Academic Senate
Career Education Committee Meeting
Summary

October 12, 2020 1:00 p.m. to 2:00 p.m. (Zoom Virtual Meeting)

Attendees: Gary Quire, Harriet Happle, Don Carlson, Hency Chu, Jeff Baker, Jennifer Paris, Justin Wallace, Larry Alvarez, SB Tucker, Keri Aaver, Garret Rieck, Nicole Faudree, Kathy Bakhit & Marilyn Jimenez

Start Time: 1:05 pm

1) **Approve Previous Minutes**

   a) September 28, 2020

   - The minutes for September 28th were not sent out. In the next week or two both the minutes from September 28th and today's meeting from Oct. 12th will be sent out for review.

2) **Current Trends in CE (20 minutes)**

   - **CE programs with students on Campus:** There is a difference between the needs of the general ed classes, for the upcoming spring 2021 semester, and the necessity to meet face to face. It is understood that everyone is to follow the guidelines and not deviate from them. It is important to consider that most of the CE courses need tome type of either face to face or a way to get equipment to students so that student can have access to that equipment. There has been a big impact to the CE courses due to being remote more so than for other disciplines. For example, English or Math has their own issues. There was a suggestion to speak with each corresponding Advisory Committee.
   - **State, Federal and County Mandates:** It is state, federal and county mandates that only essential infrastructure program are allowed on campus as defined by the Federal Government. There are also color ratings based on the LA City Mayor Garcetti, which los Angeles County follows. It is not possible to bring many of the CE programs back to campus.
   - There will be an announcement today that there was an outbreak in the Welding departments. There was a student who tested positive and who was enrolled in three classes. There are now questions such as, what do we do? What is going to happen now? What is going to be the protocol? There was a discussion regarding going virtual for 14 days during the time of the quarantine. The classes were not cancelled and instead went to 100% virtual with the anticipation that the students will be able to make up the face to face component. There are also other staff members and faculty who are quarantining. The student notified the college and then HR stepped in and a process begins. The student has gone through the wellness check.
   - There is a question regarding how to bring the student back to campus? Does this happen after the 14 day quarantine. There is a protocol with HR stating that there needs to be a doctor's medical release confirming the student is ok to return to

campus. If a campus were to reopen and there is a large outbreak what is the length of time before a campus can re-open safely?

- None of these steps, protocols or procedures are outlined in the districts protocol document. The document also does not state who is responsible for what. A copy of this documents will be requested for review. It is also not clear if this information is not being relayed to students. There is concern that this should not be the responsibility of the faculty member to discuss with the student if they need to go get tested. This information needs to be made clearer. There was a suggestions to invite Maria from HR to attend the next CE committee meeting.
- HR also doesn't have authority of the students only over staff. Students receive information from the office of Student Health Services.
- The COVID-19 Containment, Response and Control Plan document was shared with the committee members. On page 7 the "Exposure Protocols" are outlined. It is suggested to invite more CE faculty and chairs who may have similar questions or concerns to attend the meeting with the CE Committee and HR. It was also stated that CE programs are the ones with the most students on campus at this moment.
- There was also a reminder that so long as people are following social distancing protocols and are wearing appropriate PPE.
- **Equity Issues:** It is recommended also that programs look into other types of virtual reality or artificial intelligence methods that programs can use. But there is concern with equity with some students not having the ability to afford the equipment or are taking the classes without the equipment and suffering the results. IT has put out a list of free software but students' needs to have the right equipment to run that software. There are also some students who cannot access WIFI as many of the locations that student would go to now closing earlier. There is concern with COVID-19 impacting the most in need students.
- **Follow up meeting:** Gary and Harriet will work on scheduling a follow up meeting and invite Deans and Departments chairs from those programs that have students on campus. This meeting may be scheduled as a CE Committee meeting or as a separate meeting in order to make sure that everyone can attend.

3) Continue Brainstorm Project Management Integration (Personal and Professional Development (Harriet, Garret & Gary)

- This program will be housed in PPL. This program will fit well in non-credit due to the flexibility with minimum qualifications. This program would also fit well with Workforce Preparation. This would mean that it would carry a short term vocational minimum qualifications. This would also mean that an instructor would need to have a bachelor's degree related to the subject being taught and two years of work experience. There is also the possibility of attaching other MQ's as needed locally. There is also an Associate's Degree related to the subject and 6 years of work experience. An instructor can be hired from in house who has the degree or someone can be hired from the industry who has that industry experience.
- If a program crosses over into other divisions and departments that program can be added to the website. This will be housed in non-credit. There was a reminder that for anyone who wants to sit for the project management exam an individual

needs to have 10 years of experience. There are three other colleges who are offering project management courses in non-credit. Currently courses are being offered at Palomar Palomar and Santa Barbra Colleges. Palomar and Cuesta Community College has been aligning itself with the Project Management Institute. They do not offer Project Management National Certification but it is aligned with the certification. They are also using their top codes under Office Technology and Office Computer Applications. Both Santa Barbara and Palomar are also offering courses under their Business Management program. All of these programs were approved in 2018 and 2019.

- The goal is to write the curriculum as broad as possibly to use in as many disciplines as possibly. The best route would be to add these courses to the Career Skills program. Similar to how Santa Barbara has their Career Skills Institute.
- Anyone who is interested in this program please reach out to Garrett.

Note: The remaining items will be tabled and will return on a future agenda.

4) ATC (Harriet)

5) Project Based Learning in CE (Gary & Harriet)

Announcements: Open Forum for Discussion

Future Agenda Items:

- SWP Summary October Meeting (Harriet)

Adjournment: 2:07pm