

# Academic Senate

## Career Education Committee Meeting

### Summary

October 26, 2020 1:00 p.m. to 2:00 p.m. (Zoom Virtual Meeting)

Attendees: Gary Quire, Harriet Happel, Don Carlson, Jeff Baker, Jennifer Paris,, Larry Alvarez, SB Tucker, Keri Aaver, Kathy Bakhit, Mark Daybell, Regina Blasberg, Marilyn Jimenez, Nicole Faudree & Tim Baber

Start Time: 1:03 pm

#### 1) Approve Previous Minutes

a) September 28, 2020

b) October 12, 2020

- Votes collected through the participant's window. Unanimous. Approved.

#### 2) Open Forum

- Elizabeth Shaker presented on the new Program Mapping. It was clarified that the Program Maps were created for the students. This is to guide students on Meta Majors and what courses will look like from semester to semester. The Career Trees are more so about careers and for the purpose for career exploration. For example, if a student was to go into Applied Technologies there would be a generic program map and then various programs of study could be explored towards something more specific. This would pertain to an educational pathway where the Career Trees are linked to a certificate, associate's degree, and associate's degree for transfer for a Bachelors. Discussion will take place regarding how to integrate and create more synergy between Program Maps with Career Trees.
- There are still plans to have a Career Trees for all areas of disciplines. The CE department created the first Career Trees as part of a pilot program as it was more manageable and relevant. Once the Career Trees for CE are complete the next step will be to work on other disciplines who are interested in participating. At some point those who didn't participate will be revisited to see if there is interest or if it is worth their time. There are currently 27 completed which is almost at 100%. This is a two part process in that there are Career Trees and Copy Points. The Copy Points highlight what the Career Trees and goals are.
- A meeting has been scheduled with Mark Perna's group regarding accessing passwords to make changes to the Career Trees. Robin Spurs will also need the password to make changes. There are 12 which are ready to go and a decision will be made regarding how to proceed with the other 12 to 15 Career Trees.

#### 3) Postpone COVID – 19 Meeting until Spring

- There were plans to schedule a meeting to discuss how to respond to COVID-19 in the classroom. This meeting will be scheduled for spring 2021, either February or March. It is not clear if CE Committee should host this meeting. It would be

important to have the Deans and Department Chairs attend. There is concern with CE programs being the most impacted since they are the programs currently on campus. If a student states they don't feel well how should faculty respond? The guidance from HR is to stay home until someone feels better.

- There are questions from faculty regarding what will be the process for returning to campus once it is legal to do so. Will this process be in stages or phases? Some discussion has taken place with David Andrus regarding establishing a task force or a work group. The group would consist of different people who could report out and collect feedback from others. Currently there are only 8 programs that are legally allowed to return to campus. Gary will be attending the IAC meetings and Harriet will attend the Dean's Council meetings and both will report back to the CE Committee.

#### 4) Program Review (Harriet)

- There is going to be a constrained budget next year. Harriet has asked all departments to determine what their program needs are. For the past two years all Forced Costs for Career Education have been paid for by both Perkins and Strong Workforce funds (SWF). This will most likely be the process for next year. It is important to collect the right information for both program review and budget so that a determination can be made regarding how to allocate funding for programs. The current guidelines state that Perkins and SWF are not to be used for anything that is supplanting. If there were to be an audit there would probably be a warning. Special attention needs to be paid to what are emerging technologies that can be incorporated into programs where there are technology costs. There is a strong probability that instruction will continue in an online environment next fall 2021 semester. If there is an opportunity to have virtual technology that will need to be incorporated as this would qualify for both Perkins and SWF. It is recommended that faculty look into innovation. Equipment cannot be replaced with this funding but new equipment can be purchased.
- Jason Burgdorfe, faculty chair of the Program Review Committee, along with Jason Hinkle, Sharlene Coleal and Daylene Meuschke will be offering training after the November 1<sup>st</sup> IAC meeting towards the end of November. This will be an opportunity for chairs to get together and do Program Review and share information to others from various departments. Any department's needs for professional development are put into CTE funding. It is not clear if the same amount of travel and conference attendance will take place as in the past given the constrained budget. There is going to be discussion regarding whether attendance can continue virtually.
- Program Review is currently in year 3. There was a suggestion to have a future meeting in August or September and to have chairs report out since Program Review will be in year 1 next year. It was clarified that the discussion regarding program review for year 3 is from last year. It is always a good idea to discuss program review. The main issue that Program Review is attempting to resolve is the concern with funds that were cut due to not being on campus and ensuring those funds are automatically put back in for next year's budget. As there is a

concern with needing to do a Forced Cost request for funds that are always included in the original budget. If there is a possibility of being back on campus Jason Hinkle has confirmed he will manually re-code budgets so that funds are restored. There are also concerns with the College Assistant budget being cut.

- There is now a Perkins 5. The state chancellor's office has provided no guiding documentation. There is also no state plan and what CCC's have been told is to use the K-12 plan, however there are concerns with this. There is no need to do a comprehensive needs assessment this year. Data still needs to be looked at to make the justification in asking for various top codes. This is to obtain funding based on enrollment retention and completion for those who are identified as special population. If there is a program that is not doing well some thought needs to be given as to what are some ways that capital can be infused into the program for program improvement. Perkins is about improvement and development for existing programs. Both the Interior Design and Architecture departments decided last year before moving to remote instruction to take both of their introductory courses and hold those in the Maker Space area as those courses don't have a lab. This allowed for more hands on learning. This helped improve success and retention numbers. There was a 40% retention rate.
- **Online instruction:** This has also provided an opportunity for students who are already employed full-time, part-time and who may have children to enroll in more courses. An assessment needs to be done to determine which courses do really well online, which work better face to face and which as hybrids.
- **High-FLEX courses:** It will also be helpful to have Regina present on Hi-Flex courses and what technology is needed. Regina will host a FLEX session. This modality is more so Online Live which is essentially online live in the classroom. An instructor would be teaching students who are both online and in the classroom. Anything that is shared on the board is automatically being digitally broadcasted through zoom. All the content is being recorded. There may be times when all students attend online and other times when it is all in person. It will take time for an instructor to get used to this type of modality. For this particular course in Survey Programming the nearest program is located in South East Orange County. This program was accommodated to allow people from multiple locations to attend. Adjustment need to be made with testing protocols as many students may join remotely for exams. Younger students are also much more interested in face to face instruction due to they not having the advance classroom equipment at home.
- **High-FLEX hybrid course:** These courses are offered in an eight week format. A student would meet with an instructor eight times during the course. This is another course modality that provides more flexibility for students. For example, in the Welding department it may work well to offer lectures online to allow for labs to run more frequently.
- There is also still an option of offering the lectures online and the labs face to face.

##### 5) Strong Workforce Funding (Harriet Overview)

- This item was tabled and will return on the next agenda.

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**Announcements: Open Forum for Discussion**

- The fall job fair will be scheduled for Tuesday, Wednesday and Thursday. This event will be held virtually. There are many employers who will be attending and who need to fill positions. The group of employers and positions is very diverse. There are also remote and online positions. More marketing will be sent out soon.
- Harriet will send everyone a study which came out of LA and Orange County Center of Excellence called Resilient Jobs. This study helped identify which programs and jobs have survived the pandemic and which have rebounded. This will also help with program review as it can help with justification for funding requests in terms of LMI data.

**Future Agenda Items:**

- **Cancel Monday November 9, 2020**
  - The next CE Committee meeting is scheduled for Monday, November 23, 2020.
- SWP Summary November Meeting (Harriet)

**Adjournment:** 2:00 pm