

**CE Subcommittee of the Academic Senate Meeting
November 8, 2017 12:00-1:00**

Begin - 12:07pm

End - 1:04pm

Attendees: Keri Aaver, Larry Alvarez, Lynn Arndt, Eric Arnold, Regina Blasberg, Jerry Buckley, Rebecca Eikey, Jeff Forest, Harriet Happel, Daylene Meuschke, Omar Torres, Russell Waldon

Approval of meeting minutes from October 23, 2017 meeting.

- Changes suggested under committee procedures, change to IE², Institutional Effectiveness.

Committee Procedures

- Policy & procedures for the board - if we don't have 50% of voting membership we can't have a meeting to make decisions.

Status of Student Committee Members

- Tina is not in attendance to discuss. She has two students interested and they can begin attending in the spring.

DWM

a. ISPICs

- A list of Industry Sector Projects In Common (ISPICs) has been posted (link provided). Potential participants are invited to review the list and contact the originating parties to indicate interest in participating. This link was shared with the committee but there was no further discussion.

<https://docs.google.com/spreadsheets/d/1OmDiwbBbgASxO6Yg-xpCWCOouNGDWh0W3pmeS4B00iE/edit#gid=0>

b. Feedback on Evaluation Rubric

- Harriet has been asked to create a systems map showing all of the local and regional projects we are funding. A committee website will be developed to house all the regional and local documents.
- The website will be created within the Academic Senate website and will include meeting agenda, calendar, and minutes.
- The committee will be voting on recommendations to the senate.
- Daylene and Harriet will work together to put together a visual of the various projects.

c. FY 2017/2018 Projects

- The region has posted all of the 2017/18 project proposals. They can be accessed through this link.
<https://drive.google.com/open?id=0B0h7O2tbq9zFV3R0SDk5cGtIU00>
- \$400,000 has been given to various sector navigators for ISPIC (Industry Sector Projects in Common-- refer to the handout) this list will be shared with department chairs through their deans.
- The 25 Strong Workforce recommendations are grouped into seven categories. These recommendations are the focus of the strong workforce more and better CTE initiative.

d. Marketing

- The state is providing each region with marketing templates. Additionally we are using some of our local and regional funding on creating more specific and targeted marketing plans. We are still evaluating several marketing companies including (SynEd, Ogilvy, and Scorpion) to assist us with this.

e. Feedback form the Chancellor's office

- Harriet attended a marketing session with Ogilvy at CCCAOE. Ogilvy is putting together a subcommittee to advise the Chancellor at the state level. The state Chancellor is considering asking each college to contribute 2% of their local DWM award to Ogilvy's marketing efforts.

f. Website and video completion

- The Hart School District and COC have been working on a joint marketing video that promotes Career Education.
- Regina has been working with department chairs to update/create websites and videos for all of the CE programs/departments. Ongoing website support will be provided to the departments by trained administrative assistants.

g. Local Project Updates

- **Digital Badging** –Wendy Brill-Wynkoop is working on a NonCredit Career Skills program that will offer Digital Badging.
- **LinkedIn** - Lonnie Davis will be assisting faculty and students with the creation of LinkedIn and Lynda.com accounts. Keri Aaver is available to come directly to a class and speak to students about LinkedIn and Lynda.com. In order to facilitate the use of Lynda.com in the classroom, it would be helpful for faculty to have discipline specific “crosswalks” that show which Lynda.com videos may be helpful to which disciplines.
- Keri Aaver attended the California Community College Association for Occupational Education (CCCAOE) conference and spoke with people creating crosswalks specific to the programs we have here. Students can upload projects, PowerPoints to their LinkedIn profiles.

Work Based Learning Pilot Project Update

Three key questions phase one of the project will address:

1. What is our WBL system at COC designed to produce?
 2. What is our WBL system currently producing?
 3. What should be the WBL system central objective(s)? What is the alignment with institutional strategic goals?
- Regina is working with Rebecca to encourage faculty members to become an official committee member, their commitment would be four hours a month.
 - Harriet and Jeff will work together in regards to the Workforce Innovation and Opportunity Act (WIOA) and how to approach this. We need a major partner in bringing industry to the table as we look at work based learning programs we need to be more effective. All our pathway money is for program improvement and new programs for workforce readiness. The emerging technology is where we need to look into WIOA which can play a big part. Jerry suggested that Jason Hinkle from Fiscal be a part of this meeting. The deadline is 12-8-17 for the projects approval.
 - Gina Bogna is rewriting the description so the terminology will eliminate any confusion between job shadowing, internships and mentorships. Jobs for the future and what work based learning will be imbedded into curriculum. Omar, we need to work with Community Based Learning and Civic Engagement, to align our efforts with Patti Robinson so we are not duplicating efforts. This needs to lead to a pathway for students. We will be including the Hart School District using the same terminology and expectations.
 - The Work-based Learning Pilot must align with our strategic goals. The state will be introducing tools such as Here to Career mobile application, which is a prototype tool capturing employment data for Doing What Matters (DWM) funding and aligning to the program of study, regional living wage attainment.

Data Alignment Project Update – scope of work with a consultant

1. November 30, 2017 project launch
 2. February 22, 2018 Review
 3. March 22, 2018 Finalization
- Code alignment for CE to be completed by May because it's connected to Launchboard. Jerry suggested this being offered as a flex activity in the spring. Needs to be done as soon as possible because the deadline for this request has passed.
 - Harriet will call Jacob on what dates are available. Jacob will then provide a report that documents the changes based on the faculty realignment analysis. We will

need a master spreadsheet. Jasmine Ruys needs to be at those meetings and need more educating to faculty on courses.

Advisory Boards

- We are exploring opportunities to partner with the Santa Clarita library to provide career exploration activities for elementary and high school students.

Tesla Education Foundation MOU

- Dr. Buckley is reviewing.

Open Forum

- This is the last meeting for this semester. Spring meetings need to be scheduled, Regina will conduct a doodle poll with faculty to find out when is the best time for their schedules.