

Academic Senate Career Education Committee Meeting Summary

February 27 2023 1:00 p.m. to 2:00 p.m. (Zoom Virtual Meeting)

Committee Members: Gary Quire, Harriet Happel, Larry Alvarez, Jennifer Paris, SB Tucker, Jeff Baker, Mark Daybell

Guests: Dr. David Pevsner, Dr. Hency Chu, Justin Wallace, Marilyn Jimenez, Paula Hodge, Clinton Slaughter, Brittany Applen, Diane Avery, Jon Amador

Start Time: 1:06 pm

- 1) Approve Previous Minutes
 - a) November 07, 2022
 - b) February 13, 2023
 - Motion to approve both meeting minutes by SB Tucker, seconded by Jennifer Paris. Brittany Applen abstained. Approved.
- 2) CCCAOE Spring 2023 Conference in Sacramento (Gary & Harriet)
 - a) Gary's previous position as VP of the South Central has changed. As a reminder COC is part of the [CCCAOE South-Central Coast regional contortion](#). This consortium includes colleges such as Santa Barbara, Allan Hancock, Antelope Valley, Moorpark, Ventura, Cuesta and Oxnard. Gary has now accepted an executive position. His replacement will start on July 1st.
 - b) [CCCAOE Spring 2023 Conference](#): An email be shared soon. This year's focus will be on CTE. This event is free. The event is scheduled April 19th to 21st with pre-conference sessions to be held on the 18th. There is SWF funding available to send faculty.
 - c) [ASCCC Non-Credit Institute](#): This will be a 1-day event on March 20th at Compton College. Gary and David will be attending.
- 3) Advisory Boards (Harriet)
 - a) [Advisor Board Meeting Invites](#): If faculty have not confirmed their advisory board meeting, please work with deans to confirm dates. Most meetings are still being held via zoom. However, faculty have the option to do face to face. Meetings can be held in the middle of the day as luncheon instead of scheduling at 6pm. This may help to have a better turn out.
 - b) [Advisory Board Member Business Partners](#): There are not enough members. There is a need for input in the area of relevancy for curriculum in response to skills employers are looking for. Faculty should contact Harriet to get industry members. There is the Job Speaker database as the employment platform. Information can be found regarding who is hiring students in the community. Employers can be invited to attend and consider becoming an advisory board member. Paula Hodge, Justin Wallace and Harriet Happel will work on getting more employers on the table. It is challenging for deans and Harriet to attend 3- 4 meetings. It was requested to allow for more flexibility.
 - c) [How to Increase Hart District Participation in Advisory Board Meetings?](#) Faculty can work with Caroline at the Hart District and copy Harriet to get out an invitation. Brittany Applen is working on scheduling two Advisory Board meetings for REC and ASL on the same day, in person and provide food. The other idea is to schedule via zoom at 3pm on a Friday. The Hart district meets for the Modern Languages Advisory Board meeting on Mondays at 4pm. The

idea is to perhaps schedule the REC and ASL meetings on alternative weeks.

- d) CE Adjunct Faculty: Many CE programs have adjuncts in the industry. There is an advantage in having CE adjunct work at COC and still be in private practice.
 - e) Advisory Board Membership: There was a meeting last year for a department that had all faculty in attendance and this is not the purpose. It is recommended to invite AOC instructors. Faculty are wondering how to contact AOC Instructor. Harriet will check with Caroline Hoffman at the Hart District.
 - f) Advisory Board Meeting Format: Advisory Board meetings are not constrained by rules. Advisory Board meetings can be combined such as Hospitality and Culinary Arts, hosted at local hotels with tours to create healthy competition. In the area of Business, the Logics Company is one of the largest employers in SCV and they have also offered to do meetings at their location. There is a need to developed those employer pipelines for students in regards to creative ideas. d. While employers are supporting the program, they are not always seeing a benefit to attend.
- 4) PBL Symposium (Harriet)
- a) Five years ago, CE worked with the CCCO foundation to explore Work Place Learning (WPL) and how to incorporate into this into curriculum. Many faculty attended the Polytechnic Worchester Inst. There are now FLEX sessions schedules and teams working on Project Based Learning (PBL). With the IT grant there is now a guide book. The symposium will be held on March 17, 2023. More information will be emailed to membership. There is an exciting list of speakers that will cover the future of work as it is a human centered work. All are encouraged to attend. The attempt is to make this a key component for CE and GE and “light the fire” course to participate in project base learning. Students want to understand the education and make it feel real and how it will help them have a competitive advantage when entering the workforce. The event will be free to attend and lunch will be provided.
- 5) Getty Marrow Paid Internships / Employment Center (Harriet)
- a) The Getty museum has already filled all summer internships. The Getty museum collaborates with all other internships locally for paid internships which includes 40 hours a week. It was clarified this internship is not for those who want to become a museum curator. This is for all students as this can be put on a resume when learning basic work skills. Applications are currently being accepted. There is concern with many students not being able to get to an internship in the valley as they rely on public transportation or parents. The college does not offer help in this area as it is up to the students to find transportation. The city of SCV does some internships with Parks and Recs for those who don’t have transportation. There are some students who are coming from the valley where LA is closer to them than SCV. For those students under 18 yrs. the Getty will not accept them due to liability insurance concerns as they won’t insure for those under 18.
- 6) What’s on your Mind? (Gary)
- a) Some faculty will receive an email regarding a CE survey letting them know students can participate. This is important and takes 3 minutes out of class to fill out the survey. The students will get an email to their inbox and faculty will get an email from IRD as this impacts funding for Strong Work Force. Some questions will include, have they had gainful emp since starting at the college? If yes, have they seen any increase in earnings? Even if a student is working at McDonalds and it is not related to their field of stud. If a student has gone from \$15 to \$18, this is important for data and moving the needle for CE. This information may be populated in the CANVA Shell on the dashboard. This is the only mechanism the state has and it is tide to funding.

Announcements: Open Forum for Discussion

New Travel Authorization Process:

- David Andrus and Dr. Omar Torres have discussed not having staff and faculty have to carry the bill for travel. This was discussed at the last Academic Senate meeting. Special thanks to Harriet for all her help with travel. Jason Hinkle mentioned that that is the purpose of the Deans credit cards. If you have to travel, check with your Dean first and then reach out Harriet.
- This has been a topic at the Deans council. There are faculty who want to attend a conference. For example, ECE is now 3rd party accredited and this has been added to the plan. Faculty should work with Nancy to get a GL code for Perkins and SWF, book hotels and get travel advancement authorization. Harriet and Andy sign the Travel Authorization forms. Deans are only given a certain amount to spend every month. The district may begin to question \$30,000 charges when paying for students. Using school dean credit cards needs to be avoided. When sending an email to Andy let them know this was approved in Program review. If you are asking for a specific funding it has to be approved as a justification.
- There may some things that come up that were not put in Program Review such as an upcoming 1-day conference. A faculty member would need to put in mileage when SWF and Perkins funding is being used. This is covered as the district does not want to say not for Professional Dev. The idea is for faculty or staff to no longer pay for travel and instead have each dean cover travel on their behalf. The idea is to keep zero cost for faculty. There are times when everything may be done correctly and the hotel is set up with a credit card authorization and there may still be errors. Lisa Hooper shared in Academic Senate that she prints out the credit card authorization for student sport travel events.
- For now, Nancy will give authorization, if the future it will be Sara. The hotel never seems to find the paper, Lisa holds on to piece of paper. It is always good to have a credit card that can cover charges as there are many times when the credit card authorization code is not available. There is concern that a credit card number is like a social security number and it is not recommended to have copies of the credit card. Harriet has been hacked twice and called into a criminal investigation. This cannot be done for security reasons. In a hotel is the sales dept is who is responsible for the credit card authorization. The new Insta digital credit can give faculty access and can pay similar to the apple pay feature.
- There is no way to find a \$10 breakfast or a \$15 lunch. If you are reasonable it should be \$20-30 and receipts can be turned in. Receipt copies should be those with the itemized order on it and not the one with just the credit card. On itemized receipts there should not be any alcohol. You can turn in the receipt with the item scratched out but it is preferred to do a separate receipt. There will be some training done for Admin Assistant for receipts.
- At the next meeting the presenter will be present for 30 minutes and the CE Committee meeting will take place right after.

Future Agenda Items:

Speaker and presentation with EON Reality – March 13, 2023

- EON Reality has created Virtual Reality curriculum and will do a demonstration for any faculty who have every considered incorporating VR into their curriculum. This may change the routine and students may feel like they are playing video games. The following link was shared, <https://eonreality.com/>

Adjournment: 2:05 pm