

Career Education Subcommittee of the Academic Senate Meeting  
Sep 10, 2018 - BONH 330 - 1:30pm

Begins – 1:30 pm

Ends – 2:30pm

Attendees: Regina Blasberg, Rebecca Eikey, Russell A. Waldon, Daylene Meuschke, Garrett Rieck, Larry Alvarez, Gary Quire, Jennifer Paris, Jeff Baker, Tina Waller, Rachel Houghton, Jason Burgdorfer, Harriett Happel, Jeffrey Forest, Keri Aaver, Marilyn Jimenez, Nicole Faudree

A. Approve Minutes from: May 14, 2018 Meeting and Aug 27, 2018

- May 14, 2018 meeting minutes were approved unanimously.
- August 27, 2018 meeting minutes were approved
  - Comments on the minutes were shared regarding follow up on:
    - The Advisory Board agenda meeting will be scheduled.
    - Email regarding Perkins updated information.
    - LinkedIn 1 page document.
  - Cybersecurity and creation of Curriculum. There is a need for a faculty member to develop the Curriculum. This is a regional position. The role of this individual is to facilitate that process for each campus that wishes to participate.
    - Much of the curriculum is the same or “off the shelf curriculum.” Ron will be working with Paula, the DSN, in doing the match between what the state has done and the curriculum in common. They are looking at using the state model and how that is interfacing with the virtual labs technology. They are working with all 8 colleges. Here at COC there is interest from industry for some of these certifications. Ron could help facilitate through Fee based curriculum. For Computer Networking they are looking into other options. This will be a further discussion with Lee and Sam.
    - In regards to cybersecurity there are no plans to bring it forward to the Program Viability Committee. It is not clear if it will be a standalone program. Cyber security is becoming an across discipline function. We have computer networking but we also have computer science. We are waiting to see how the high school develops their Cybersecurity program and see if they will do their program as a standalone or integrate it into their Computer Science/Networking as one CTE.

B. Advisory Boards

a. Separate meeting TBD

- We are supposed to have a separate meeting. A request has been submitted to Susan Wills, Dr. Buckley’s assistant to schedule the meeting. This is pending. Regina will follow up with Susan.
- Sport Medicine has already scheduled their Advisory Board

meeting for next week. Harriet has taken the generic agenda that Tim Baber has used and has forwarded it to committee members in case anyone wants to use the template. Harriett will forward it to Marilyn to post with today's minutes on the website.

- There are some meetings scheduled in September and there are some that are out in October.
- There has been a delay in posting the position for Admin I. Human Resources initially stated it did not have to go to the Board but in fact it does due to the position changing from an hourly to a permanent part-time position. HR did not collect the required signatures necessary to get it on the Board Agenda. It is now on the Board Agenda for the Sept. 26<sup>th</sup> meeting. This position is to replace Lynn Arndt. It's likely that the position will not be filled until November.

b. Meeting schedule/dates for the semester

- In regards to scheduling your advisory board meetings, all request should go to Nancy Sandoval. Nancy will send out an email to all the program chairs that all request should go through her. For the nursing department, the email should be sent to the director, Mary Corbett, and not the chair.

c. Updates to members lists

- Nancy will send out the master members list as well for review.

C. CE Liaison Job Description, Rebecca Eikey

- A few years ago the Strong Workforce recommendations indicated that each community college Academic Senate should establish local CE liaison. This position would be the communication contact with the statewide senate, regional meetings and the local senate. Rebecca Eikey, Academic Senate President, recruited Regina into the position as she is a strong advocate for CTE faculty. Most senate presidents where doing the CE liaison roles themselves and it was difficult to balance both roles.
- Regina has been in this role for the past two years. A draft of the position was shared. The statement of serving as a voice to CTE faculty, within the college, to broader audiences such as regional and state defines responsibilities. Additional responsibilities include:
  - Engaging with local senate and being on the statewide list serve.
  - Attending regional consortium meetings every month
  - Working with academic senate to maintain a list of CTE faculty.
  - Identifying who is a CTE faculty member by determining which courses are defined as CTE and what classes they are teaching.
  - Support dialog with what is happening with Doing What Matters.
  - Facilitate local/regional discussions including chairing this committee (the CE Committee).
  - Work with other CTE liaisons in the region.
  - Identify issues of concern
  - Communicate opportunities for faculty to participate.
  - Act as a lead.
- Regina meets with Jerry and Harriet on a regular basis. There is a lot

of coordinating that happens behind the scenes. It is important to communicate this responsibility. Regina has been serving as a project manager to help get various local projects completed including marketing, websites, and professional development. The local senate needs to approve this job description and it is important for the CE committee to review and provide input, suggestions or questions.

- Gary Quire shared his experience performing this role at Moorpark College. Moorpark College already had this position prior to the committee coming in. We wanted representation from Academic Senate. I was a representative at Moorpark College but I had no voting rights. He was there just as a liaison. Gary would attend the consortium meetings and collect information and bring the information back. He worked closely with the Academic Senate president at Moorpark and had a standing meeting. The meeting was informal and it was only for 30 minutes to an hour. Our representative, who is the Dean of the department would help me put things together. It is very similar to the work here at COC. Regina has been doing a phenomenal job as a leader and CE liaison.
- Not all the regions have had a consistent CE liaison. We are very fortunate with Regina's role and we are on the leading edge.
- There was a recommendation to add to the job description that the CE liaison meet with the Senate President on a regular basis.
- CE liaison job description was unanimously approved by the CE committee.

#### D. Program Viability (Rebecca)

##### a. New programs being proposed?

- This body needs to be aware of new programs that are coming through. PTA is coming our way. Micah Young brought forth three programs. Harriet is ordering the LMI data for Pharmacy, Ultrasound and Cytology. Did we ever factor in an addition to physical therapy? There was a proposal from nursing for occupational therapy assistant. These are all for-credit. As far as non-credit there are some going through the process. There is a proposal for a new "Law Enforcement Technology" program.
- There is a new CANVAS shell that has been created by Jason, Marilyn and myself for all the new program submissions. Once a new program is uploaded all committee members can begin reviewing. Larry and Nicole will be added to make sure they can upload. Rebecca needs to know who is interested in submitting a proposal or who needs to be given access. Only those submitting program proposals will be added. CANVAS also allows for upload of pilot status reports. This is a way to track rather than submitting via email. There is also a template that can be used and filled out. This information is also uploaded on the PV committee webpage.
- One key component of going forward with the PV committee is to get the LMI report from Centers of Excellence to determine if there is job market demand for that program of study. Harriet will request LMI Data from Centers of Excellence. This should be the

first step before uploading to CANVAS. Center of Excellence takes between 2-4 weeks to respond to a data request. The chancellor's office in Sacramento requires that we go to the region to say that we have an intent to add a new program. The region then "votes" on the submitted programs but it is not binding. Oxnard, historically, votes against everything.

- Faculty should work with their Dean if you are considering a new program. Please give Harriet a call to discuss research that has been done and any specific data that needs to be shared or incorporated and to get the specific LMI data from the Centers of Excellence. Adele from the Centers of Excellence can customize reports. Harriet will be following up with Adele at the Centers of Excellence regarding her role in collecting LMI data for vocational noncredit programs.
- Garret Rieck has been doing a lot of work with short term vocational programs and some are going through PV.
- For other smaller programs it has not been determined if they will be going through PV or just directly through Curriculum. There was a question as to what should go to PV and what should go to Curriculum. Smaller courses can go to Curriculum and larger ones can go to PV. If a program is going straight to Curriculum, we don't need LMI data from the COE but if it is going to PV, then we do need the LMI data from the COE and we need to go through the regional program submittal process.
- In the Career Skills portfolio, the non-credit top code of 0559 which is other special programs presents a problem because any student completing a course in the career skills sequence uses the job developer funded by the DWM for job placement. Other special programs is not related to any particular program of study, it is other. This is a resource issue. The resources are being expended for a very specific outcome. The outcome is completion and employment in the program of study. The 0559 is not a program of study we can measure employment in. We would not get employment points. This is problematic when we are using DWM resources. Be aware of this, it is an enhancement, but we talk about the limited resources can we make the decision to put the resources towards that? In particular, the Lynda.com seats, of which we only have 2000. It has to go to those students have a very specific CTE Top code program of study. We need to look at resources and limitations. Jerry requested that any decisions regarding top codes go to him as the chief instructional officer for review.

#### E. Travel Authorizations

##### a. Process paperwork through your school admin

- In regards to the Perkins memo many of you have travel authorizations that you have been approved for professional development. Nancy does not process TA forms in terms of securing the hotel or signing you up for the conference. Her roles

is to ensure the right budget code gets applied. Any help you need for your TA form you need to go through your school admins as the Dean has to sign the form anyway. Nancy will verify that the correct budget code is used and confirm that the travel was previously approved under Perkins, DWM, CCPT, etc.

- All TA forms must include a meeting flyer, agenda, or program confirming the dates and the meals. For example, did the conference provide breakfast, lunch or dinner? If so, you will not be reimbursed for those meals. An "Advance of Travel funds" form can be submitted to reimburse you for registration or other large travel expenses that need to be paid up front. Nancy Duffy used to assist faculty with completing these forms and requesting advanced funds. The school admins should be able to provide this assistance which would be helpful for some of the faculty who do not travel as much. Harriet has a credit card with a \$10,000 limit on it. If a faculty member has a very expensive conference to attend please contact Harriet. She may be able to pre-pay for it on the card. Otherwise, the faculty member will need to work with your school's admin to file the Advance of Travel Funds paperwork. It was clarified that if you use the per diem for meal expenses, you do not turn in any receipts. The only time you provide a meal receipt is if you are in an expensive area or city and cannot reasonable get a meal at or below per diem. Then you can file for full reimbursement of your meal with the meal receipt. No alcohol will be reimbursed. Therefore, please collect two separate receipts (one for food and one for alcohol) if you are submitting a meal receipt.

#### F. Update on K-12 Funding (Jerry)

- a. The South Central Coast Region (SCCRC) has volunteered to pilot the Metric criteria. The metric and allocation criteria of \$150 million was passing through the community college system and back to the K-12 for various outreach and career exploration purposes. We have been informed that the process will be dictated and will no longer be a pilot. Anything that we fund or propose will not be funded until the following academic year, 2019-20. We need to look at a continuation of the planning process. What type of activities do we feel would qualify for the strong workforce funding? The funds will not be available until July 1, 2019. The Hart District is committed to doing pathways for all of their CE and GE programs. Going forth under the CCPT grant. Career Tech student organization will be worked into that. It will help with Guided Pathways for highs schools to get their pathways defined. We will add an additional phase, a crosswalk between the 15 sectors that CDE has for K-12 and to our 10 industry sectors.
- b. We want to articulate high school curriculum into the college curriculum so students don't have to repeat a course. This puts students closer to completion. For example, physical therapy assistant, two of the pre-requisite courses are the two courses taught at Valencia High School. This will afford students the opportunity to be two courses ahead when they arrive at COC.

G. Customer Service Training for Non-Credit (John)

H. Job Leads

- a. Send all job leads to Keri
  - There are over 13,000 people looking for jobs. Please send Keri any job leads no matter if they are for small or large companies. We are creating new pathways to connect students with alumni. Keri will be working with Jim Temple to create a list serve that will allow students to determine what type of information they would want us to send them.

I. Perkins and DWM Budget Updates

- a. Harriet will be sending out a memo

J. LinkedIn

- a. Review/comment on 1 page faculty handout (FAQ Suggestions?)
  - This is a carryover from the last agenda. Regina asked for any feedback to be sent via email.