

Academic Senate

Career Education Committee Meeting

March 11, 2024 1:00 p.m. to 2:00 p.m. (Zoom Virtual Meeting)

Notification: *The meetings are audio recorded for note taking purposes. These recordings are deleted once the meeting summary is approved by the Career Education Committee.*

- 1) Approve Previous Minutes
 - a) February 12, 2024
- 2) Career Education Survey (See email attachment)– (Gary & Harriet)
- 3) CCCAOE Spring 2024 Conference in Sacramento – (Gary)
 - a) <https://cccae.org/spring-conference-2024/>
- 4) Discovery Day – (Harriet and Gary)
- 5) Budgets – (Harriet)
- 6) Open Forum (15 minutes)

Announcements: Open Forum for Discussion

Future Agenda Items:

Dear Career Education Course Instructor,

We are asking for your assistance in encouraging the gathering of essential information from your students for the CE Survey (administered each primary term). The survey is administered in order for COC to obtain all eligible funds in support of Career Education programs. In these difficult budget times, the more complete the data, the better the funding.

The Career Education survey is administered online. Your students will receive the invitation with the survey link through their canyons email and there is also a weblink that you can share with them (provided below). Students only need to complete the survey one time. The survey will be open for responses for approximately **3 weeks**.

In order to maximize the response rate, we request that you **post an announcement, or email your students to encourage their participation in the survey. Below is sample verbiage for the email/announcement:**

Dear Student:

Each semester, the students enrolled in Career Education programs are requested to fill out a survey.

This survey intends to help improve programming by:

- Gathering feedback on our existing Career Education programs, and
- Identifying specific information about students upon which certain funding is based.

You will receive the survey through your canyons.edu email from institutionalresearch@canyons.edu and may receive a link from your instructor, **but you only need to complete the survey once.**

The survey requests identifying information comprised of your *7-digit student ID number (please include all zeros)*. Personal information will be kept confidential.

Participation in the survey is *voluntary*; any student who declines to complete the survey will not suffer a loss of benefits or services.

Here is a link to the survey:

[Career Education Survey: Spring 2024](#)

Thank you for your participation in this very important survey.

Please let me know if you have questions, and Thank you for your assistance in gathering data for this survey.

Preeta Saxena, Ph.D.