

# Academic Senate Career Education Committee Meeting Summary

December 7, 2020 1:00 p.m. to 2:00 p.m. (Zoom Virtual Meeting)

Attendees: Gary Quire, Harriet Happel, Don Carlson, Jeff Baker, Dr. Omar Torres, Jennifer Paris, Larry Alvarez, SB Tucker, Garrett Rieck, Keri Aaver, Kathy Bakhit, Mark Daybell, Regina Blasberg, Marilyn Jimenez, Justin Wallace, Nicole Faudree, Katherine Hernandez & Tim Baber

Start Time: 1:03 pm

## 1) Approve Previous Minutes

### a) November 23, 2020

- Motion to postpone approving the summary and move to the first spring 2021 meeting agenda in February to allow more time for people to review by Nicole Faudree, seconded by Jennifer Paris. Votes collected via the zoom participant's window. Unanimous. Approved.

## 2) Open Forum (15 minutes)

- **Website changes and making PDF documents ADA Accessible:** This discussion was brought up at the [Academic Senate meeting on Dec. 3<sup>rd</sup>](#) by President, David Andrus and Stephen Burns in IT. David is also serving on the Web Committee. Stephen shared a ["Website Overview 11.16.20"](#) report outlining the number of ADA accessible and non-ADA accessible PDF's on the main website. There is a significant number of non-ADA compliant and inaccessible PDF documents. IT has tried to fix the PDF documents but this has proven challenging as people continue to upload new documents that are non-ADA compliant. This requirement needs to be communicated to Robin Spurs as she has been uploading the Career Tree PDF's and will soon receive more documents from TPS. Robin will be trained soon to ensure all documents she uploads to the CE websites are ADA compliant. Due to Robin not being included as part of this training she is unable to provide assistance to faculty.
- There are still concerns with having department chairs attend the 508 & ADA training as some chairs feels they are not Web Designers. Some faculty have used LinkedIn and other resource to figure out how to make a PDF document ADA Accessible. While Adobe has an accessibility feature that can help make PDF documents accessible, this process can be complicated. The Adobe software does flag errors but it's not always clear how to make the corrections. Many times, documents need to be re-created. When the transition was made from the old site to the new site there was no assistance provided to the individual departments to merge content over to the new site. Working on making PDF documents ADA accessible is very time consuming.
- The other concern is with having to convert quickly to online format. This posed many challenges for faculty. Many of the documents and handouts uploaded default to PDF. There are many faculty who still do not know how to convert a Power Point into a PDF document and make it ADA Accessible within CANVAS. More training is needed for full-time and adjunct faculty. There was also no FLEX training available for faculty. IT stated that they would be unable to handle the large load of PDF files and that Administrative Assistants would have to be trained. Scott McAfee will be providing additional training. It's

recommended that this issue be brought up at an upcoming IAC meeting and that an email be sent out to department chairs. This can also be overwhelming in departments where there they are one chair, one-person departments. There is also product through CANVAS that can do an accessibility check and the software will tell you what is not accessible. This product does need to be purchased. There is also the waive checker that checks items on websites which is free but not user friendly.

- If the goal is to protect the college from potential lawsuits, then the goal should be to have the public facing website have PDF documents that are ADA accessible. It is more likely that main COC webpages will be linked to other outside websites. Whereas, CANVAS shells are accessible to students only. However, from a faculty perspective the CANVAS shells may be priority as these are the first point of contact with students.
- Dr. Omar Torres will follow up with Jim Temple regarding this concern with training
- **State Chancellors Guidance of Competency Base Education (CBE)**: The State Chancellors office is asking for colleges to consider submitting proposals to participate in a CBE professional development opportunity session. This opportunity session would be in partnership with a Bradman University colleague, California Community College Curriculum Committee (5C's), the statewide Academic Senate, and the CCCCCO. This session would focus on formulating guidelines for CBE. There have several faculty who have been interested in participating in this session. The emphasis is on general education pathways as opposed to a specific focus on career. There was a reminder that there is going to be an accreditation team that's going to be on campus in spring 2022. This spring semester the focus will be on drafting a response to the various standards. There will be potential applications for the college in the future. There are several institutions that are looking to serve as a pilot program. If anyone is interested, Dr. Omar Torres or Harriet Happel can forward the information via email.
- **Special Thanks**: Dr. Omar Torres gave special thanks the entire committee for all their hard work this semester. In particular to Nicole Faudree, COCFA President and all the union colleagues for bringing back the essential infrastructure sectors and disciplines. There will be more work up ahead in working towards transitioning non-essential infrastructure disciplines back to campus. There are some disciplines which have labs where it is important to bring students back to campus. There is also dialogue taking place within the new Return to Campus Coalition on how to bring folks back to campus. Very few of the positive COVID-19 cases have been from the essential infrastructure disciplines. This is a testament to the amazing work that unions, district and faculty overseeing these programs have done to set parameters and guidelines to ensure the safety of all involved.

### 3) Strong Workforce Priorities (Harriet Overview)

- There are some changes with SWF and the region. There is also program review taking place. Some of the changes include submitting a 20 page application for every SWF project.
- Harriet shared the ["South Central Coast Region Industry Sector Ratings: Preparation for Program Review"](#) slide presentation. The Centers of Excellence did a report in which it looked at industry sectors. There are a few disciplines under Government, Public Safety, Education and Human Development. These sectors were originally not included in the regional reporting. This data is by region and not by campus. The report also looks at how many students are enrolled in each sector, "Completions", "Transfers", "Skills-Builders with Earnings Gains," "Completers Employed within 6 Months" this would be mostly non-credit students. The report also includes "Top Middle-Skills Jobs Supply Gaps," "Top

## Middle-Skill Jobs Media Wage” and “Median Change in Earnings upon Completion.”

- Numerical values were given to each category and those are rated in comparison to other sectors. Rankings are based on getting a ranking of 1 to 12. In regards to the total number column, the lower the number the higher an industry ranked. Most jobs under Global Trade are posted under Business & Entrepreneurship. There is a need for a Global Trade paradigm to go across the disciplines within CTE. This is becoming predominant in the state.
- Gary and Harriet will be attending a workshop soon. The region will be completing their strategic plan by the end of January for the next five years. There are some concerns with doing a strategic plan as there is no data for the next five years. It is recommended more so to use the data as a point of reference rather than doing priorities for industry sectors and include this data. The data is problematic in that it is mostly historical and it is based on job posting prior to the pandemic. It is not clear how these jobs are going to emerge once the pandemic is over. There is also a discrepancy between what is “success” and what is a “completer?” For example, in manufacturing and automotive students are successful in obtaining well paid employment however, student did not complete the program. This also has no reflection on the gig economy.
- There is a question regarding how rankings affect programs? Does this mean those programs will not receive support? The purpose of this report is to state that the region has met the state mandate to demonstrated quantitative data. The difference is that the region has decided not to prioritize one sector over another. It is important to look at top middle skills jobs prioritized by industry sector. This data will now drive towards how can program improvement be done? This data was prioritized by the supply gap such as how many jobs are out there within each of these sectors? Data can also be viewed by zip code for Northern LA County. For a more resilient jobs report it is recommended to view the LA and Orange County reports.
- It was clarified that the reason there are “0” for some columns under Global Trade is that there are few schools that have a Global Trade program. However, there are skills required for Global Trade that are presented or taught in a variety of programs. This is why there is no efficient completion number but there are students who have those skills. This data is taken from Launch Board. It is also important to look at gender ratios for each of these sectors as well as the economically disadvantaged and first-generation students.
- There was also a pandemic resilient jobs report shared. Within the seven industry sectors information has been posted regarding the 50 jobs which include a median wage indicated for the last six months. A list of top skills by 2025 was also shared. It is estimated that by 2025, 65% of the jobs that exist today will not exist. In 2025 there will be shift from human to machine integration. However, there will be some human centered jobs which AI cannot do. Employers will focus more so on skills and not on degrees. For SWF funding, qualitative data and the future of education and work will be important. Every student will need to have some sort of mastery of Internet of Things and understand the technology to enhance the jobs they will be employed in.
- There has also been discussion regarding more entrepreneurship skills across all disciplines. There has been a trend toward more people becoming independent contractors. The COC Career Center will continue to work with students and faculty in providing job search services such as building industry specific resumes and preparing student for interview using mock interview services. The new trend in terms of job skills is to be flexible and innovative. There is also a need to be responsive to the workforce in Santa Clarita.

- In spring 2021 there is going to be a FLEX class covering integrated learning. It would be great to see CTE faculty attend this FLEX class.

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***Announcements: Open Forum for Discussion***

***Future Agenda Items:*** none

**Adjournment:** 2:08 pm