

# Academic Senate

## Career Education Committee Meeting

March 11, 2019 1:30 p.m. to 2:30 p.m. BONH 330

Begin – 1:31pm  
End – 2:33pm

Attendees: Gary Quire, Jeff Baker, Lee Hilliard, Wendy Ruiz, Kathy Bakhit, Tim Baber, Regina Blasberg, Harriet Happel, Marilyn Jimenez, Eric Arnold, Omar Torres, Shannon Doronio, Larry Alvarez, James Glapa-Grossklag, Nicole Faudree.

### 1) Approve Previous Minutes

- a) October 8, 2018
  - Meeting minutes typos have been corrected based on information provided by Nicole.
- b) October 29, 2018
- c) February 11, 2018
  - Suggestions for changes to the meeting minutes were submitted by Nicole Faudree.

### 2) Prior Learning Assessment project description (James)

- a) Background: James attended a regional meeting and put in a request for Regional Strong Workforce funds for an Assessment for Prior Learning/Prior Learning Assessment Project. There is a need for more progress to be made regarding this project. Funds need to be spent by December of this year.
- b) Strong Workforce for an Assessment for Prior Learning: Prior Learning Assessment Project: Provides a mechanism for students to demonstrate what they may learned elsewhere (prior learning). This may include certifications, former internships or apprenticeships or an MBA. In addition, this program provides a mechanism for students to demonstrate what they have learned and have the content experts (faculty) assess them.
- c) There are 4 main activities:
  1. Host a meeting on campus in which current field experts would be invited to disseminate information.
  2. Ability to send teams from various colleges to attend the Council for Adult and Experiential Learning (CAEL) conference.
  3. Invite a software provider to do a demonstration on the assessment for prior learning initiative. Important to have a workflow in place so that students can link whatever documentation they may have about their prior learning experiences.
  4. Provide stipends for faculty at each institution to develop local crosswalks and assessment tools for what this would look like at each institution or for each industry cluster.
- d) Committee members were encouraged to have conversations regarding this initiative. There was also a request from James for any faculty interested in working with him on this program. Thoughts to develop an inquiry group over the summer were discussed.
- e) The desirable outcome would be for students to earn a transcriptable credit/unit. An idea was discussed in regards to prior learning assessment that perhaps a student could sign up for a course and a faculty member could assess their work.
- f) There was a suggestion to have a conversation regarding the credit by exam policy with

Jasmine Ruys to help clarify whether these policies are mandated by law. Departments can also not choose which students could be offered credit by exam, it would be open to any student interested. The district does not award more than 18 units through credit by exam per the existing policy. Need to bring Jasmine Ruys into the discussion and explore this concept from a policy point of view.

- g) An idea was presented in which a student could sign up for a variable unit course. This course could be titled "Portfolio Preparation." Students could learn how to put together, write out, and translate, in an academic way, their prior work. This work could then be documented in their portfolio. Then students could enroll in a "Variable Unit Assessment" course where a faculty member could assess that portfolio.
- h) The deadline to spend the funds is December 2019. The next steps will be for James to re-engage with CAEL. There was a request that if anyone hears of any work with Credit for Prior Learning to please connect with James.
- i) As a result of the Guided Pathways conference #5 there was a discussion to re-vamp the fall FLEX schedule in a more conference style. The new focus would be on teaching and learning and there could be key note speakers. A fall workshop/event presentation regarding the Credit for Prior Learning could be a good fit during fall FLEX week. Fall FLEX is scheduled August 9<sup>th</sup> to August 16<sup>th</sup>. Invitations would need to go to the region soon. CAEL would charge approximately \$20,000 to send a speaker to COC.
- j) There was a question regarding if a portion of these funds could support faculty inquiry groups. Then people could bring their questions or comments to the fall conference. Faculty from other colleges could be paid to attend by one of two methods, 1.) Develop independent contracts with each individual faculty or 2.) Engage in a set award with the institution and have that institution determine how they will pay their faculty. Details regarding any budget figures will be communicated to James.

### 3) Advisory Board Handbook (Regina, Gary, Larry)

- a) Special thanks was given to Larry and Gary for helping with the handbook.
- b) In terms of content on the Advisor Handbook some information included is in regards to providing background. In addition, a definition of roles for individuals participating, what might both industry and students encounter and guides on how to form or maintain an Advisory Board (in terms of membership and participation). For new chairs suggestions were provided on how to recruit new or additional members. The committee was asked if they have any ideas for another term other than Participatory Members to please share. Goal was to keep the language generic to address all boards.
- c) It was noted that content regarding where to find course material is listed on page. 4 under "Facilities/Equipment."
- d) The handbook is overarching guidance and provides clarification on the roles and responsibilities of faculty, departments, committee members, and indicates what support would be provided from Academic Affairs.
- e) A generic schedule of events was outlined. Optional items were included such as, formalized recognition of board members, a generic listing of agenda items, and a list of questions. These questions could be added as an employment opportunities agenda item to help start up conversations.

- f) After the handbook is approved in the CE committee it will then go to Senate. The goal is have the handbook approved by the end of the semester.
- g) Language corrections/suggestions and clarifications regarding the handbook:
  - It was clarified that the correct acronym to be used is CE and not CTE.
  - Information was collected from Academic Senate for California Community Colleges (ASCCC) and from other colleges to help put together the handbook.
  - There was suggestion to update the title of Advisory member to industry member.
  - Page 3, under the “Role of the CTE Advisory Committee” clarify that the role is to advice on Curriculum and equipment. That those who will be invited will be industry and students.
  - On Page 5, under “Student Member,” “Student or Alumni” will be added.
  - It was suggested to spell out all acronyms.
  - On Page 6, list the site for the Collective Bargaining Agreement to clarify the role of the department Chair.
  - In terms of committee structure, breakouts to cover multiple disciplines at one meeting should be added as well as having a multiple discipline meeting in general.
  - What are the requirements for meeting minutes? What do they need to contain to meet Perkins requirements?
- h) In regards to finding new members it was clarified that “Jerry’s database of 300 businesses in the valley” referenced in the previous meeting minutes from October 8<sup>th</sup> was referring to a large project with CRM. This project is in progress and is currently not accessible to everyone. Harriet will be meeting with Kathy Norse from VIA to discuss how to combine efforts. The next discussion will happen with the Chamber and then EDC.
- i) It was also clarified that Justine Wallace is the Director of Educational Partnerships. Justin is charged with being the face of the college and will meet with industry partners to acquire those partnerships. This is also through the CRM project.
- j) It was clarified that meetings should take place twice a year. Harriet will double check Perkins 5’s new recommendations regarding how often meetings should take place.
- k) All of this information will be embedded in the manual to guarantee approval from Senate.

Note: Remaining items on the agenda will be moved to the next agenda, with the exception of item #4.) Mark Perna from Tools for Schools Update. An announcement was made to encourage faculty to attend the meeting with Mark Perna on Friday March 15<sup>th</sup>.

#### 4) Mark Perna from Tools for Schools Update

- a) Career Trees and Copy Points
- b) Regina, Rebecca, and Erika to visit each school meeting prior to March 15
- c) Presentation at IAC meeting on March 15

#### 5) National Honor Society for CE Students (Harriet)

- a) <https://nthsofca.org/>
- b) “The National Technical Honor Society currently serves approximately 100,000 active members and nearly a million members since its inception in 1984. Awarding over \$2 million in scholarships to date, NTHS honors the achievements of top CTE students, provides scholarships to encourage the pursuit of higher education, and cultivates excellence in

today's highly competitive, skilled workforce. For over 30 years, NTHS has been the acknowledged leader in the recognition of outstanding student achievement in career and technical education."

c) <https://nths.org/establish-a-chapter/>

6) Website/Migration Update

7) Video Marketing Update

a) Contract with the movie theater secured for 8 of the 30 second videos to play for 4 weeks in July. Which programs?

b) Maxed out the Mudturtle video production contract for this academic year

**Announcements:**

- Data Coaches Training – March 14 – 2:00-3:00pm BONH 106
- ASCCC Career and Noncredit Institute – April 25-27 in San Diego
  - <https://asccc.org/events/2019-04-25-180000-2019-04-27-190000/2019-career-and-noncredit-institute>

**Future Agenda Items:**

- College2Career Day Debrief
- Program Review for Budget Request