

# San Diego Mesa College Strong Workforce Committee Meeting Minutes

February 13, 2020  
3:00 p.m. – 4:30 p.m., LRC-435

ATTENDEES	In Attendance	Absent
	Ailene Crakes	Amanda Horner
	Amanda Johnston	Blythe Barton
	Claudia Estrada-Howell	Danielle Lauria
	Corrine Huber	Janue Johnson
	Danene Brown	Jeaneal Davis
	Hai Hoang	Leticia Lopez
	Johanna Aleman	Mariam Kushkaki
	Karla Trutna	Mark Manasse
	Katlin Choi	Raquel Sojourner
	Melanie Baeza-McCray	
	Michelle Toni Parsons	
	Monica Romero	
	Pavel Consuegra	
	Rachel Russell	
	Robert Wong	
	Sahar King	
	Shawn Fawcett	
	Tara Maziel	
	Tasha Frankie	
	Tina Recalde	
	Tonya Whitfield	

**CALL TO ORDER:** By Monica Romero at 3:06pm in LRC-435

- Welcome / Review and Approval of Minutes / Introduction of New staff
  - Minutes 12.12.19 approved motioned by Claudia, Tasha seconded

**ACTION ITEM(S): NONE**

**CONTINUING BUSINESS:**

- Committee Workgroups Updates - handout
  - Budget & Allocation: Round 2 is not yet closed out, still waiting for Budget Office; Monica will compile the information to bring to the next meeting.
  - New CTE Programs: Workgroup had a great meeting in January, and the next meeting is scheduled for next week (2.20.2020), Andrew Hoffman and Chris Kinney will be attending to provide feedback from the curriculum committee. The workgroup will bring a tool for those wanting to start new programs to the March SWC meeting.

- CTE Advisory Committees: Tasha is on the District committee which convened faculty for initial input. They are waiting on Perkins V information to integrate into the handbook. The Mesa workgroup will discuss the handbook components for further development.
- SW and Equity: The last meeting was in July (7.25.2019), Larry Maxey's recommendations, the next meeting is still to be set.

**ACTION ITEM(S):**

- Corrine will be sending emails to schedule the next meetings for Budget & Allocation and SW & Equity workgroups, (please respond!)
- Monica will bring Budget information to the next SWC Meeting.

**NEW BUSINESS:**

- CTE and Guided Pathways: Assessment of how many CTE programs and services are involved in Guided Pathways work? Are there any concerns that may need to come forward?  
Guided Pathways workgroups:
  - **Onboarding and Career Exploration:** Needs CTE representation
  - **Guided Majors and Career Mapping** – Meetings are held from 12:30-2pm every 1<sup>st</sup> and 3<sup>rd</sup> Fridays, next meeting will be on February 21<sup>st</sup>, 2020, and they need Faculty to join the workgroup; very curriculum based, discussing areas of interest, campus is discussing lumping areas of interest into desired outcomes, which may make it more difficult for a Guided Pathway from a student perspective, clear program requirements would be valuable; feedback from retreat on issues from dividing, equity issues, need Career Education representation on workgroup
  - **Proactive and Integrated Students and Academic Support** – Needs CE representation

**ACTION ITEM(S):** Ask faculty to reach out to their department to encourage a presence in this group. Monica will send out information on the committees that need CTE representation.

- District Strong Workforce Program Round 2 Outcomes – handout:
  - District collects information from Round 2 Strong Workforce, summary of accomplishments, District compiles one page on each campus on Strong Workforce and presents to the board.
  - Monica will send a draft for SWC to review and add anything they think will be important to share, feedback needed by Wednesday (2/19/2020).
  - How we have expended the budget was presented at September meeting. Grouped by programs, \$10,000 or more is the threshold for projects we report to the state. We indicate how and why funds were used. There is some repetitiveness due to the same types of expenditures.
  - Career Technical Education group is a catch all project for anything under \$10,000.
  - Those who work on Region groups should make updates

**ACTION ITEM(S):**

- Corrine will send the document out electronically today (2.13.20)
- Any feedback is due to Monica next Wednesday (2.19.2020)

- SWC Report to President's Cabinet 4.7.2020 (2:15-3:30 pm): Report to President's Cabinet on Strong Workforce Committee and Program Review on April 7<sup>th</sup>, 2020. If you have something you want to share, any ideas you want to discuss or present, please let Monica know; Budget is included in the report-out. Rachel offered to be a part of the presentation.

**ACTION ITEM(S):** Email Monica if you would like to present and/or have recommendations for topics to include in the presentation.

- Program Review (activity): Monica and Mona are on the Program Review Steering Committee, looking at Program Review process to make sure it is meaningful for programs and departments.
  - Activity: Committee members divided into groups of 3-4 and discussed ideas and gave input on 3 questions not asked in the Program Review survey, regarding the components and process of Program Review.
- Group responses: (notes, can just link activity document)
  - *Like more specific feedback to improve program review from liaisons, what to do better, feedback based on rubrics so people know how to improve, multiple popups on Taskstream able to be open at the same time (liaison feedback handled in a certain way so it is not viewed as an assessment) Liaison: if it is a group instead of one individual to collaborate*
  - *Program review should model Perkins*
    - *whole collaboration from campus to determine what , copy of Perkins for CTE*
  - *CTE committee to drive how funds in program should be met, more money could be available, separate questions if you aren't using Perkins (not additional)*
  - *Aligned with budget allocation*
    - *program review every other year , more time to focus on quality not quantity*
    - *not create program, request from BARC could be possible without starting a new program just to get specific funding*
  - *Dedicated week before semester for faculty to have time to do program review, faculty who teach same course to discuss course content, having time for all department programs to discuss program review*
    - *program review needs to have cultural shift; not just something administrative but something useful – increase equity, encourage adjunct to be more involved*
    - *promote cross faculty collaboration*
  - *Collaboration is already part of Perkins*
  - *Toni said program review process as it is set up now for her department, is not designed to be collaborative; should have review discussions grouped by pathways;*
  - *collaboration between academics and Student Services*
  - *collaboration is helpful (ex. Allied Health), shared requests for programs results in duplications, throws off rankings ; without collaborations, only one voice represents the needs – not as powerful; writing individual program requests may not be effective or beneficial*
  - Group responses indicated on Program Review Document (link)

**ACTION ITEM(S):**

- Feedback from the activity will be provided to the Program Review Committee.

**STANDING ITEMS:**

- Master Planning Taskforce – Rachel: “Mesa 2030” Held the first meeting during the first week of semester. They on-boarded new members. There will be another campus engagement events, like the one during Fall semester/convocation. Possible locations will include Allied Health and an online Survey; Focus groups for faculty

and classified professionals will be held March 17<sup>th</sup> – 19<sup>th</sup>, 2020. Everyone is encouraged to be involved and participate. CTE voices are needed on Master Planning Committee. Questions that will be asked: trends in outcomes, facility needs, employment trends and growth (a possible discussion item for advisory committees).

**ACTION ITEM(S):** None

- Perkins V Update – Tina: thanks to Hai for supporting work; training session last Friday which explained new process, required to do comprehensive needs assessment at the campus, District, and Regional levels). The State application opens March 15<sup>th</sup>. The campus is developing an internal process to try to anticipate the questions that will be asked. Perkins is looking at 6 components to be address for funding including; assessing data, identifying needs based on data, and action plans for meeting needs. Hai will be showing data sources available at the meeting next Wednesday 2.19.20 from 12-2. We will be creating fillable form and pulling together a local CTE planning team that will include DSPS, EOPS, Larry Maxey for special populations, WBL, and CTE faculty. March 2<sup>nd</sup> is internal deadline if applying for Perkins to submit application to allocations committee. Assessment and follow through of action plans suggests simplifying action plans (lumping components together), having curriculum conversations with industry, making sure data/evidence is reflective of this, and a template of minutes to make it easy to complete.
- Regional Workgroup Updates
  - Pathways Navigation – Claudia: Regional work is going well. The 2<sup>nd</sup> year project plans have been received from each campus in region. West Ed is providing tech support for the campuses that request it. The next meeting is Thursday (2.19.2020).
  - Student Success and Retention – Tasha: Strong Workforce Program Faculty Institute has 24 faculty participating. Mesa will be hosting once a month meetings following the kickoff.
  - Data/Research – Hai: Regional research group is discussion how to college WBL information. Currently defining activities and how to collect the number of students participating in WBL.
  - Marketing – Danene: Regional meeting on 2.13.20 is working on year 3, focusing efforts on student success and retention. Money will be given to each college for an internal marketing campaign for current students Danene confirmed it will be just for CTE from a student success standpoint.
  - Work-Based Learning/Job Placement – Shawn: No updates

**ACTION ITEM(S):** None

**PROGRAM UPDATES/ROUND TABLE**

- Robert: Almost done with press kit and will bring it to next meeting.
- Claudia: CareerFest is March 9<sup>th</sup>-12<sup>th</sup>, send your students! The Stand will be accepting professional clothing donations.
- Tina – Animal Health is moving to Veterinary Technician, will have ABMA accreditation site visit in April.
- Karla – Promise to Career event has over 1,400 students invited, March 13<sup>th</sup> 10(10:15)-2:30.
- Danene – Shout out to Pavel and Tasha for helping with the Advancing Cities through Economic Development program as Mesa has been awarded preferred provider status. Students will be eligible to obtain paid internships.
- Mona – Reminder to fill out for program survey; classified senate scholarship deadline is next week (2.18.2020).
- Melanie – Announcement for California Internship and Work Experience Association scholarship program. Mesa received 23 applications, sent 10 forward to CIWEA.
- Katlin - Service Learning project for French students is underway. She also showcased the Service Learning Student reflection publication from Jill Moreno-Ikari's English 101 class. The publication is a collection of reflections from students on their Service Learning projects.

- Pavel – The Internship program is coordinating with Service Learning for the upcoming Fair. Students and faculty will have an opportunity to see how to connect the classroom with community partners.

#### **ADJOURNMENT**

- Meeting was adjourned at 4:35pm

Meeting Dates for 2020

3:00 pm – 4:30 pm, Room LRC-435

- March 12
- April 9
- May 14

Submitted by: Corrine Huber

Approved on: 3.12.2020