

# SAN DIEGO MESA COLLEGE

## Strong Workforce Committee Meeting Minutes

October 8<sup>th</sup>, 2020

3:00 pm – 4:30 pm

Zoom: <https://cccconfer.zoom.us/j/95743568971>

ATTENDEES	IN ATTENDANCE	ABSENT
	Ailene Crakes	Amanda Johnston
	Amanda Horner	Leticia Lopez
	Anda McComb	Melanie Baeza-McCray
	Aracely Bautista	
	Carina Hernandez	
	Claudia Estrada-Howell	
	Corrine Huber	
	Danene Brown	
	Hai Hoang	
	Janue Johnson	
	Jeaneal Davis	
	Johanna Aleman	
	Jordyn Smiley	
	Julia Zuniga	
	Kaitlin Choi	
	Karla Trutna	
	Liza Rabinovich	
	Mark Manasse	
	Michelle Toni Parsons	
	Monica Romero	
	Pavel Consequera	
	Rachel Russell	
	Raquel Sojourner	
	Robert Wong	
	Sahar King	
	Shawn Fawcett	
	Tara Maciel	
	Tasha Frankie	
	Tina Recalde	
	Tracy Penrod	

**CALL TO ORDER:** By M. Romero at 3:03pm

- Welcome / Check-in
  - Welcome new members Tracy Penrod, Julia Zuniga, Liza Rabinovich
  - Committee members went around the room and introduced themselves
- Review/Approval of [Minutes from 09/10/2020](#) (T. Frankie)
  - Minutes Approved

**ACTION ITEM(S):** N/A

**CONTINUING BUSINESS**

- Budget Cycle Recommendation – poll (Cycle 1, Cycle 2)
  - Monica recapped and summarized the two budget cycle options
    - The state has moved from a 30-month to a 24-month budget cycle
    - Strong Workforce Budget & Allocation workgroup brought forward two recommendations at the last SWC meeting
    - Option 1: Keep the spending cycle on the calendar year
    - Option 2: Move the spending cycle to the academic calendar year
  - Option 1 allows for summer funding, purchases can be made in July
  - Committee voted in a poll for either Option 1 (remain on the calendar year and accelerate funding in 20-21 academic year) or Option 2
  - The majority voted for Option 1 - Option 1 will move forward

**Workgroups:**

- Budget & Allocation (Tasha)
  - Started discussing how we are going to allocate funds for this year
  - Discussed adjusting the rubric to reflect the needs of online instruction vs in-person instruction
  - There is no program review this year and therefore no BARC request – the workgroup decided to keep a similar request format as was used for asking supplemental questions
  - EmailMeForm will be used to make all requests
- Advisory Committees – (Rachel)
  - Met on 10/08
  - The focus of the meeting was getting a job description for support position for faculty that run advisory committees
  - Outlined position specifics
  - Will be adding an addendum to the handbook specific to Mesa, to better reflect our advisory committees
- Employer Engagement – No Updates
- Professional Learning and Classroom Support (Tasha)
  - Caught new members up to speed
  - Discussed some of the ideas that had come out of the last meeting at the end of last academic year

- Will continue to figure out what sort of things we may offer or how we can integrate the existing structures on campus to be able to meet the needs for CTE professional learning and classroom support
- Next meeting date: 11/19/2020
- Outreach and Marketing (Karla)
  - Shared what CTE has done with outreach and what marketing materials have been developed so far
  - Heard from faculty how this workgroup can work to support their programs and other CTE programs, how we can bolster outreach and CTE relationships
  - What are specific faculty needs
  - What outreach efforts have already been done and how can those efforts be expanded
  - Discussed workgroup goals, will continue to discuss at the next meeting
- New CTE Programs – No Updates

**ACTION ITEM(S): Share Budget documents with SWC; Recommend moving forward with Budget Cycle option 1**

#### **NEW BUSINESS**

- SW Membership – Terms of Service
  - Need to establish terms of service for the SWC and take recommendation forward to Presidents Cabinet in Spring
  - Suggest term of service of 2 years on the committee, all seats will be open at the end of this academic year
  - Academic Senate makes the appointments for the representatives from different constituency groups
  - Program/department representatives are determined by the department
  - Need a student representative
  - Toni suggested keeping on those that have not yet served 2 years, not having every position open at the same time
    - Members who are currently serving their first year will continue on for a second year
  - Will bring the terms of service suggestion to PCab
  - Anyone on campus is always welcome to SWC meetings
- Credit for Prior Learning (CPL) – Guided Pathways (Toni)
  - <https://drive.google.com/file/d/1LRPCMvYhwb8IKirfC4BEMNXb3XHtTNQN/view?usp=sharing>
  - The goals of CPL are to **increase degree attainment and recognize skills and knowledge gained through work and life experience, military training experience, and formal and informal training and education**, workforce needs, saving students average of 6-10 months in time to degree
  - Started out of a lack of recognition for military training and the classes students were taking while in the military – in San Diego more than 15,000 service members transition out of active duty and often into our campuses
  - Usually we see that as unemployment rises so does enrollments, high number of SD residents in need of higher education to reenter the workforce
  - Title 5 Section 55050 Credit for Prior Learning

- Students may accept or deny credit awards
- Simplify CPL for stakeholders
- Look at CPL with General Education and Program Requirement courses first, and then branch out into Electives
- Title 5 is already written – all community colleges have been directed to write board policies and administrative procedures by December 2020
- Policy and Procedures Considerations
  - All board policies and procedures are divided into Academic affairs, Instruction, and Student Services
  - Equitable Access – the purpose of CPL is equity and acknowledging the skill sets that many students come in with
  - Integrity – Integrity of the courses given credit to, links to Articulation
  - Preservation of faculty purview over rewarding of credit
  - Student Services involvement – SS developing their own policies around how a student can apply for CPL
  - Credit management
  - Data to support policy/procedure implementation, outcomes
- Deadlines
  - District's Board Policy on CPL was approved at Mesa on Monday (10/05) during Academic Senate
  - Administrative Procedures approved last week by the District's CIC (Instructional Council) – will go to Curriculum Committee on campus and then to Academic Senate for approval
- Considerations for Administrative Procedure
  - Grading – currently have Credit by Exam, students take an exam to exhibit the learned skills, the exam grade goes on their transcript as the grade for the course – students are getting credit for an actual course on campus, it calculates into their GPA, they pay for the units
    - How to give a grade for joint services transcripts in the military or industry recognized credentials
    - Pass/No Pass – Board Policy currently states students can only have up to 12 units of pass/no pass on their transcript
  - Should a limit be placed on the number of units that students can get in CPL
  - How many courses and how many students – number of students requesting CPL and the number of courses they are requesting
- Questions
  - Mark: Asked if students would have to pay, and suggested making CPL option very well known to all students so they can take that route if applicable
    - Yes, they would have to pay for the units of credit
    - It has been suggested that counselors and evaluators will ask qualifying questions when students first apply (ex. are you a veteran, do you have industry certifications, etc.)
    - Toni will do further research into payment options
  - Johanna: Asked if there has been discussion on the impact on financial aid
    - There are unit limits to Financial Aid
    - Students can deny the units, they are not automatically awarded

- Uncertain, that would be handled on the Student Services side of things
- Toni will research further information about the impact on Financial Aid
- Robert: Asked who approves the approved Credit by Exam
  - Discipline Faculty Purview
  - Faculty will be able to preapprove certain certifications that correlate directly to certain courses
  - Would expand on the data element, spreadsheet, etc. currently in place to collect information for credit by exam – list approved courses, license, certification, approved exam, standardized test
- Jordyn: “What if a student doesn’t care about the units (doesn’t need them for transfer, etc.) and just wants to get out of taking a class because they already have the skills? Would they still have to pay to bypass the class? Or would there be a non-pay, non-unit option?”
  - Prerequisite Waiver policy is currently in place
  - This is different from CPL - They are not getting credit for the class on their transcript, but they can waive the prerequisite
- Credit for Prior Learning is awarding credit and units that will go towards a certificate or degree units that are needed
- Raquel: Asked if this would pertain to upper division units
  - That decision would be up to discipline faculty
  - Students can petition to try to get credit
- This is a big issue for CTE students who come in with industry experience, certifications, and on the job training
- Danene: Asked if there is any opposition to CPL
  - It is in Title 5 so it has to be done
  - Policy and Procedures are trying to write the AP more generally to meet the December deadline, knowing that there will be some feedback and some changes which can be discussed
  - Concern with Articulation Practices - UC’s will only accept Credit by Exam
  - Palomar has been championing CPL with their own pilot: <https://www2.palomar.edu/pages/cpl/home-page/>
  - Saddleback College: <https://www.saddleback.edu/vets/military-service-credits>
- Reach out to Toni or your Faculty Senators with any questions or comments
- Program Review Committee Rep
  - Program Review Committee has updated their membership requirements and have created a specific CTE representative position
  - Appointments are made by academic senate
  - Ian Kay used to serve this role, and was a strong voice for Career Education
    - Before he left, made sure CTE programs will be able to utilize their Perkins reports, specialized accreditation, and other reporting for their program review process
  - Need a strong CTE faculty member to represent on the committee
  - Committee members are encouraged to let Monica or Howard Eskew know of anyone they would like to recommend for this position

- Program Review Committee meets monthly on every first Friday
- Strong Workforce Faculty Institute Outcomes (Anda) - [Infographic](#)
  - Anda McComb – Institutional Effectiveness, worked on the Strong Workforce Faculty Institute
    - Jeaneal described SWFI: It was an opportunity to closely examine demographics of students to see where we could change our teaching methods to better capture students found to be below class average. Lots of data diving, using dashboards, developed action plans that have been implemented this fall semester
  - 25 faculty signed up, 21 completed the institute, 20 faculty action plans delivered
    - Computer Science, Accounting, Business, Animal Health, Architecture, Dental Assisting, Physical Therapist Assisting, Geographic Information Systems
    - Held two regional professional learning events (one in person and one online), four Mesa professional learning events, and five Mesa open working sessions
  - Action Plans are themed by category they fall into: Equity Efforts, Community Feel (making the classroom feel more like a community), Built in Support, Leaning in (listening to our students)
    - Most mentioned Equity Efforts was to redesign syllabus to make it more inclusive, welcoming, and accessible
    - Making the classroom more like a community included creating safe spaces in the classroom and building relationships with students
    - Built in Support included things such as making tutoring accessible and peer ambassadors, creating videos to help with content learning and assignments
    - Leaning in – learning about students through surveys or creating inquiry sites for students to provide feedback on their learning
  - Faculty were asked to talk about what support or resources they needed
    - Requests for ongoing access to data to track if the implemented action plans are leading to positive trends
    - More opportunities to learn from other instructors – allows faculty to create a community to support and learn from each other
    - Create student exit surveys – help faculty understand why students leave their classes, ideally PeopleSoft will trigger this survey when a student drops a class
  - Possibility of having a presentation at Presidents Cabinet on the outcomes of SWFI

**ACTION ITEM(S): Committee members to let Monica or Howard Eskew know of any recommendations for Program Review Committee Representative**

## **STANDING ITEMS**

- Regional Workgroups
  - Data (Hai):
    - Given the success of the first SWFI, we are thinking of holding a 2.0 version, the details are still to be determined and will depend on funding and approval – could include a focus on LMI and potentially faculty from the original SWFI can participate again or act as mentors.

- Alumni study: The Region is interested in expanding the alumni survey to the whole region, as of now Mesa is the only one with this survey. The Region has the resource of the call center that can help reach out to alumni and hopefully increase response rates.
    - Looking for feedback from this group of any ideas for what questions should be included on the survey, and how we could increase response rates from the survey – send any suggestions to Monica, Tasha, or Hai
- Perkins update (Tina):
  - For those who received Perkins funding for this year, Quarter 1 report was due 10/2. Most programs have been working to submit their updated quotes and requisitions, need to have 50% of money spend by December and the money is not considered spent until the item arrives and is cleared.
  - The date of the CTE local planning team has been moved to October 30<sup>th</sup> from 9am-12pm – industry representatives, special populations representatives, students, and everyone who sits on Perkins will be there
    - If you would like to attend let Tina know
- Regional Update (Danene):
  - The Region has released a sector investment RFA in the areas of Health, ICT, and Advanced Manufacturing – quick turnaround time so are planning to put in a letter of intent for ICT and Health. Other sectors coming out soon
  - Marketing RFA of \$50,000 – Monica to share with SW Marketing Workgroup to put together ideas of how to use the RFA
- Pathway Navigation (Claudia):
  - <https://drive.google.com/file/d/1i13u4PulLpTXhTrtTopt5a25Vg5pCAO/view?usp=sharing>
  - Pathway Navigation is preparing the agenda for the next Community of Practice on October 30<sup>th</sup> from 10am-1pm – primary purpose will be to hear the student voice
  - At Mesa we are part of the Mesa Pathway Onboarding and Career Exploration Workgroup, have 4 subgroups within the workgroup and they are working on creating SMART goals for the next round of funding coming in January – will be the last year of the project
  - Sent out two faculty ESUs for a research project to look at CA Best Practices within Community Colleges on Career Planning and Career Exploration to look at models that might be effective at Mesa
    - Rachel Russell and Nellie Duarte two faculty working on this project
- Mesa 2030 (Rachel): <https://www.sdmesa.edu/about-mesa/institutional-effectiveness/educational-master-plan/mesa-2030-master-planning-committee.shtml>
  - Have been working on creating overarching Campus-wide goals that should speak to instruction and student services
  - Consultants have been looking at data from all the meetings and from student surveys and have come up with four goal areas related to completion, partnerships and pathways, community, and stewardship – consultants have tried to weave in a focus on equity and excellence
  - Now looking for feedback on these draft goals from people outside of the committee, can share suggestions and feedback to the consultants:
    - <https://docs.google.com/forms/d/e/1FAIpQLScTquKfYxcEN1It7EEzIPVGg2RKFCeYkENEq8h1hUIt rVGxkw/viewform>

- Specifics on how the goals will be achieved will be added later, and will differ between disciplines

**ACTION ITEM(S): Provide Feedback on Mesa 2030 Goals**

**ROUND TABLE: N/A**

**ADJOURNMENT: 4:28pm**

2020-2021 Meeting Dates: 3:00 pm – 4:30 pm  
November 12, December 10, February 11, March 11, April 8, May 13