

San Diego Mesa College Strong Workforce Committee Meeting Minutes

March 12, 2020
3:00 p.m. – 4:30 p.m., LRC-435

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

CALL TO ORDER: By Tasha Frankie at 3:07pm in LRC-435

- Welcome / Review and Approval of Minutes / Introduction of New staff
- Approval of minutes: Minutes were approved

ACTION ITEM(S): N/A

CONTINUING BUSINESS:

- Budget & Allocation Workgroup (Frankie):
 - Round 2 Funding and Expenditures (handout) – Round 2 funding ended in December. The budget sheet was broken down into allocations vs fixed costs and by allocations by departments.
 - Round 3 – (handout) There slight difference between the total allocation and expected expenditures due to rounding up amounts. There are two new line item categories: student travel for local conferences and funding for refreshments at CTE Advisory Committee.
 - Regional funding projects (handout): Reviewed past and current projects that are funded by the region for specific outcomes.

- Question asked about Job Speaker Pilot: Region gave money to participate in the project, report back to the region, what is the ongoing impact? – need to further discuss the ongoing impact on Mesa
 - ◊ Danene: After the pilot, the Regional workgroup on Job Speaker (WBL and Employer Engagement) put together a report based on the feedback. This report was vetted with CTE deans starting in December and now will be shared with IT and Career Centers. Nothing has been approved as of yet. It is still in the vetting process and will be brought to SWC once it is out of the preliminary process.
- New CTE Programs Workgroup (Frankie):
 - These questions were posed: What do we need to consider when creating a new program, what are the moving parts, what should we have in mind before even curriculum development, etc.? The workgroup developed an Exploratory Worksheet. Is not to be used for additional work but as a helpful tool with questions to consider during the planning process (ex. start-up costs, program development, long-term costs). It was presented at last workgroup meeting to Chris Kinney and Andrew Hoffman. They really liked it and planned to take it to the CRC committee.
 - Claudia asked about connection to budget. It to be used in an exploratory consultation with the program and Dean to provide the most complete picture as possible of the potential new program.
 - Rachel asked if it is related to Faculty Narratives for curriculum. Danene responded that exploration would come even before that; part of creating a new CTE program looks at support from Region and LMI to see if it would be possible; to see if a new program would be a good fit at this time.
 - Danene says it seems very helpful
 - Question: Is there an ideal roll out? The plan is to pilot this with a department that is currently considering a new program.
- SWC Report to President’s Cabinet 4.7.2020 (Huber):
 - The CTE office will:
 - Email out to workgroup members for presenting volunteers
 - Share the draft PowerPoint
 - Rachel asked how many minutes each presenter should prepare to speak. – 1 minute.

ACTION ITEM(S):

Clarification if student travel funding is just for travel or can also be used for printing of materials for conferences. *Printing budget can be used for student printing of materials for conferences.*

Monica/Corrine to send out an email about President’s Cabinet presentation (4.7.20), workgroup members needed to share at the meeting.

NEW BUSINESS:

- NONE

ACTION ITEM(S): N/A

STANDING ITEMS:

- Master Planning Taskforce – Rachel: “Mesa 2030”: Next week are the planned meetings with departments/programs with consultant team. If you haven’t reached out to your Dean to participate you are encouraged to do so. If anyone feels they are not feeling heard in the Mesa 2030 process direct them to Lorenze Legaspi or Bridget Herrin. At the last meeting they brainstormed ideas for the online survey. The survey maybe

launched to students through canvas and via email. Please encourage your students to participate. There will be another sharing session in the spring, but no word yet when that will be.

- Perkins V Update: (Brown) Perkins requests have been submitted. The program interviews are scheduled to be held on the 17th (most likely via Zoom).
- Regional Workgroup Updates
 - Strong Workforce Institute: (Frankie) The kick off at end of February was a great day with awesome speakers. The faculty seem excited with project.
 - Pathways Navigation: (Estrada-Howell) The next meeting is scheduled for 3/18 and has moved to Zoom. The Regional workgroup started planning Community of Practice event for 5/1/20. The theme for the semester is “Career Planning before Ed Planning”. It was going to be an in-person event where each campus would bring leadership and students to work together on what career planning might look like on each campus. It will likely be on Zoom with breakout rooms.
 - Data/Research: (Hoang)
 - The job description for K12 Pathway Coordinator position is being drafted. The idea is to have one K12 Pathway Coordinator per district in the State. This person is to be a liaison between K12 LEAs within that district. Some of the expected roles would be to gather information on the new pathways between k12 and community college, smoothen the transition from HS to community college, etc.
 - The Perkins comprehensive local needs assessment is proceeding. UCSD Extension was hired as the vendor to help the Region with interviewing with stakeholders, special population, regional agency, etc.
 - Marketing: (Brown) No marketing updates, however there is an RFA coming from the Region for internal marketing for \$50,000, Acceleration. Funds are to be utilized to address success and retention on campus. Marketing campaigns that could emphasize “just one more class”, students who are short one class for a certificate of degree or for students who already have a certificate or degree but have not applied for graduation. Additionally maybe reaching out to students who have applied but never enrolled. Share information about tutoring services and other internal services available to support CTE students. The funds have to be spent by the end of the calendar year.
 - Work-Based Learning/Job Placement: (Fawcett) For the past year the regional WBL/JPCM workgroup has been developing process maps for WBL and Job Placement. They now want to know what the processes look like on each of the campuses for: when a student requests Work Based Learning, or faculty member or employer reaches out for a WBL activity. The Region has developed an overarching conceptual model and now the community of practice has been tasked to figure out what it actually looks like on the ground for each individual campus. The workgroup is looking at the Technology Report that includes the Job Speaker assessment.

ACTION ITEM(S): None

QUICK PROGRAM UPDATES/ROUND TABLE

- Pavel: It was officially announced that San Diego Mesa College was one of two community colleges in Region (MiraCosta College and Mesa College) granted the status of Preferred Provider for Advancing San Diego. They will be providing internship opportunities and career readiness for Computer and Information Science students on campus. On 3/31 they will be holding a Regional workshop to finalize details for how program will be implemented. The WBL and Career Center teams will be working closely with faculty on this project.
- Claudia: CareerFest is officially done! Great collaboration with Work Based Learning, students are so thankful. Internship Fair was moved inside due to weather but students and employers were so grateful,

and there was still a lot of student traffic.

- Rachel: Kudos to CareerFest, her students loved the Planning and Sustainability event on Monday, thanks for inviting alumni.
- Melanie: CIWA scholarship announced – one of the students (GIS) was a runner up, didn't get the scholarship but it was very close and they were very impressed with student. He will be awarded the Work Based Learning Student Champion for the Fall 2019 semester.
- Rachel: Asked if Work Experience needs a Canvas shell example, she could share hers. Shawn said yes

ADJOURNMENT

- Meeting was adjourned at 3:40pm

Meeting Dates for 2020

3:00 pm – 4:30 pm, Zoom

- April 9
- May 14

Submitted by: Corrine Huber

Approved on: _____