

San Diego Mesa College Strong Workforce Committee Meeting Notes

May 9, 2019
3:00 p.m. – 4:00 p.m., BT-101

ATTENDEES	In Attendance	Absent
	Monica Romero	Amanda (Mandy) Johnston
	Ailene Crakes	Blythe Barton
	Amanda Horner	Danene Brown
	Aracely Bautista	Janue Johnson
	Claudia Estrada-Howell	Jeaneal Davis
	Cynthia Purnell	Karla Trutna
	Danielle Luria	Leticia Lopez
	Gelsey Thomas	Mark Manasse
	Hai Hoang	Robert Wong
	Johanna Aleman	Sahar King
	Katlin Choi	Tina Recalde
	Maci Gerber	
	Melanie Baeza-McCray (former Davidson)	
	Pavel Consuegra	
	Rachel Russell	
	Raquel Sojourner	
	Shawn Fawcett	
	Tara Maciel	

Agenda Item 1: Call to Order: By Monica at 3:03 p.m. in BT101.

DISCUSSION	<ul style="list-style-type: none"> • Call to order • Welcome / Review and Approval of Minutes <ul style="list-style-type: none"> ○ Minutes 03/14/19 – No comments or changes; motion to accept D. Laria and K. Choi second ○ Minutes 04/11/19 – No comments or changes; motion to accept M. Baeza-McCray and C. Estrada-Howell second; Approved Unanimous
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Send out 05/09/19 meeting minutes	• Monica Romero	• For approval on next meeting

Agenda Item 2: Updates - CTE in Program Review

DISCUSSION	<ul style="list-style-type: none"> • Update of CTE in Program Review: CTE was integrated into Program Review for this past comprehensive cycle; all Strong Workforce (SW) and Perkins questions and requirements were included, however the Perkins components did not go as well as planned. Planning for next year’s Program Review, which is only an update is in process. CTE (Perkins and SW) will not be combined in the update; The update will ask if the program/service is CTE but no specific questions about CTE programs or services.
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	<ul style="list-style-type: none"> The same changes will apply to BARC. The comprehensive review asked for specific metrics for Perkins, Strong Workforce. It ended up being too cumbersome, so CTE specific questions and mapping have been pulled from BARC. We are working on finding a better way to integrate CTE into program review, additionally we are waiting for Perkins V to come out to see how those requirements can align with the campus and SW metrics. BARC integration with Perkins and SW is more imperative as they have a number of the same metrics for the Student Success funding.
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ACTION ITEMS	PERSON	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Agenda Item 3: Continuing Business- Committee Outcomes/Goals for 19-20

DISCUSSION	<ul style="list-style-type: none"> Per our last meetings discussions, our goals for the year; there are three working groups: <ul style="list-style-type: none"> Advisory Groups Equity & SW Metrics for programs & services Budget & Allocation for Strong Workforce Advisory Committee - CTE Handbook 2016 (Advisory Committee Handbook) from District was presented which focuses around Perkins does not include SW. Tina and Monica have discussed the development of the handbook at District level but the campus also needs to have its specific processes included. A working group from the SW Committee is needed to update this handbook. This workgroup will work with the campus CTE office and District for approximately 1 year. Rachel, Claudia and Shawn, volunteered. Equity & SW Metrics for programs & services- We need to analyze, at a deeper level, what Equity in our CTE programs and services and tied this to the Strong Workforce metrics. Examples, what are the equity gaps in our programs? Are we outreaching to students in the best way? Do we have retention/persistence issues? Since Strong Workforce metrics don't have equity components, we need to do the work to analyze our programs holistically. This workgroup will work with the CTE office and all the CTE programs over the next year. Melanie, Johanna, Danielle/Mandy, volunteered. Budget & Allocation for Strong Workforce- We need to establish a SW process for funding program allocation requests. For the last two years SW has had enough funds to allocate resources to all appropriate CTE BARC requests that were not funded by BARC or Perkins. We are now at a point where allocation requests will need to be evaluated with SW Metrics for funding decisions. The concept is that applicants will still put all requests through the BARC process and once Perkins and BARC fund requests, SW will review the remaining needs and available funds to make allocations, within SW guidelines. A workgroup will design a decision making tree, a rubric, a process for allocation of SW. Ailene, Katlin, Pavel, and Tara volunteered.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Convene the workgroups 	<ul style="list-style-type: none"> Monica Romero 	<ul style="list-style-type: none"> Before next meeting

Agenda Item 4: New Business- Starting a new CTE program

DISCUSSION	Starting a new CTE program - About a year and a half ago several departments wanted to start new CTE programs. New programs should be labor market driven, with
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	appropriate documentation. Additionally, there are different levels of requirements and processes; campus curriculum process, state process (for everything other than Certificates of Performance), and the regional process. There does not exist a start to finish outline for the process and thus faculty are confused and in some cases wasting time and energy to establish a new program. A workgroup will convene over the summer to take all the processes and outline all steps needed to start a new CTE program. Danielle/Mandy/Jeaneal, Cindy, Raquel volunteered.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Check with colleagues for participation 	<ul style="list-style-type: none"> Danielle (Mandy/Jeaneal) 	<ul style="list-style-type: none"> Prior to the end of the semester

Agenda Item 4: Program Updates / Round Table

DISCUSSION	<p>Round Table</p> <p>Amanda –Business has launched the webpage for the PACE program, if you know of anyone looking for a business online format, please refer.</p> <p>Tara – Accounting, they had their advisory Board meeting and it went great.</p> <p>Shawn- WBL, we are offering Work Experience during the summer, if you have students doing internships, we have classes available. The Work Experience process for students was updated, it will go out next week on the Web site.</p> <p>Claudia (Career Center) – We have out last set of resume tent, Wednesdays May 15th and 22nd in front fo MC from noon to 3:30pm. You don’t need an appointment, students can just stop by to help with their resume.</p> <p>Melanie – Thanked all the faculty for interviewing with her on the employer engagement survey; hoping to have the report will be ready by the end of this semester. All of our faculty are very supportive, hopefully with this report more conversation will take place on how we can better streamline our processes to connect students with employers, that’s the goal.</p> <p>Pavel – WBL, on Apr 15th we had a visit from the Tax Collector, for the City of San Diego, where we learned about an internship opportunities that they would like to partner with Mesa College. We worked with one student who applied and next week she starts her internship! There are two more students on the hiring process. Student made video for their internship at Qualcomm</p> <p>Raquel – We have a new Career Coordinator coming on board, Kristi Carson, former Athletics Counselor. It is very exciting to partner and do new and different things with career like developing new workshops and utilizing new spaces in the Student Services building like the Assessment center. Trying to service more students in better ways.</p> <p>Katlin- WBL, in the morning was the Japanese American Internment Camp speaker event. It was originally organized for two classes, 32 student, but over 92 students and faculty attending from four disciplines; English, ELAC, History and Business Law.</p>
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	<p>This evening we are having the Mapping the Mesa event at 5pm today, if you are hungry, we'll be serving a nice dinner while you can be mapping programs.</p> <p>Maci- WBL, taking videos of programs and will be going to Allied Health next. Also, pulling the numbers from WBL team of many student we have interacting with, we're at over 1400 as of a week ago.</p> <p>Johanna- Equity, Farmers Market next Thursday, need volunteer. Also Fashion club will be hosting a 'Sewing the bags' day. We need bags! We need bags!.</p> <p>Cindy-Allied Health, an update, are on the final stages of curriculum for a New Neurodiagnostic Technology (NDTE) program, possibly in fall 2020. A number of Doctors came to us wanting the program. Planning the final pieces of the program before beginning the marketing.</p> <p>Danielle – Planning a huge Allied Health program orientation for Friday, Aug 9th, 2019. Bringing back after 10 years having a general orientation, student services orientation. We'll be sending emails asking for brochures, any kind of handout for the resource table that will be set at the event. Expecting almost 300 students, event at the gym.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Share student video of Qualcomm Internship 	<ul style="list-style-type: none"> Pavel Consuegra 	<ul style="list-style-type: none"> Within 2 weeks.

Agenda Item 5: Adjournment

DISCUSSION	<ul style="list-style-type: none"> Meeting was adjourned at 3:57 PM
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- Meeting Dates for 2019-2020
3:00 pm – 4:00 pm, Room BT-101
 - September 12
 - October 10* (maybe changed)
 - November 14
 - December 12
 - February 13
 - March 12
 - April 9
 - May 14

Submitted by: Aracely Bautista, Administrative Technician, CTE

Approved on: 9-12-2019