

Academic Senate Career Education Committee Meeting Summary

May 23, 2022, 1:00 p.m. to 2:00 p.m. (Zoom Virtual Meeting)

Attendees: Brittany Applen, Daylene Meuschke, Dr. Kathy Bakhit, Garrett Rieck, Gary Quire, Harriet Happel, Heather Dotter, Jeff Gregor, Jennifer Paris, Justin Hunt, Justin Wallace, Marilyn Jimenez, Nancy Sandoval, Nicole Faudree, Paula Hodge, Regina Blasberg & SB Tucker

Start Time: 1:02 pm

1) Approve Previous Minutes

a) April 11, 2022

- Motion to approve the April 11th minutes by Justin Hunt, seconded by SB Tucker. Unanimous. Approved.

b) May 09, 2022

- Motion to approve the May 9th minutes by SB Tucker, seconded by Justin Hunt. Unanimous. Approved.

2) CTE Tool Kit quick Update (Gary, SB, and Regina)

a) Gary did the CTE Toolkit presentation at ASCCC two weeks ago and ASCCC and received great feedback and requests to see the rubrics. Gary will check with the authors of those rubrics to see if those can be shared. Robert Cabral who is the next CCCAOE president, has been working with Lynn Shaw and is the Dean at Moorpark College showed some great hiring needs data. Many other colleges are also experiencing similar challenges and could use the CTE Toolkit. Jonathan with Chaffey College shared they have used the toolkit and have used it to hire for one position. However, Chaffey College does not have a process like COC. Leticia with East LA College who provided background how the toolkit is being used for various programs. In the fall the CTE Toolkit round show may be brought for to the ASCCC conference. This will be a great discussion item at ASCCC, and Gary may recruit SB Tucker and Regina Blasberg.

b) SB Tucker and Regina Blasberg have turned in their rubrics for review to the MQE Committee. There may be an action item listed on the Academic Senate agenda regarding the CTE toolkit for this week. Regina met with the MQ Committee group who has offered to consider an email vote now and until the end of the semester. Regina and SB have put together rubrics that are helpful and which HR can use to conduct the actual screening since they will be required to that. Both Regina and SB are waiting to hear back from the MQE Committee. The committee will be voting this week to determine if the documents can be used for the pilot program to hire in the fall. There is still some confusion over what the toolkit should be used for. If this toolkit is not approved for us this summer, it would still be great to continue the conversations. The greatest struggle shared at the ASCCC Non-Credit Institute is the taking professional experience and training and comparing it to GE. This toolkit will be a continues process and there are at least 6 CE programs that are interested in utilizing the toolkit. The Pilot

program has been well accepted by many people and it is important to test this toolkit to determine what is working well and what is not. The pilot program is limited to part-time faculty with the toolkit.

3) CE Committee Year Wrap up (Harriet and Gary)

- a) Need to assess how this committee has benefited committee members for this year. Are there topics that committee members feel this committee needs to address as this could be researched in the summer to have ready for the first meeting in September? There was a request to discuss the results from WPI Conference at the end of June to see how other institutions are coming together in terms of Applied and Experiential Learning.
- b) **The Comprehensive Local Needs Assessment and the 5 questions:** The last two questions are, name the top three skills being looked at to hire a student from COC? If there is one thing, we can do that we are not doing, what would that be? There are over 6 pages of responses and Harriet will put together a white paper based on these responses. While skills are technical in nature, employers are looking for something deeper. As Integrated is being looked at, how do we promote a non-participant civic servant? What can be done with the curriculum to expand this and WPI has helped with this? For the past three years there has been discussion regarding Project Base learning as a signature assignment. What are the cross disciplinary projects? How do we bring industry into the classroom? The world of work has changed, and certain areas will not return to how they were prior to COVID. Employers want skills on how to enhance project base learning. Google is building a large facility in Mountain view that can accommodate up to 2000 employees to train employers how to go back to work. Many companies are going into higher education. Many other companies are doing this which includes, Walmart and Amazon in unique innovative ways. The end goal is that here in SCV is to have people see COC as not just as a community college but as the trainer of choice. This includes upscaling a job or switching careers. How does COC position itself to do this?
- c) **Non-credit Curriculum Committee:** There is going to be a non-credit Curriculum Committee due to Garrett Rieck submitting a proposal for fall 21. The Curriculum Committee is backlogged, and this will help with having the committee be more responsive. In Non-Credit it is important to see where there's gaps and how to fill in with areas such time management, resilience, and other employability skills to be more responsive. Around 85-95% of non-credit classes created have been in CE. Garrett Rieck is recruiting faculty to serve on this committee. The committee will meet on Tuesdays from 1-3pm, bi-weekly. This group will focus solely on non-credit and credit courses will go to the Curriculum Committee. There was discussion about having Career Ed and Non-credit and this may be discussed the future as review of courses is not happening every 5 years but every 2 years as things are constantly changing.
- d) Another suggestion is to have more of a strategy and better communication on employer engagement when students are ready to be employed. The other area is to get employers more engaged with the college so they can serve on advisories, as guest speakers or on the CE committee. How can faculty be aware of employment opportunities?

- e) The CE group is very interested in Pebble Pad. There is a training scheduled for the 2nd week of August, this will be 2 parts online on CANVAS with 18 hours total. This includes 18 units of FLEX credit or 1 unit of salary advancement. The hope is to get a culture of Folio thinking and how to train faculty and students to reflect. The second half will cover how to incorporate Pebble Pad in the classroom. Gary Quire brought up Job Speaker and Pebble Pad at the ASCCC conference and how the college is working to put this together for the students. This is critical for CE students as it helps with the resume and cover letter building. The hope is to hire 3 students' liaisons who will be hired with the suggestion of Harriet to work with students on Pebble Pad. This item can be included for the 1st CE Committee agenda of the semester. In regard to accreditation standards some portfolios can be created specifically for Nursing and Paralegal that will include all the standards built in ad coursework signature assignments. Anyone interested can meet with Brittany or Alex and the Pebble Pad implementation specialist to help set up an account.
- f) **FREE Classes in Non-Credit:** What is offered under the Community Ed Category? The suggestion is to message Dianne Avery. There is a Community Ed website, but Garrett Rieck does not oversee this area.
- g) Garrett Rieck will be searching for a CE rep for PV as Chris Boltz will be serving on the Non-Credit Curriculum Committee. Garrett is actively recruiting a new member for PV.
- h) Harriet will continue to share updates on SWF and Program Review. Program review will start in October and will open when faculty return for fall semester. The idea is to open Program Review when faculty return in the fall semester. There are pieces that won't be open, but narrative can be open. Data such as budget modules, some program review and data vitalization and awards are pending until AR closes out their process and narrative portion will be open. There will be training is highly recommended and is in collaboration with Gary, Harriet, CASL and Program Review. There will also be some video tutorials for the various levels.
- i) Will meetings be in person or in zoom? The plans are for classes to not change anything. There is another COVID waive and there is talk of LA county potentially changing the guidance. Will need to get some format confirmed for how CE committee meetings will be held in fall. The meetings will continue via zoom and will keep the 1-2pm time frame. Many Faculty may not teach the in fall and will continue online and others will only teach one course in the fall. If anyone does not have access to the CE Committee CANVAS shell, please inform Marilyn. Gary and Harriet will set up meeting times for fall 22 and Marilyn will send out the agenda for the 1st meeting for fall 22.

4) Topics for next Year (CE Committee)

Announcements: Open Forum for Discussion

Future Agenda Items:

Adjournment: 1:50 pm