade, a large group of individuals who also may need more rehabilitation services. Income for licensed PTAs ranges from \$40,000 to \$55,000/year depending on experience, location and type of setting.

The CHC PTA graduates would be able to work in one of several Local businesses and medical facilities. Including hospitals, home health care services, nursing homes, skilled nursing facilities and outpatient physical therapy clinics would have a well-trained work force. According to the Employment Development Department (EDD) Occupational Employment statistic Survey the number of physical therapy assistances jobs in the Inland Empire is expected to grow much faster than the average growth rate for all occupations.

Student Completions

Data is currently not available. The curriculum for the program is currently being written.

Program Review Cycle/Needs

The PTA program will require a full-time program director and 2.5 part-time faculty for a total FTE faculty load of 3.5.

Student Employment After Completion

Data is currently not available. The curriculum for the program is currently being written. However, the employment rate after graduation for the program at Cerritos is historically 95% or higher.

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>.

New Programs Under Consideration

PTA is a new program and is currently being developed.

Economic Development & Corporate Training



BIA Entry-Level Residential Construction Trades Training Program

The Business Industry Association (BIA) has been working with EDCT to develop an Industry Recognized Residential Construction Program that satisfies the entry level needs of the BIA members. At the moment, nearly 100,000 jobs are going unfulfilled. A creative and rapid response is required to meet this demand. As a result, EDCT developed a 275-hour training program with the BIA and 9 core members to address this need. The BIA has since acknowledged the program as an Industry Recognized Certificate and 23 companies have agreed on the content and have committed to hire the graduates. (See complete list below).

These commitments were obtained to address the concerns of various community based organizations that are reluctant to sponsor programs unless there are assurances of a job for those who complete. Among the participating agencies are the Workforce Development Department (WDD) who expressed a commitment to fund this project if we received employer support. Other agencies include Probation, Parole, the Sheriff’s Department and the Goodwill.

Participating Employers

1. The Building Industry Association of Southern California (BIASC)
2. The Building Industry Association – Baldy View Chapter
3. Boudreau Pipeline Corp.
4. Diversified Pacific Communities
5. IES Residential
6. Kana Pipeline, Inc.
7. Lennar Homes – Inland Division
8. Marina
9. Paulus Engineering, Inc.
10. Simpson Strong Tie
11. Trilogy Plumbing Inc.
12. 20 / 20 Plumbing & Heating Inc.
13. Concrete Alliance Inc.
14. Custom Quality – Finish Carpentry
15. Infinity Plumbing Designs, Inc.
16. Joseph Holt Plastering, Inc.
17. OC Hills Masonry, Inc.
18. Rockwell Drywall, Inc.
19. RSI Energy
20. SOCAL FRAMING, Inc.
21. TWR Enterprises, Inc.
22. Larrabure Framing
23. Duct Testers, Inc.
24. New West Designs
25. West Coast Dry Wall & Paint