

**San Diego Mesa College**  
**Strong Workforce AdHoc Group**  
**Meeting Notes**  
**2/15/2018**  
**4:00 pm – 5:00 pm, LRC 435**

**Attendees:** Amanda Horner, Amanda (Mandy) Johnston, Ben Sims, Brian Lesson, Claudia Estrada-Howell, Danene Brown, Danielle Lauria, Ed Helscher, Eva Parrill, Genevieve Esguerra, Hai Hoang, Ian Kay, Johanna Aleman, Larry Horsman, Leticia Lopez, Mariam Kushkaki, Mariette Rattner, Mark Manasse, Meegan Feori, Monica Romero, Nick Johnson, Rachel Russell, Raquel Sojourner, Sahar (Mona) King, Shaun Fawcett, Soodeh Nezamabadi, Tara Maciel, Tina Recalde, Tracy Tuttle, Vanndaro Chhum, Wendy Smith

- **Work Based Learning** (Shawn Fawcett)

- **What is it?** WBL is a strategy that combines student’s technical skills to increase their career readiness. The enhancement of these skills will increase employability, make them more competitive in the job and labor market and reduce skill gaps. WBL has 4 key phases:
  - **Phase 1 Career Awareness** – This includes work place tours, and the introduction of guest speakers who provide information about required training, and an overview of a typical work day and what they like about the job.
  - **Phase 2 Career Exploration** – In this phase students explore career pathways in with more depth. They attend job fairs, and even on site tours where they are exposed to the workplace environment and spend time with a primary host and a variety of employees.
  - **Phase 3 Career Preparation** - Students begin to develop knowledge and skills that are closely related to their career field of choice. They begin accepting internships and receiving on the job training where they receive one on one interaction with professionals in their respective industries.
  - **Phase 4 Career Training** - Students begin to obtain more in depth and hands on experience and knowledge for their particular industry. Students will often be able to shadow professionals within their specific fields during this phase.
- **Why WBL?** Gaining real world experience helps students to gain confidence in their respective skillset. This increases retention and allows for employers to have access to a qualified pool of candidates. For San Diego Mesa College, the ultimate goal is to increase enrollments and ensure that students are employable by the time they graduate.
- **Shawn Fawcett** will be spearheading the WBL program and coordinating job fairs, workshops and facilitating internships for respective students.

- **Work Experience** (Soodeh Nezamabadi)

- Soodeh shared her passion for why Work Experience is so important to the student experience.
- Work Experience program allows students to earn college credit for work/internships (in or out of their field of study). Many of which are associated with certificate and degree requirements.
- There are two non-discipline specific Work Experience courses: General WE 272 and Occupational WE 270. A number of disciplines also have their own WE courses. See table for Spring 2018 WE Enrollments
- For more information on the Work Experience program please see the link below:  
<http://www.sdmesa.edu/student-services/career-center/work-experience/index.shtml>

Spring 2018 WE Enrollment	
<b>Animal Health</b>	20
<b>Business</b>	2
<b>Child Development</b>	30
<b>Exercise Science</b>	9
<b>Fashion</b>	11
<b>GIS</b>	13
<b>Hospitality</b>	8
<b>Interior Design</b>	9
<b>Nutrition</b>	8
<b>General</b>	2
<b>Occupational</b>	9
<b>TOTAL</b>	<b>121</b>

- **Marketing Project Assistant** (Nick Johnson)
  - Nick will be working with CTE programs to update websites, rack cards, social media and outreach efforts, utilizing a consistent but customizable format. Please be on the lookout for an email from Nick to meet with your program.
- **Review of online Strong Workforce “Application”** (Monica Romero)
  - **Feedback:**
    - Form is seems long/overwhelmingly, why?
    - Faculty would like for SOC and TOP codes to be made readily available to them without having to research for them independently.
    - Pre-population of other generic departmental information was suggested.
    - Can a “Save & Return “ feature be added to the form so that faculty can close the form and log back in without having to start over from the beginning?
  - **Responses**
    - The information requested on the online SW Allocation Request form is vital as it mirrors to mandated state requested information.
    - A “Save & Return” feature which would allow for faculty members to save their progress and log back in without having to start over from the beginning will be implemented.
- **SW Budget for Round 2** (Monica Romero)
 

The proposed SW Round 2 budget was presented and there was consensus to move forward with the plan below:

<b>Round 2 Projected Budget</b>		
Round 2 Initial Allocation	\$ 937,019.00	
17.5% (TBD)	\$ 83,000.00	Estimated
<b>Round 2 Set Expenses</b>		
Salaries	\$ 439,317.85	
ESUs / Non-Classroom	\$ 30,000.00	Estimated
NANCE	\$ 25,000.00	
Professional Learning	\$ 25,000.00	
Conference & Travel	\$ 25,000.00	
Marketing (Printing & Outreach)	\$ 5,000.00	
General Operating Supplies	\$ 5,000.00	
<b>Round 1 Committed Allocation</b>		
Fermentation	\$ 390,000.00	
<b>Round 2 Program Allocation</b>		
Balance Available	\$ 75,701.15	

- **Next Meeting Dates:**

4:00 – 5:00, in LRC 435

  - 3/1
  - 3/15
  - 4/5
  - 4/19
  - 5/3
  - 5/17