Linda began the meeting at 11:02 am with roll call.

Attendees include: Linda Zorn, Julie Aguiar, John Cordova, Ann Durham, Valerie Fisher, Brenda Fong, Cynthia Harrison, Shari Herzfeld, Trudy Old, Avanté Simmons, and Laurie Sienkiewicz.

Absent: Barbara and Sue.

1. **Chancellor's Office Update**: 5th quarter reports will be due shortly. Brenda stated that 10/31 would be acceptable to her, but other monitors may require it by 10/24.

2. **CTE Enhancement Funds – update**: Gary Adams emailed the CTE local share application link yesterday, at approximately 4:30 pm. Each regional consortia was asked to provide the contact information for a primary contact at each college, submitted in a Google document to the CCCCO. Those contacts will then be assigned a password. The CCCCO plans to have a by-region priority list at the time of the CCCAOE event, to identify common spending priorities. Some communications are not being received by all. The local application is due Dec 1, but the release date for the regional share application is unknown. The NFNRC is sending their application today. Regional progress toward the application was shared by DSNs
   a. Shari: The LA/OC did a series of two alignment meetings.
   b. Valerie: Central had meetings/webinars. The decision-making tree was determined at the college level (rather than RC). Her region will not necessarily focus on health.
   c. Cynthia: The Bay chose dental hygiene and R.T.
   d. Linda: With the passage of AB850, Mesa College plans to use 1070 funds for baccalaureate degrees. Connie Renda is moving forward with an HIM baccalaureate degree. This is an opportunity to partner regionally. Linda suggested to her that she consider offering a portion of the degree online. Margie Fritch could provide contact information.

Another conversation will occur with regard to the 40% regional share portion. The current timeline for viewing the offline Regional share application is November. At this point, our role is technical assistance. Technically, there is not a requirement that the local and regional share projects be related, but some RCs anticipate the 60% to drive the 40%. Projects will be driven by labor market data and regional priorities.

3. **DACUM Training**: John Mosier is replacing one of the trainers. We need to make final selections today. He suggests limiting panels to 5-7 participants. The final selections are: 1) **Non-RN Care Coordinator/Patient Navigator**, 2) **Health Informaticist**, and 3) **LVN – Ambulatory Care**. Linda will email the list.

4. **Report and Outcomes from the Statewide Health Information Technology Industry Roundtable**: John reported that 47 had registered, and six of the eight community college programs were represented. The colleges provided program overviews, but didn't follow all the directions. The focus seemed to be on HIT, as it was better represented than HIM. The roundtable opened with the presentation of definitions, which was well-received. John received a lot of feedback afterward, many finding the event valuable. Job titles that surfaced were: **Clinical Informaticist**, **HR Support**, and **Clinical HIT integrator**. We don't *have* to select an entry level position for the DACUM.

Avanté suggested that **Medical & Health Records Technician** was an emerging role. Valerie noted that her table found itself stymied by semantics. Vocabulary in the field hasn't fleshed out, hindering communication. Additionally, she suggested the creation of a career ladder. Another DACUM suggestion was **Post-licensure Informatics Training**. We may not opt to define a *full-time* job. John observed that most HIT training occurs on the job. The key emerging roles he noted were **Informaticist** and **Analyst.**

John noted that he expected raw data from the facilitator this week, and the full report before Thanksgiving. Linda and John will meet at CCAOE to give the facilitator (Dr. Hickey) some reporting guidelines. John and Paula will work on the crosswalk immediately. A webinar will be held in December to go over the results, and a follow-up meeting in January. Ken Schlenker, Saddleback adjunct faculty, may be enlisted by John curriculum development. Shari is going to have a faculty forum to include ELAC, and encourage their cooperation.

5. **Professional Development speakers**: Linda noted that we have great speakers, but we use them often and need some new talent. At our next face-to-face meeting, we will develop a contact list.

6. **Needs for curriculum training**: Dianna Chiabotti emailed all of you. Since we are not able to attend the January CCCAOE training, she agreed to do a presentation on curriculum with us. Specific topics requested by the DSNs included: Dual enrollment and the approval process, mechanics and definitions, and TOPs codes revisions/transition to CIS codes. Errors were noted when colleges report on HWI data. Some errors are due to incorrect TOPs codes being reported or missing. This impacted the data extracted from DataMart by the COE, as well. It was suggested to address the concern during Renah Wolzinger's report on the Launchboard.

7. **Report from Meeting Attendance**: Laurie hosted the HWI booth at CACN/COADN. It was well attended. Linda, Cynthia, Shari and Valerie were also present. The topic of disability accommodation was addressed.

8. **Update on Projects**: Shari's Professional Development event will continue as planned on November 21st, just a bit later in the morning. Rushton Hurley will replace Dave Meier. A new brochure is in progress, with the O.H.E. is her co-sponsor. Rushton will address the use of technology in the classroom.

9. **Other**: Linda advised that she would be attending CCCAOE next week. We will skip the 11/10/14 DSN conference call, as we will have met for the Strategic Planning Retreat on 11/5/14. Elaine, the retreat facilitator, will email the DSNs with some prep work next week. Dress will be casual.

12:00 pm - Renah Wolzinger - Launchboard Update: Renah shared a **PowerPoint** Presentation which will be saved for reference. It outlines updates being made to the Launchboard. She advised that they have been unable to convince the CCCCO to move away from using TOPs codes. She suggested that the health segment could partner with her in that effort. The move to 6-digit TOPs codes is expected to occur by the end of November. She invited suggestions for items to be tracked on the dashboard, along with questions about access to and entry of data. There will be a statewide phone discussion on 10/31 @ 10 am. CalPass Plus, "completes" counted, certificates, and incumbent worker training were discussed, along with the delay of Launchboard 2.0.

The conference call was adjourned at 12:55 pm.