

# Academic Senate

## Career Education Committee Meeting Summary

November 07, 2022, 1:00 p.m. to 2:00 p.m. (Zoom Virtual Meeting)

Committee Members: Gary Quire, Harriet Happel, Larry Alvarez, Regina Blasberg, Jennifer Paris, SB Tucker, Jeff Baker, Justin Hunt.

Guests: David Andrus, Carl De Carlo, Dr. Daylene Meuschke, Dr. David Pevsner, Dr. Hency Chu, Dr. Kathy Bakhit, Drew LaFave, Jeff Gregor, Jennifer Smolos Steele, Jon Amador, Justin Wallace, Marilyn Jimenez, Nadia Cotti, Dr. Omar Torres, Paula Hodge, Steve Ruys, Dr. Tammy Bathke

Start Time: 1:02 pm

### 1) Approve Previous Minutes

#### a) October 24, 2022

- I. Motion to approve the minutes by Larry Alvarez, seconded by SB Tucker. U.A.

### 2) California State Plan for CTE (Draft) – See Attached Document (Gary & Harriet)

- I. What is the purpose and context of the document? This document was shared at the ASCCC Fall 22 Plenary as every state is required to have a CE plan. In the state of CA this was authored by the Department of Education in consultation with CCC's, CSU's and UC.s. This impacts SWF and Perkins and the K-12 awards in SWF. This document must be on file for the state. Harriet and Dr. Torres have asked everyone to review. This document is a draft, the idea is to send feedback or questions to Dr. Torres and Harriet so they can send to the state by Nov. 17<sup>th</sup>. Historically, K-12 has always dictated the CE Plan. Ideally the CCC's can play a bigger role, in terms of goal setting, but this is not the way the state operates as this is driven by the Dept. of Education. The state chancellor office had more involvement at the CCCAOE and attended the board meeting. Both Marti and Dr. Sandra Sanchez attended and gave a run-down of understanding CTE and bringing this more to the forefront at the state level. The state CE Plan is not an annual requirement but done every three years. The last state CE Plan was from 2019. They are responding to the impact of COVID and workforce. There is a crisis in the workforce system as students are not pursuing work. This is of great concern when looking at California's economy and the impending recession. This is not only the skill acquisition but the desire to go to into the workforce.

### 3) Advisory Boards (Harriet & Gary)

- I. Suggestion for a best practice: There was a suggestion to develop some best practices in regards to keeping industry advisor board members current, adding additional notes to advisory board meeting minutes, the role of co-chair or co-chair leads and format of the meetings.
- II. Advisory Board Industry Members: It is not always clear if advisory board industry members are all current. In some industries there is a lot of turn over and many replacements. There is also much cross over with some industry and faculty need make sure members understand which advisory board meetings industry members need to attend.
- III. Recruiting Advisory Board Industry Members Per the Advisory Board handbook

industry members are connected through the relationships with faculty. Gary will start to reach out to Justin Wallace as the idea is not to duplicate efforts. Both Justin Wallace, Director of Workforce Engagement and Paula Hodge, Director for Employer Engagement have been added. Need to reach out to both of them as a resource. The handbook outlines that advisory board membership should be 50/50 with 50% faculty and 50% industry so there is relevancy to the programs and technology. If there are members who have not been in contact for some time, this needs to be commutated to Katherine Hernandez so they can be removed from the list. The suggestion is to connect Justin Wallace office to recruit more advisory board members for more business engagement. This is a big ask for industry as this is not paid. COC is educating the future employment pipeline for jobs. Not just the technical skills but the workforce readiness skills. Reach out to HR recruiters and bring more people in such as at the studios. Some have recruiters at the university and have had success with bringing them into the classroom. These are the first people who look at peoples resume.

- IV. New Concept on Business and Industry Leadership Team: This is being done through the National Science Foundation. This team will be building a new model for advisory boards. COC was invited to participate in the learning co-hort and will put together a team for the Advance Manufacturing Center. This will help to create more best practices. This is a national pilot program and hope we are learning a lot. Building relationships takes time and by-in. For example, with Lincoln Electric the college has had a long relationship with Welding. This company is a vendor, they have their own training but they are also in industry. The college has been certified as an educational partner and the president of the company was in attendance at Manufacturing Day.
- V. Deans need to attend Advisory Board Meetings: When scheduling an advisory board meeting program chairs should work with school Deans to schedule the advisory board meeting a semester in advance. Many times, the School Dean is not aware of the advisory board meetings and now there is a conflict with the schedule. It is important to keep school Deans informed of the agenda, new programs, new certificate/degrees, new curriculum and the scheduling of meetings. There are challenges in trying to coordinate Deans scheduled. The suggestion is to check with Deans to find out what is the best time for them and with industry. The reason it is limited to no more than 3 meetings a week is due to Harriet's schedule and this puts a big burden on Katherine. There have been weeks where every night at 6pm there is an advisory board meeting.
- VI. Request to add notes to Advisory Board meeting minutes: There was a request that if an informal advisory board meeting discussion takes place, with industry professionals, and there are notes have those notes added to the advisory board meeting minutes. This may help to collect more industry input. Faculty can request to add additional notes to the record of the advisory board meeting minutes. This can be amendment to the minutes
- VII. Advisory Board Co-Chair or Co-Leads: The suggestion is to have the advisory board members have more of a discussion amongst themselves instead of the chair leading the meeting as a facilitator. Can someone in the advisory board serve as the co-lead or co-chair? This has been done in both ways at other colleges. It is a recommended best practice to have an industry chair and advisory board chair (faculty) meet to put together the agenda and help facilitate the meeting. There are some colleges that do an election for advisory board chair. What some school deans have been concerned about is in the design and their desire is to be included in the conversation in terms of program viability. There is a suggestion to put this as a future agenda item.

- VIII. Advisor Board Meeting Dates/Times: Advisory board member need to feel they are getting something out of it. How can these meeting be made desirable? Could the meeting be hosted in the middle of the day or lunch time. Most meetings are scheduled in the afternoon at 6pm. The Water Tech Advisory Board meetings used to be in the morning and breakfast was provided. With COVID this changed however, there has been more participation via zoom. Some like industry like Sports Medicine have insisted on going back to face to face. It is important to document the program viability top code to be in compliance with Perkins.
- IX. Advisory Board Handbook: There is an Advisory Board Handbook, faculty worked together to create a template for the agenda. This will be posted to the CE CANVAS shell.
- X. Advisory Board Meeting Agendas: The agenda needs to be coordinated with the Dean. There has been a variety of data or duplication of items and having consistency creates a sense of expectation. One example is with the latest edition of Perkins data as this has not always been there or is clear who brings this data? This usually is provided 1 week before. Need to create more predictability around the agenda. This may be another topic to revisit.
- XI. Advisory Board Meeting Minutes: The minutes will become a record for several events including Perkins funding. There needs to be a record that the college has met and engaged with industry. Anything related to Program Viability has to be documented by recommendation from the Advisory Board. In regards to Curriculum if there is any mention of significant revisions or changing of pre-requisites this needs to be documented that is was discussed with the Advisory board and that there is justification for moving forward with these changes. If there are no member then there is not justification to continue to do the work. It not recommended for example, to host a MEA meeting separate from Animation as this program falls within MEA. There needs to be documentation that via a top code to be in compliance with Perkins. MEA has several top codes such as Animation, Multimedia (shared with GMD) and Journalism and when submitting for Perkins there is one application submitted. Some examination of top codes will need to be done. This conversation will continue into spring semester.

4) Any Program Review Questions (Harriet)

- I. Program Review is now open to faculty the Perkins worksheets have been integrated. There are now 9 goals which need to align with continue program improvement. Any question can be address with Harriet. This information was taken from tableau visualization for program review.

5) Ideas for Agenda Items for Spring 2023 Semester? (Harriet & Gary)

- I. Advisory Boards: A discussion item on Advisory boards will return on a future agenda.
- II. Top Codes and Program Mapper: A discussion item request on top codes and the program mapper assigned to top codes. We are out of alignment. There is one way to organize departments and those within a school to assign program chairs. This organizational alignment should not impact how to organize the programs via the top codes. For example, there is one top code for MEA but there are several pathways. These pathways need to be better reflected so there is better data of how these are performing to better identify program improvement. This is a task Dr. Daylene Meuschke and Harriet will be discussing to create a plan to share.
- III. Top codes vs ZIP codes: There was a cross walk between TOP and ZIP codes and given some new programs this is something to discuss. TOP codes are unique to the

state of CA and the SOC (by the bureau of Labor Statistics) and ZIP codes (used in Education). This is all due to funding and this is how funds are applied. How do we gather the data on student performance and how special populations are doing? As the college moves forward with changes in TOP codes, other departments need to be involved as this is a ripple effect with Financial Aid and a mandated federal data collection done annually. As one area is fixed need to be mindful of how those changes are made and how others are impacted by those changes. Cannot flip the switch without having some dialogues. There were several renditions of the handbook and this is now outdated due to the new programs and there may not be the most appropriate top code.

- IV. High School Articulation and Advisor Board Meetings: Want to revisit High School articulation for all different sectors and re-think of course articulation. There is an automated platform for articulation. This has simplified the method of HS faculty meeting with college faculty all can be done virtually. The Hart district has 15 industry CTE sectors and CCC's have 10. There is a crosswalk for how this works. This will be put on the list and the data will be brought back.
- V. Request to partner with the employment center for spring as employers are filling out interest form such as wanting to visit a classroom.
- VI. Suggestion to have Justin Wallace present on what are some of his responsibilities as this will help faculty determine what can be asked of Justin.
- VII. Provide an update on the Client Relationship Management (CRM) and how this may be applicable for faculty colleagues.

**6) What's on mind?**

**Announcements: Open Forum for Discussion**

- This is the last meeting for semester. The next meeting is for Feb. 15<sup>th</sup>.
- The meetings are going to continue to be held every other week via zoom.

**Future Agenda Items:**

**Spring 2023 CE Meeting Dates:**

02/13/2023  
02/27/2023  
03/13/2023  
03/27/2023  
04/10/2023  
04/24/2023  
05/08/2023  
05/22/2023