

# San Diego Mesa College Strong Workforce Committee Meeting Minutes

May 14<sup>th</sup>, 2020  
3:00 p.m. – 4:30 p.m., Zoom

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

**CALL TO ORDER:** By Tasha Frankie at 3:05pm on Zoom

- Welcome & Check-in
- Review and Approval of Minutes from 3/12/2020: Minutes Approved

**ACTION ITEM(S):** N/A

**CONTINUING BUSINESS:** [Slideshow](#)

- Budget & Allocation Workgroup (Tasha): An email was sent out to request supplemental information for unfunded BARC requests that are eligible for SW funding. June 15<sup>th</sup> is the deadline to respond. Workgroup members have agreed to meet over the summer to review the requests and will present recommendations to the Committee at the September SW meeting. Due to the pandemic, integration to the part BARC has been pushed back to 2022-2023 Academic Year.
- New CTE Program Workgroup (Davis): The workgroup met with Computer Science Department regarding their interested in starting a cybersecurity program. At the meeting they piloted the Exploratory Worksheet

for new programs. All participants reported that the meeting was very helpful, and it was clear that multiple meetings are necessary as there is a lot of ground to cover. The worksheet seems to be a success and it created an opportunity for the department to discuss their next steps. The pilot also helped shape the process for future meetings on new programs. It was apparent that CIS would not be this far along so early in the process without the worksheet.

- The SWC is requested to review the worksheet for suggestions.
- Equity & SW Metric Workgroup (Romero): The workgroup met and discussed their research questions. They will be working with Hai, partnering with Outreach, Counselling, Alumni Network office, and Regional staff for areas where Equity and SW intersect and work to improve student outcomes
  - The workgroups focal project will be on the Veterans GI bill and CTE to ensure that CTE certificates of achievement are approved for GI Bill benefits, particularly when the award is for retraining.
- Advisory Committee is waiting for the district workgroup and ADCTE to send out the first draft for review. This will occur within the next month.
- Employer Engagement Workgroup (Romero): Career Center and Work Based Learning have been working together, along with Melanie's role with employer engagement. The goal is to elevate the employer engagement conversation to a higher campus level and involve CTE classroom faculty in the discussion on what employer engagement should look like at Mesa. The follow up poll from last meeting identified interested workgroup participants. Work may start in the summer.
- CTEOS – Discussion tabled until fall. The CTE office will be working Hai working on a Mesa CTEOS Dashboard.

**ACTION ITEM(S): SWC to provide suggestions for improving the Exploratory Worksheet**

**NEW BUSINESS:**

- CTE Faculty Check-In Events (Frankie): Tasha spearheaded three faculty check-in events since the transition to remote teaching. The sessions have gone well and had great attendance. Meeting notes have been shared with administration and the information will be part of the development summer and fall plans.
  - [Link to Google Drive with notes](#)
- Regional Grants (Romero):
  - Mesa received a \$50,000 grant for Internal Marketing. This funding will be utilized to identify students who have completed their course of study but have not petitioned to graduate. Additionally, students that are one or two courses away from finishing their award will be identified and contacted to complete their course of study. The planning for this project will start in the fall and will include the Evaluations, Counseling, Research and Communications Offices. Funds must be spent by December 30 and majority of the expenses are hiring people to do the work and market materials out to students.
  - Mesa received a \$100,000 grant to support CTE faculty and students with the transition to distance education. This will partly fund the Mesa Buddies program coming from the LOFT, purchase equipment and supplies, and will provide reimbursement for purchases out of pocket.
    - A reimbursement request form will be sent out to CTE faculty within the next week.
    - All reimbursements will have to be approved for eligibility with SW funding rules
  - There are two more regional grants coming in for ICT and CIS, and for 21<sup>st</sup> century skills. The entrepreneurship grant is on hold.
- The governor's May revised budget indicates a significant budget cut to Strong Workforce. The final budget will not be out until June. There are many groups that will be lobbying to protect SW and hopefully the cuts won't be as large.
- Strong Workforce Committee Goals for 20-21 (Breakout Rooms - Frankie): Committee split into breakout rooms to discuss and brainstorm goals for next years.

- [Link to notes document](#)
- Group 1
  - Continued Professional Development to continue specifically for CTE faculty
    - “Tasha Talks”
  - Resources for getting students back to work
    - Prepping for phone and video interviews
    - Virtual internship opportunities
    - Symba
  - K-12 outreach and marketing efforts for CTE programs
    - Continue to support CTE and promote programs at Mesa
- Group 2
  - Support for online software
    - Students in labs
    - Providing students with kits to take home
      - Need funding sources for additional supplies and distribute lab kits to students
    - Online technology for lab students
    - Create a diverse workgroup from different groups like student services and other CTE programs
- Group 3
  - Requests from SDUSD high schools and middle schools for Mesa and CTE outreach events
    - Want to continue to expand and collaborate, figure out a process or point person to support
  - Inclusive outreach and advertisement for CTE banners and flyers, help to identify CTE
  - Connecting Promise student to CTE programs is essential
    - Had a lot of response for Career to Promise conference
    - Promise students need CTE
- Group 4
  - Distance Education
    - CTE online
    - COVID-19 Best practices
    - Classes that are hard to move online - Labs
  - Paid internships for students
  - Marketing
    - When economy is down, students are more likely to come back to school – be proactive in reaching out to students about the opportunities at Mesa
- Main themes: Workgroups, Supporting DE, Marketing and Outreach
  - Tasha and Monica will summarize the input and make recommendations to address the new identified goals.
- Will try to have an activity every SWC meeting
- [20-21 Membership](#) (Romero):
  - Membership is listed on the [Strong Workforce web page](#).
  - Meetings will continue on the 2<sup>nd</sup> Thursday from 3:00 – 4:30.
  - We will add students to the membership and work with CTE faculty to identify students.

- Academic senate approves all faculty committee appointments.

#### **ACTION ITEM(S):**

- Corrine and Monica will send out an email regarding continued membership on SWC for the coming year.
- Monica will work to find students to serve on the committee.
- Tasha and Monica will summarize the input and make recommendations to address the new identified goals.

#### **STANDING ITEMS:**

- Master Planning Taskforce – “Mesa 2030” (Russell): Mesa 2030 planning timeline has been extended by one semester. Those who participated in faculty/departmental interviews will have another meeting in the fall (meeting was also with IEPI peer support who are helping write the master plan). Another meeting next week will review the feedback and make sure all concerns are heard. The online survey for students has been pushed back.
- Perkins V Update (Brown): Tina reaching out to all faculty that received funds. The application is due to the District on 5/15.
  - Funding is available and hopefully will be able to start spending in July.
  - The Local Comprehensive Needs Assessment (LCNA) provides good feedback from stakeholders in the region.
- Regional Workgroup Updates
  - Strong Workforce Institute (Frankie): Had an official meeting and open hours for people to work, faculty in the process of completing out the form. The next meeting is scheduled for 5/15 with Katie Palacios.
  - Navigation (Estrada-Howell): Workgroup held a Community of Practice event for the region on May 1<sup>st</sup>. There were 80 participants from across the region. The topic was Career Planning before Ed Planning. used a consultancy process, heard four problems of practice from four colleges (Southwestern, Palomar, Miracosta, Cuyamaca) and used breakout rooms to discuss and find solutions to the problems of practice
    - Workgroup is meeting next Thursday and has invited all region leads for the projects to join to try to gauge how the event went and what next steps they would like to take in terms of topics surrounding Community of Practice.
    - Plan to fully map out a schedule with events planned far in advance, now that there is an official community of practice – steady attendance and growing participation.
    - This online platform is working well for these events.
    - Mesa update: Onboarding and career explorations (Pathway Navigation for Mesa) is going well, workgroup met on Tuesday (5.12.2020) and decided to continue work through the summer. They submitted 90-day reflection to region, and created new set of 90-day action plans.
    - Claudia will lead regional internal marketing RFA.
  - Data/Research (Hoang): New data elements required for MIS reporting, including WBL – topic of tracking WBL and what that means.
    - State to provide workshops and guidance.
    - Region putting together a forum including researcher and WBL petitioners to meet and discuss technical definition and recommendations for tracking.
    - New study from COE - **21st Century Employability Skills Soft Skills Study**
      - ◇ <http://www.coecc.net/Search.aspx?id=3164>
      - ◇ Overlaps with New World of Work study, Top ten 21<sup>st</sup> Century employability skills
      - ◇ Uses Burning Glass Data
      - ◇ Top five skills employers are looking for, based on online job postings: Communication, Customer Service, Teamwork/Organization, Organizational Skills, Critical Thinking/Problem Solving.

- Marketing (Brown): The regional marketing workgroup met last week. The PIO gave feedback on updating creative assets for digital advertising and eblasts. The update will include more socially distant imagery, (masks, screens, etc.) and students that are graduating from essential work program;

**ACTION ITEM(S): N/A**

**QUICK PROGRAM UPDATES/ROUND TABLE**

- Robert: Their program provided supplies to students for their upcoming final projects. They concerned that students are not prepared for internships due to their lack of available materials and necessary provisions made for remote teaching.
- Mona: Program Review has been suspended for this year. There will be one simple, optional form. Outcomes assessment will continue as usual with a June 30<sup>th</sup> deadline for Taskstream.
- Jeaneal: Thanks to Tasha for organizing Faculty Discussions “Tasha Talks”.
- Raquel: Career Chats – <http://www.sdmesa.edu/student-services/career-center/documents/Career%20Chats%20on%20Zoom%20PDF.pdf>, one hour of open Zoom-room chatting with students to answer career planning questions on the next two Thursdays of the month (5/21 and 5/28) from 11am-12pm.
- Pavel: Last Friday (5/8) Advancing San Diego internship application closed for software development students. There were 32 applicants from Mesa. We will find out shortly about who is moving to next step for an interview for the summer internships. We will entering second phase of the program with the engineering program.
- Claudia: Career Peer Ambassadors have received over 40 requests for one-on-one resume reviews. They are still able to see students via Zoom. They will be here over the summer. Please direct students to Career Center website for all information.
- Johanna: Big thank you to volunteers at first Food Market distribution. The second one will be held next week. An email will go out Monday night. Limited to 20-25 volunteers to maintain social distancing. Will have an improved application process and driving directions for students. It will be limited to only students, but any food left over at the end will be open to Mesa community.
- Karla Trutna: Working closely with high schools, wrapping up pre-enrollment workshops. Over 400 students went through pre-enrollment workshops and will be connected to preregistration workshops through Counseling. Students will have completed majority of the matriculation steps before beginning at Mesa.
  - Info nights: shout out to CTE, Career, Transfer, recording shared weekly with prospective students and families.
  - Have seen more student and parent attendance thanks to Zoom.
  - Promise applications for 2021 cohort, over 500 students have applied, likely have over 1,600 students in Promise for Fall 2020.
- Hai: Positivity!
- Tasha: Will be continuing on as the SW faculty lead for the next 2 years.

**ACTION ITEM(S): N/A**

**ADJOURNMENT: 4:21pm**

2020 Meeting Dates

3:00 pm – 4:30 pm, Who Knows Where??  
Happy Summer! We will resume again in September!

Submitted by: Corrine Huber

Approved on: 9/10/20