

# Academic Senate

## Career Education Committee Meeting Summary

May 22, 2023, 1:00 p.m. to 2:00 p.m. (Zoom Virtual Meeting)

**Attendees:** Brittany Applen, Dr. Daylene Meuschke, Dr. Kathy Bakhit, Gary Quire, Harriet Happle, Heather Dotter, Jeff Gregor, Jennifer Paris, Jon Amador, Justin Wallace, Larry Alvarez, Marilyn Jimenez, Mark Daybell, Nancy Sandoval, Regina Blasberg, SB Tucker, XanTh Stack

**Start Time:** 1:03 pm

### 1) Approve Previous Minutes

#### I. May 8, 2023, Meeting

- II. Motion to approve the meeting minutes by Larry Alvarez, seconded by SB Tucker. Unanimous. Approved.

### 2) Perkins Application Review (Harriet)

- **Professional Development Funding:** The Perkins application is due next week. A discussion is taking place as to what is the best use of for SWF and Perkins funds. Lots of Professional Development has been done due to Perkins funding. In regards SWF funding if any faculty have requested professional development relating with accreditation this gets funded under the program. If it's a general professional development or a different type of a conference this gets funded under CTE.
- **Professional Development Options:** There are some faculty who are looking at activities such as FBLA. Students are doing student centered competition in Architecture at the student center design and get opportunities to compete under the guidance of a faculty member. This is Work Base Learning (WBL). More are doing this, and this is getting expensive. The funding is limited to \$20,000. For any faculty who wants to participate they need to look at fundraising or foundation accounts. Foundation accounts funds can be merged with the \$20,000. With FBLA there is a student club, and the club needs to look at what type of funding is available. Depending on the conferences this is expensive due to costly areas. In Perkins application Harriet will budget for \$20,000 and will meet individually with everyone.
- **Accreditation:** Professional Development is easier to fund via CTE funding in the Perkins category for across CTE. If the training is tied to accreditation this should go in the program award. If its general professional development, it makes sense to put across CTE. If it's a band state, then Perkins funding cannot be used but can use SWF. Harriet can do a combination of funding.
- **Student Competitions and Work Based Learning (WBL)** There are more faculty who want to create their own professional dev. and work with faculty to pay faculty for doing the professional dev. However, this is not allowed. If faculty need to do something for accreditation, then this is an accreditation cost. However, this

is contractual and is supposed to take place in the department meeting. This includes closing the loop and following the contract.

- **Project Base Learning (PBL):** Many faculty have been paid supplementary services to act as the employer of record for an internship. There have been special projects, and many have originated out of Integrated Learning and the Place Projects with PE and Patty Robinson. Some faculty have added this to Perkins plan. This will be placed across CTE Harriet will meet with faculty when they are back if they are doing a PBL to determine a budget. Rather than commit by program it is best to add across CTE.
- **Equipment Request:** Several have requested equipment and almost all will be funded via SWF. There are no funds in Perkins. There is lots of self-services and this goes to areas that benefit students. Harriet will complete the Perkins application next week and will hear back by July 1<sup>st</sup>. Once approval is received Harriet will send out an email in regarding funding. Harriet will meet one-on-one with some faculty and these meetings will need to set up with Nancy. OnBase has not been user friendly. If you are requesting supplementary services, this must be included month by month, an approval of how much will be paid and then submit for payment. Otherwise, this will be cancelled in three months if not submitted for payment. This will need to be resubmitted and will causes more work.
- **Dept. Funding Notifications:** Once approval is received from the chancellor's office notification will be sent out to departments. If its equipment such as trailer in Construction, Harriet will need to see what is left in the PIE grant or SWF. Part of this will be impacted for what is needed to do the lab in Valencia. Harriet does not fund for SWF until September. The fiscal year starts on July 1<sup>st</sup> but funds cannot be spent. It would be helpful for Dept Chairs to get a window to spend funds. For the time being this is not a, "dept funds" but is under, "other funds." For Perkins funding Harriet will submit next week and approval will be received on July 1<sup>st</sup>. SWF in the new round that is September or October, and once approval is received then Harriet can begin spending funds. Harriet will meet with Dept chairs as the dates shift every year. If anyone cannot spend the funds during the set dates, they can notify Harriet. If anyone has questions or if there is an emergency notify Harriet. Between now and July 1<sup>st</sup> there are no purchases.

### 3) Topics for Fall 2023 (Harriet)

- **CE Website:** There is a suggestion to revisit the website towards the end of the September to allow faculty time to work with Robyn. Then a discussion can take place. Will there be a re-design for the individual CTE sites so there is consistency with three blocks at the top? The pages are now outdated. Some pages are going to old information or to a degree that is no longer relevant. There was an agreement that all CTE landing pages have a similar format. The idea is to be very student centered with the CTE page. Verbiage was added such as a list of required courses and units to complete a program.
- **FLBA Website:** The FLBA page did not have content and Christina and Bob spend time with Robyn to update this page. The Business website has had some changes, but the graphics and pictures need to be updated. Mostly everything now is relevant and connects as there were many broken links. Make sure if there

are broken links to get those fixed.

- **COC Campus wide Website Change:** There will be another website change. This change is coming about due to the Website Committee. The new change may affect how some pages will load and this will change the format.
- **MAC Management Advisory Council meeting update:** Jim Temple is reviewing the web content manager as it is up for review. This was reported in May. They have looked at who has been active with updating their website. Hsiawen has been sending out email invites. Many are not happy with OU Campus and IT wants to solicit input as to which functions people like.
- Brittany reached out Jan. 4<sup>th</sup>, April and May and has not heard back. Gary will follow up with Robyn. As there are new degrees with Recreation Dept.
- **Full capacity marketing:** They are working on branding for CTE and Harriet working with PIO to get their PIO. Instead of ready set go they are trying to get it to say CE at COC where employer needs are met. This is tag line preferred.
- **Community Outreach:** how we market to SCV and area. This is the work with full capacity and marketing in the social media realm with printed materials. In order to do this effectively there needs to be a brand. There has been some marketing done on social media. However, the full capacity marketing nobody was interested in this. Many other CCC's are separately marketing CE.
- **Industry Logos:** Justin Wallace is working to see if employers would be willing to share their logos and their marketing. For example, with Woodward if a student finishes a certificate with certain skills would Woodward support that and give a student an interview. For example, with Const. Tech the Carpenters Union will welcome students. If students received the NCCR certification will that construction company interview them for work?
- **Different Apprenticeship vs. Internships:** There is work to do a more robust marketing with employers in SCV. People need to see this all the way through for example, if a student attends COC they understand these are the companies they can get an interview with. Otherwise, then why should a student attend COC. There are many issues with the economy and a possible recession. There needs to be a recession proof jobs and students need to be ready and have a complete package. Students can research a company. In Culinary Arts if students complete the certificate will an employer give them an interview? Yes, for example, the Cheesecake Factory has funding to send their employees to the classes. Need employers to send their employees but need to have a good certificate program. This was a great Advisory Board meeting topic. The Advisor Boards want more students, and they see the degrees purposeful and useful. This was done off site at the Embassy Suite. There were 15 different industry members.
- **Soft Skills:** There are possible topics on how to integrate soft skills in an academic environment. What other areas are doing this? This keeps comeback in the Career Economics panels, advisory boards and with discussion with David Moon. Harriet confirmed this discussion can take place. There will be a FLEX session in the fall on PBL and this is based on soft and essential skills to get students to begin mastering the skills within the context of the program of study. Much of the PBL workshops

have had a heavy focus on Community Base Learning and Civic Engagement. Harriet is remaining as the Dean on Integrative Learning. How are we doing PBL for the purpose of getting students ready for the workforce? The owner of Chic Filet shared that the #1 thing his employees' needs is to exercise those skills here in the courses of study, so they are ready for the workforce. They can train for most of the skills but need COC CTE to focus on essential skills. There will be talk about intentional ways to imbed this in the curriculum and take best practices and so this can be adopted as well. Many advisory boards want these classes. Gary has worked with Garrett Rieck in non-credit as there is a Customer Services and Leadership non-credit class. Many other programs are going to Curriculum to imbed these customer services course as a requirement into their program. There are 2, 3-unit courses available. If anyone has another idea, please message Harriet and Gary.

**4) Other (Harriet & Gary)**

- CE Meetings will continue to be scheduled from 1-2pm. The idea is to host Hy flex meetings for fall 23.

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**Announcements: Open Forum for Discussion Future**

**Agenda Items:**

Adjournment: 1:50 pm