

**CE Subcommittee of the Academic Senate Meeting
February 12, 2018 1:30-3:00 pm**

Begin - 1:30pm
End - 3:00pm

Attendees: Cindy Stephens, Mark Daybell, Hsiawen Hull, Eric Arnold, Tina Walker, Nicole Faudree, Lee Hilliard, Wendy Brill-Wynkoop, Keri Aaver, Regina Blasberg, Harriet Happel, Omar Torres, John Makevich, James Glapa-Grossklag, Jason Hinkle, Lisa Hooper, Marilyn Jimenez

A. Approval of meeting minutes from November 8, 2018 meeting.

- Motion to approve the minute meetings by Tina Waller, seconded by Eric Arnold. Abstained by Cindy Stephens. Approved.

B. Committee Procedures – Review most recent draft

a. Status of Student Committee Members

- Questions: Should student representatives be considered a member or a non-voting member?
- We need ASG permission to appointment anyone who is not on ASG to a committee. Tina Waller has contacted Lisa in ASG and is waiting on a response.

b. Committee approval to move the procedures forward to the Academic Senate.

- The committee has unanimously approved to move it forward to the Academic Senate to get on the Agenda.
- Two at-large faculty members have been removed from the voting members list.
- Deans are considered non-voting members.
- Student Representatives are listed under the Advisory and Resource Members It was a section in the document.
- Recommendation, on #9 Collegial Consultation Committee, do we want to add academic staffing? This was agreed upon and added.

C. DWM

a. Regional and Local Budgets-Harriet Happel

- The CEOs on the SCCRC steering committee have voted to have the **REGIONAL** 17% incentive funding go back to the local colleges. This will be discussed further at the February 23, 2018 Consortium Meeting.. College of the Canyons received \$426,515 (27%) of the DWM/SWP incentive funding as our **LOCAL** share for 2017-18. We are still waiting for confirmation and an explanation from the state chancellor's office on how this amount was calculated/determined..
- The statewide 17% committee determined that the amount of the incentive funding would be based on 50% enrollment, 25% completion, 25% employment within the declared program of study at a living regional wage. COC has a large number of completers through our ISAs

- Institutional Research will work with the committee to deconstruct the data and take the ISAs out. This will provide a better overall picture of how programs are performing and which areas need improvement.
- The State Chancellor's office will have a webinar to explain how the funds were calculated. A budget needs to be created and input will be needed from the committee and Chancellor's office. It is preferable to have information in writing to take to Dr. Buckley and the Chancellor to meet and discuss the best way to use the funds.
- Advanced Manufacturing, Cyber Security, and Logistics do not exist but they are on the radar. Perkins funding, specifically for program improvement or new program creation, may be used with DWM funds to develop any of these programs. Advanced Manufacturing, as indicated here, is a significantly more comprehensive program than the current Manufacturing program
- There was question regarding what process should be used to determine how to spend the additional DWM/SWP funding allocation. The consensus of the committee was to use the existing CE program review documents to determine funding needs and priorities. The intent is not to spend it on staffing as it is not sustainable. .
- Strong Workforce Local Share report: FY: 2017-18 budget amount total is \$366,478.00. \$50,000 was set aside for professional development. We have the ability to increase this amount if there is a need. The report does not include what we have spent to date just what is available. Perkins will entertain professional development, externships and specific program improvement. The \$426,515.00 is allocated for this fiscal year but is part of the FY: 2017-18 award and we have until December 2019 expend. \$144,033.00 of the \$366,478.00 has to be spend by December 2019.
- Currently \$81,478.00 has been allocated to fund a "One-Year Temp Faculty" position.

b. Assessment of prior learning project-James Glapa-Grossklag

- Project is funded through the DWM funds. The focus of the project is professional development for faculty.
 - 1.) Assessment for Prior Learning would be conducted by faculty members working with students to verify their portfolio (or other representation/assessment) is equivalent to the course requirements.
 - 2.) Professional Development for faculty would include:
 - A summit/conference/training at College of the Canyons conducted by the Council for Adult and Experiential Learning (CAEL.)
 - Stipends or reassign time would be available for faculty to engage in faculty inquiry groups focused on Career Education disciplines to determine what an assessment of prior learning would look like.
 - Funding would be provided for attendance at the CAEL annual national conference which takes place in October or November each year.
- Students coming in with prior learning assessments are three times more likely to complete a bachelor's degree and two times more likely to complete

an associate's degree. Other colleges have begun implementing. We will be looking at West Hills, Lemoore and Coalinga as models

- There was some concern that to create an assessment plan takes workload. Strong Workforce/DWM funding may be used to compensate for additional workload.
- Excelsior college has an extensive assessment for prior learning process. Providing this opportunity to students can save students time and money in college and honors training received in industry and the military.

c. Vision for Success Goals – will define our funding model by 2022- Harriet Happel

- Our funding model is changing. There will be a much greater emphasis on performance in how we are funded.
- At the Guided Pathways Institute there was clearly a transfer model agenda being promoted. LA Trade Tech asked if an apprenticeship could count as transfer. Most colleges support transfer to an apprenticeship program as transfer. Cindy Stephens will share a document with Harriet that can support the apprenticeship as transfer model.

d. 25 Recommendations Document

- Original “25 recommendations” document which came out with DWM is referred to when conducting funding justification. How do we best utilize our resources for 2022?

e. Guided Pathways Support

- The vision of 3SP, Equity, DWM, Perkins and WIOA will all funnel into Guided Pathways. It is estimated that within GP there will be 10 Meta majors and there will be a need for faculty to work with each other to collect data. These 10 data coaches would require faculty release time. Perkins reauthorization will be similar and WIOA has always had this at the forefront and their focus is also in line with the “25 recommendations.”

f. Cybersecurity Plan-Regina Blasberg

- There are projects which are regionally funded which must benefit the region. Audrey Green had developed a regional cybersecurity proposal focused on the development of curriculum for all eight colleges in the region. This has been approved but there needs to be discussion over implementation.
- **Job Description and timeline for Project Manager:** The Project Manager description has been the outcome of those discussions. We would like to use the regional funds to hire a Project Manager, but not a faculty member, whose job it will be to work with faculty at each of the eight colleges. This position will help to bring all the faculty together, help with curriculum processes and help write regional curriculum. It was confirmed no other colleges have developed regional curriculum that can be shared. There are some colleges that have developed joint degrees or certificates. It was clarified that this person is not creating model curriculum but just facilitating the process for the faculty at each of the individual colleges.
- **Regional Project/Local Project:** Paula Hodge is our Deputy Sector Navigator for CT. This project manager would be working with Paula and Steven Wright who is a sector navigator to work with the faculty at each of

the colleges. Paula Hodge has identified faculty at seven of the eight colleges. Some of the unexpected funds could be used to hire a new faculty member who could help develop those programs. There are currently no bachelor programs for Cyber Security however, Cal State San Bernardino offers a Master's in Business with an emphasis in Cyber Security. It is possible this program may be offered as a bachelors program at the community college level. What we are going to do locally is still undetermined.

g. Marketing

- **Provide the website analytics on the SCV Career page.**
- **Website and Video completion updated.** I am working with Marilyn on a website for this committee to help eliminate sending committee documents via email. All documents will be uploaded to the website and a link will be sent to committee members.

F. Advisory Boards-Harriet Happel

- Holding “clusters” of advisory board meetings is being considered.
- There have been some meeting constraints including parking issues and the ability to conduct 28 meetings within one semester.
- A suggestion: Proposing to arrange meetings by sectors and then have breakout sessions pertaining to the individual programs. The Hart District has allowed us to use their facilities and parking spaces which will help to keep with the joint meetings with the Hart District and Hart Advisor Board.
- Harriet met with the Economic Development Council to solicit more industry participation on our advisory boards. The National Career Pathways Network (NCPN) board recommends that an advisory board be 75% industry members. For some boards we need to increase industry participation.
- The Hart District has secured meeting proposal dates as place holders. It is preferable to hold meetings at the Valencia campus due to the way classes are structured.
- There is some recommendation of setting up conference call meetings but not using technology like WebEx and calling in to avoid technical issues.
- We are not obligated to host these meetings jointly with the Hart District but have been doing it because we are unique in that there is only one high school district within the college's district boundaries.
- We are mandated by Perkins to have two meetings per academic year. At the high school level they are only mandated to one meeting per year. Harriet has been evaluating both the Hart district and college's agenda to find some common interest that we can use. Harriet will send out an email to all the program chairs explaining the need to create something that will benefit the college and the Hart District.
- Economic Development council is reaching out to their sector to obtain representation on the board for the small “mom and pop” businesses.
- Harriet has allocated Perkins funds to provide substitutes for any instructor who needs one in order to attend an advisory board meeting