**SWP - Implementation**

**EMPLOYMENT READINESS WORKGROUP #3**

NOTES (organized by agenda items)

Wednesday, July 11, 2018

10:00 a.m. - 12:00 p.m.

Mesa College, MS (Math & Natural Sciences) Room 202

**Participants**

* Claudia Estrada-Howell
* Sylvie Hale
* Leslie Blanchard
* Donna Davis
* Lynn Keen
* Kim Teston
* Ailene Crakes
* Leroy Johnson
* Karl Cameron
* Alex Berry
* Scott Finn, Southwestern
* George Dowden, Cuyamaca
* Mary, Cuyamaca
* Maricela Moreno
* Erika Arangure

1. INTRODUCTION AND STATUS (approx. 10 minutes)
   1. Agenda Overview
   2. Updates since last meeting

* Claudia:
  + Provides update, reviewed homework. WG members are liaisons to the campuses
  + Describes RFA to campuses to implement best practices related to intake, orientation, and career before education planning
  + End of August convening where RFA will be released with framework developed by the group
  + MyPath is being used at the state level

**Follow up Item: Claudia to send information about MyPath**

* Mollie:
  + Provide incentive funding
  + Draft RFA is drafted, needs to be reviewed
  + Describe what preenrollment looks like, what career before education planning looks like
  + Marketing committee is redesigning the websites.
  + What can be put on website so that students can think about careers first
  + Recommendations about technology/website coming from this group
  + Put out enough funds to get people’s attention and motivation
  + Put out standards and look for best practice
  + Once funded expectation is that colleges will engage with this committee
  + Provide significant funding to support gap analysis as part of RFA
* **Follow up Item: Sylvie to summary of technology inventory**
* **Follow up item: Group members will review document for accuracy**

1. DIGGING INTO THE WORK – Employment Readiness (approx. 1 hour 15 minutes)
   1. Small Group Activity – Working towards a framework
   2. Share and Debrief
      1. Be sure to include research for each area to support the model
      2. Intake: Kim
         1. Involve outreach team in terms of workforce development elements, create a mindset of workforce development, therefore, needs to be embedded
         2. Intra college professional development for key players to make sure that everyone is on the same page, opportunities for career centers,
         3. Develop a workflow for processing the intake survey
         4. Need to build in career development into the workflow (mesa is implementing that)
         5. Involve the different disciplines, may be a bandwidth issue
         6. Important to direct people into the right ways
         7. We know about the students
         8. Student circumstances change, after initial intake, therefore need to keep in mind (matrics survey)

**Follow up Item: Claudia to share information about Mesa Journey**

* + 1. Orientation: Scott
       1. Orientation is not generally required at (versus community college)
       2. Continuing ed groups people by class, subject specific
       3. Attendance is strictly
       4. Delivery is different – cc have to offer face to face and comparable virtual
       5. Look at orientation on weekends to offer flexibility
       6. Need to get more feedback from other colleges
       7. Move toward mandatory orientation
       8. For students who don’t complete schools, find out why not, and then use that as teachable moment during orientation (e.g., “if you’re contemplating dropping,…”). Can get some of this information during a probation workshop.
       9. Orientation form before assessment, Miramar and mesa do this
       10. Career before education planning orientation first, then general orientation on another day.
       11. Program orientations, if you’re not in a cohort program (loose confederation) then use strong workforce local funds to CE faculty member to connect these students
       12. Be more intrusive,
       13. Design the orientation from a student perspective not what staff believe is the right information
       14. How to apply the survey results to a group of students?
    2. Career before education: Leroy
       1. Counselors will need to shift their approaches
       2. PD for counselors, something more targeted to what students need and how the counselor will need work differently
       3. Each student will have different set of needs
       4. Other ideas: Incorporate career piece into drop-in counseling, homework assignments
       5. Ed planning tools should include career plan component, not strictly ed planning
       6. Include career assessment piece
       7. Faculty buy in is needed. Involve all faculty and get them into the career conversation
       8. Build enthusiasm in career planning, not just referrals
       9. Multiple sources of career information
       10. Majors fair
       11. Matriculation survey, check in with students every semester
       12. PD for staff who have contact with students.
       13. Exposing students to other colleges and options
       14. Career services web site, updating and having better access to the information
       15. My path offers a solution to show what is available at other colleges
       16. Students have a timeframe (not luxury of time) that requires acceleration
       17. Exposure to faculty through the courses (see math examples)
  1. Next Steps

1. DIGGING INTO THE WORK – 21st Century Skills (approx. 30 minutes)
   1. Core Competencies at the Region's 10 Colleges
      1. Donna provides an update on the subgroup
      2. Reviewed institutional learning outcomes at each college

**Follow up Item: Donna will send the matrix of ILOs across the colleges**

**Follow up Item: Group members will review for accuracy**

* + 1. Every college: critical thinking/innovative problem solving
    2. 9/10 communication skills
    3. Not everything is articulated by the colleges
  1. Professional Development Conversation about Core Competencies
     1. Assessment is going to faculty members at all colleges
     2. Asking about core competencies, do you teach X, how do you teach it,
     3. Will occur in the fall
     4. Goal of having symposia with faculty in the spring, how it will roll out is TBD
     5. Had a conversation with PD coord at Mira Costa, liked this idea. He suggests tying it to pedagogy Monday for the spring
     6. Tie it to new world of work training, grab and go
     7. Would welcome feedback from the WG
     8. Use the survey to generate excitement
     9. Survey: make sure to inform group about the process to make sure there are no hiccups
     10. Overlay employer information (e.g., Mira Costa survey) onto the ILOs
     11. Claudia can share survey they will be conducting at Mesa
     12. Question (Alex) regarding how employers can be involved (validate) the ILOs
  2. Professional Development/Flex Coordinator contact information (send to Donna Davis at [ddavis@miracosta.edu](mailto:ddavis@miracosta.edu)) (homework)

**Follow up Item: Group members to send contact information for PD/Flex coordinator for their campus, send to Donna Davis at ddavis@miracosta.edu**

1. WRAP UP AND NEXT STEPS (approx. 5 minutes)

**Follow up Item: Sylvie to compile small group notes and overall notes from the meeting**