

# Academic Senate

## Career Education Committee Meeting Summary

April 26, 2021 1:00 p.m. to 2:00 p.m. (Zoom Virtual Meeting)

Attendees: Donald Carlson, Dr. Kathy Bakhit, Garrett Rieck, Gary Quire, Harriet Happle, Jeff Baker, Justin Wallace, Keri Aaver, Larry Alvarez, Marilyn Jimenez, Regina Blasberg & SB Tucker

Start time: 1:05 pm

Note: Open Forum was placed at the end to allow more time to discuss other items on the agenda.

- 1) Approve Previous Minutes
  - a) March 15, 2021: Motion to approve the minutes by Jeff Baker, seconded by SB Tucker. Unanimous. Approved.
  - b) April 12, 2021: Motion to approve the minutes by Regina Blasberg, seconded by SB Tucker. Unanimous. Approved.
- 2) Add Codes Student Control vs. Instructor Control (16-week, 8-week and 5-week classes) (Gary Quire and Regina Blasberg)
  - a) This item as discussed at the last [Academic Senate meeting on April 22, 2021](#). Typically, these discussion items come through twice and then are brought back as an action item. There were three options to choose from which included,
    - **Option #1:** Continue to allow students to add classes whenever up to the semester cutoff date. There were many instructors who weren't in favor of the current process. Once a class is full instructors would get a list. With the current process if a spot opens up in class a student could add without an add code. There may already be 5-6 students on a waitlist.
    - **Option #2:** This option allows students to still add a class up to when a class is full and/or the first day of the class. This option is only allowed for 16 weeks classes and not for 5-8-week classes. The instructor has control of the classes and control over admitting students. Students cannot add as there is now a list. For 5-8 week this option is halted prior to the start of the semester. Regardless if this is a 5 or 8 week classes, the day before the first day of class the student will be locked out.
    - **Option #3:** This option locks all classes including 16- and 5-8-week classes. This option grants the instructor full control regardless if there is space available.
  - b) Voting Results in Academic Senate: There were 9 votes in favor and 9 votes not in favor for Option #2. David Andrus (Academic Senate President) was the tie breaker vote and he voted in favor of Option #2. Student Services will be asked is to leave full length 16-week courses open for 1 week. The first week of the semester's students will be able to enroll themselves if there is space. 5-8-week classes will be locked regardless of whether or not seats are available, prior to the start of the term.
  - c) Option #2 is preferred for CTE programs. For examples, in the Business Entrepreneurship fill up but it is always good to allow for extra time. Having an extra week helps to fill a class. This was a

discipline divided vote. There may be some disciplines in which this doesn't apply. This option or item may return to Academic Senate in the future.

- d) It is recommended to collect data regarding CTE program enrollment. There was an argument with other instructors was that students could always be added with an add code. The concern is that many adjunct faculty are working as full-time professionals. A student may email an instructor and then they have to wait for a response for an add code, then go to Admissions and Records and then wait for the system to update before they can access CANVAS. These adjuncts are working all day and are not always checking emails and managing their roster. This option also creates more barriers for students and could potentially cause them to miss the first day of class.
- 3) Update the CE Survey that went out two weeks ago (Harriet & Gary)**
- a) The data for the survey has been received. This item was originally listed as a reminder to have those who haven't taken the survey to please do so. There have been 11 responses. Gary and Harriet will look at the data and bring this item back as a discussion to discuss the data and look at possible areas for improvement.
- 4) Interest in Project Based / Integrative Learning Projects, Internships and Apprenticeships(Harriet)**
- a) A survey will be sent to faculty to determine if they will be doing Project Base Learning in the Classroom. This may already have been done it is just not being identified this way. There will also be some discussion as to how more assistance can be provided to the faculty working across disciplines for some of these projects. There are many funds which will be coming from the Federal Government for areas such as Work Base Learning, Internships and Apprenticeships. The survey will help to determine where faculty are in this process to then implement Professional Development and planning for next year.
  - b) Approval has been secured for [Worcester Poly Technical Institute](#) on Project Base Learning for this summer. There is a group of faculty and students who are very excited. There is an application for [AAC&U Institute](#) on Integrative Learning. This fits well with Guided Pathways in terms of introductory courses and helps to clarify the path for students. This also helps students to build a portfolio as many employers are transitioning away from a traditional resume. Any faculty who are interested can follow up with Harriet.
  - c) The Career Center would like to see more integrations with other departments on Project Base Learning. These opportunities have started off as internships and later turned into Project Base Learning opportunity. This helped for the development of a Veterans Job Developer. The Career Center is a week 2 of job fairs at the college. Employers is need of filling various positions. Some management trainee position pays up to \$58,000 a year. On Wednesday the job fair will focus on Applied Tech and employers need to hire Land Surveyors. These positions are the right fit for students. Postcards are sent to all CE current student and alumni. Student have also been notified through Job Speakers, marketing with clubs and send this information to faculty. Student have also been surveys after every workshop.
  - d) This is also a great way for campus clubs to get involved. Students can also get involved with the [Future Business Leaders of America \(FBLA\)](#). There are many students from other majors who also have joined FBLA. The Student Business Services offices has not been reconfigured to house the Integrative Learning and [Honors Program](#). There has also been a nation project through the Place Project, which is a National Project through the [Mellon Foundation](#) and grant funds have been received. Patty Robinson has been very involved in doing social

action and many Honors students are already involved in this project. Student could also a Business Plan Competition through FBLA. Pre-COVID-19 FBLA had anywhere from 26-30 students, however, after the pandemic hit there are now 8-11 students.

- e) In terms of addressing homelessness in the Santa Clarita Valley there are several students who have secured internships with the City of Santa Clarita. The idea is to have students from various disciplines work together to begin solving problems. The hope is that by the spring semester this program can continue to grow as this has been critical and central to the Guided Pathways initiative. The idea is to bring these opportunities to all students and that it becomes a standard practice. In addition, to ensure all students during their first semester get a Project Base Learning assignment as this gives students a competitive advantage. In a 4-year environment typically students don't get this opportunity until their senior year.
- f) It is also possible to do this virtually. Setting up an internship and working with non-profit is easier virtually than when these opportunities to held on campus. Many students do prefer to do work online. There are some students who are working in an Animation Internships remotely and are now being paid. The student priority may not be the same as those of an instructor or a client. It is important to select carefully the students.
- g) [Birds of the Canyons Project](#): This project has not been an additional project for students but it has been an addition to the curriculum for students. There where 6 disciplines who undertook this project. There is a capstone project in which Animation is working with Anthropology. The project is to animate some of the history of an anthropological object. The Anthropology departments moves a different pace than Animation. The classes need to synch so that material is presenter in a timely manner for all the classes. The more work which can be done with other instructors to set this up for Project Base Learning the better. All instructors need to be ready to begin at the same time. There is not implemented structure and it has been more so a prototype. The survey will help to build a structure. There opportunities to do different types of structures. Birds of the Canyons started two years ago and will continue. This will also help to develop Professional Development.

**5) Open Forum (15 minutes)**

- a) [Academic Staffing Committee update](#): A [memo from the Chancellors office](#) was distributed to the School Deans and Faculty Leadership. There are many CTE faculty positions which were being added. One of the challenges is with the first 14 new positions, will there be 14 new hiring committees formed? There may be some faculty wondering which positions are considered the highest priority to fill and which could be filled in fall 2021 or spring 2022? For many disciplines this is an impressive list. There will be 20 new positions or so in the next two years. There was approval for a Water Systems Technology, Land Surveying and Manufacturing Technology. Manufacturing Technology will be considered a high priority due to some special funding. Other approved full-time faculty positions include Network Technology, Computer Networking, Cyber Security, EMT and Automotive. This list can be shared with CE Committee members as this will go to BOT.
- b) There was a reminder that the recommended new hires for fall 2022 are still just a recommendation and not a priority. Academic Senate will need to move these forwards for fall 2022. For fall 2021 it may be more challenging to form the hiring committees. There is a need to prioritize some positions such as EMT. The Deans will work with HR to develop the job descriptions. Once those are finalized then hiring committees can be developed. For those which are essential positions there are funds available in SWF to compensate faculty and pay for

supplemental services for those who choose to work off of contract. In order to prove that an area is considered absolutely essential proof needs to be collected and considered. In Net Tech there are two adjuncts who can teach once each as they are full-time staff members at the college. There is a need for a full-time instructor. The question will be, what is needed starting in August and what could wait for spring 2022? There is concern with waiting until August, September or October. Job descriptions could be developed and forwarded to HR so that by the time faculty return back from being off of contract they will be ready to review applications and start the hiring process.

- c) In regards to Nursing and EMT positions, the job descriptions have been developed and sent to HR. These positions may move forward over the summer 2021. Dean, Kathy Bakhit will follow up with Harriet to secure SWF funding to help pay for supplementary services for faculty as EMT cannot wait. Patti Haley will be leaving in June and three adjuncts are leaving over the summer. EMT classes are 10.3 TLU's each. There are 4 sections. This will leave one full-time instructor to teach 4 EMT classes and 3 EMR classes from 8am – 10:30pm Mon- Thurs. This is not possible. There is also a need to lab techs in some of the areas as they grow.
- d) Dean, Don Carlson will send to Chair Gary Quire to share with faculty and CE Committee members. This memo has also been uploaded to the [Academic Staffing Committee page](#).

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**Announcements: Open Forum for DiscussionFuture**

- There are only two meetings left, with one in June and the other on May 10<sup>th</sup>.

**Agenda Items:**

**Adjournment:** 2:00 pm