

# SD Mesa Onboarding & Career Exploration:

Onboarding, Student Intake, Career Planning Before Ed Planning, Career Exploration, and Differentiated Orientation

February 4, 2021 – 3-4:30P.M.

ZOOM Meeting:

<https://cccconfer.zoom.us/j/<redacted>>

Time:	Agenda details:	Facilitator:
3:00 – 3:05	<b>Welcome</b>	Claudia/Sharon
3:05 – 3:45	<p><b>Full Group Meeting:</b></p> <ul style="list-style-type: none"> <li>● Joel Arias presentation of RIASEC Interest Survey Tool</li> <li>● Introduction of Fellows!</li> <li>● Please fill out meeting notes every time you meet!               <ul style="list-style-type: none"> <li>○ Create your 90 day action plan--<b><u>Leads please email us your 90 day action plan by 2/5/21.</u></b> Your action plan should “Describe specific tasks you will include in the next 90-day plan that addresses what you’ve learned and adjustments you may need to make.”</li> <li>○ Review your SMART Goals:                    <a href="https://docs.google.com/document/d/1tRh_ao4eokvFixnjPH5c0RWm6xw4bk0Zdzw5pcXtFCg/edit?usp=sharing">https://docs.google.com/document/d/1tRh_ao4eokvFixnjPH5c0RWm6xw4bk0Zdzw5pcXtFCg/edit?usp=sharing</a> </li> </ul> </li> <li>● Next round of funding. Google form:</li> <li>● MPC Funding form coming <a href="https://forms.gle/iuqPenDsxwY9RYQZA">https://forms.gle/iuqPenDsxwY9RYQZA</a> soon! Please apply for funds through <b>both</b> forms</li> <li>● Opportunity Drawing Survey! <a href="https://forms.gle/PTi5EowgTBrzDRS9A">https://forms.gle/PTi5EowgTBrzDRS9A</a> Please fill out by 2/18/21 (our next meeting)</li> </ul>	All
3:45 – 4:30	<ul style="list-style-type: none"> <li>● Subcommittee Breakout Rooms</li> <li>● We need updates from every committee make sure you fill out meeting notes <a href="https://forms.gle/QGGtptEPyJvSS3XVA">https://forms.gle/QGGtptEPyJvSS3XVA</a></li> </ul>	All
4:30p.m.	<b>Closing</b>	

**NOTES/ACTION ITEMS:**

Our next meeting will be held on 2/18/21.

THANK YOU!

## Onboarding/Outreach

Jumpstart - Meeting 1x per week, In the process of figuring out how events will take place virtually

Mesa Info nights - Meeting 2x per month until June. Taking place 3-4pm

Pre-enrollment workshops - only one enrollment so far, but there are other who reserved a spot a while back

Promise Program - Students will now have the promise app on campus solutions

CTE Counselor conversations - In the process of finishing event website, flyer, program information sheet, and t-shirts that participants will get

## Career Planning

Career Readiness videos and resume/cover letter examples created by Malik Shabazz (Career Peer Ambassador) as a part of our funding project.

The following videos with examples are viewable, along with the scripts that accompany each video.

- Resume: Chronological, Functional, Combination
- Cover Letter

Provide trainings on the career topics.

Creating more career ambassadors around campus.

Major Prep: Mira Costa,  
Career Areas: Miramar

MEDA Major exploration mixers, Alicia can provide dates for these.

Four Career Presentation topics: For example provide more trainings for student leaders who work with other students. An ideal, we can take these training for classified and other staff.

We have three faculty members that are working on the research ( how career in general has been implemented at other colleges- and how the colleges have structured career) and will be presenting at MPC along with Joel.

Holland Codes at the end on the " Your Result" page.

## Orientation

-Introducing and updating new co-lead to group. Evaluating efforts and identifying areas that require support. Exploring the idea of pivoting to new projects to re-engage the group and keep the momentum after a long hiatus.

-Sending group an email as a reminder that bimonthly meetings have started.

-Delegating each member of the team to take notes during meetings. Rotating responsibility will hold everyone accountable and engaged.

## Intake

Revisions to the Mesa Journeys webpage, Journeys completion results email dispersion, Updates to MJ Database/integration with E-marketing tool Constant Contact, Timeframe of Journeys integration with Promise requirements.