



## *Career Education & Workforce Development*

### **Department Overview**

The [Career Education and Workforce Development](#) (CEWD) Department provides districtwide coordination and support across San Diego City College, Mesa College, Miramar College, and the College of Continuing Education for the advancement of equitable student access, retention, and success within and across five major areas of work:

1. **Career Education grant funds**
  - a. Perkins
  - b. Strong Workforce Program
2. **Career Education program compliance**
  - a. CTE Biennial Review
  - b. Career Education Advisory Committees
  - c. Apprenticeship Program Management
3. **Workforce development initiatives**
  - a. Work Experience
  - b. Job Placement – Districtwide Job Board (Handshake) and districtwide reporting
  - c. Career Events – Districtwide Career Fair
  - d. Clinical affiliation agreements for Directed Clinical Practice Programs
  - e. Work-based Learning
  - f. Districtwide collaboration with the San Diego Workforce Partnership
  - g. Noncredit-to-credit career education pathways - SDCCE to City, Mesa, and Miramar Colleges articulation credit by exam
4. **K12 partnership development**
  - a. Career Education pathway alignment - High school to college course-to-course articulation credit by exam
5. **Early childhood education**
  - a. State contract compliance for City, Mesa, and Miramar Colleges' Child Development Learning Laboratory Centers

Additional we engage in regional career education and workforce development through active participation in the Regional Consortia Deans council, regional strong workforce workgroups, and the regional Workforce Development Council.

**Department Mission** - In an effort to bring clarity and transparency to processes and practices districtwide, the CEWD Department strives to be a trusted resource for leadership, information, and support. With a particular focus on employment and career readiness, we work to align resources and pathways, and empower our four colleges, employers, and community partners to work together for student success.

### **Department Staff**

Dean: [Amertah E. Perman](#)

Administrative Assistant: [Chantaya Robinson](#)

Career Education Transitions Program Support Technician: [Cloris Johnson](#)

Career Services Administrative Technician: [Noah Lacsina](#)

Districtwide Childcare Compliance Official: Vacant

Career Education Program Manager: Vacant

SDCCD Career Education & Workforce Development

Department Summary – Spring 2024

Page 1

## Meetings, Committees, and Workgroups Overview

The Career Education & Workforce Development (CEWD) Department provides leadership and coordination for the following districtwide Committees and Workgroups (full descriptions available below):

- Districtwide Apprenticeship Program Management Workgroup
- Districtwide Career Education Deans Meetings
- Districtwide Career Services & Job Placement Workgroup
- Districtwide Work Experience Process Committee
- Districtwide Career Events & Activities Workgroup
- Districtwide Handshake Implementation Workgroup
- Districtwide Directed Clinical Practice Programs Process Committee
- San Diego Workforce Partnership / SDCCD Joint Partnership Committee including monthly Employer Engagement subcommittee
- CTE Transitions Articulation Credit by Exam
  - SDUSD Team Meetings
  - SDCCE articulation credit by exam process improvement team
- Districtwide Industry Advisory Committee for Child Development
- Child Development Center Related Meetings including Head Start partnership meetings

### Apprenticeship Program Management Workgroup

Districtwide process committee focused on apprenticeship program management. The goal is to establish common baseline processes at each institution and to ensure each college is connected to our DAS and has a baseline understanding of apprenticeship program management. Our workgroup goals will be focused on creating useful resources and districtwide guidance.

- [Workgroup Resource Page](#) *(this page will be expanded throughout the spring 2022 semester to include districtwide guidance and resources)*

### Career Education Deans Meetings

Monthly meetings in support of dialogue and coordination across the four institutions regarding career education projects, grants, and special initiatives. These meetings meet Perkins grant requirements. Standing agenda items include: Perkins and Strong Workforce. Representation includes Lead Career Education Deans and Associate Deans from all four Institutions

- Standing; monthly meetings
- Related resource pages
  - [Career Education Deans Page](#)
  - [Career Education Data, Reports, and Resources](#)
- Other relevant districtwide resource pages:
  - [Career Education Programs](#)
  - [Perkins](#)
  - [Advisory Committees](#)
  - [Strong Workforce Program](#)

### Districtwide Career Services & Job Placement Workgroup

This workgroup focuses on supporting coordination and communication across San Diego City, Mesa, Miramar and Continuing Education for career services initiatives, including employer engagement, work-based learning, internships and job placement, career center activities, and

handshake. This workgroup replaced the Districtwide Work-Based Learning Process Committee (as of Spring 2023).

- Standing; monthly meetings
- [Committee resource page](#)

### **Districtwide Career Events Meetings**

This districtwide meeting was developed in support of districtwide career services and job placement workgroup goals to increase collaboration across the colleges on career events (job fairs, career fairs, career panels, etc.) and support planning for the annual districtwide career fair.

- Standing; monthly

### **Districtwide Handshake Implementation Meeting**

This meeting supports the districtwide implementation of the SDCCD Job Board. This meeting provides an opportunity for each college's Handshake leads to collaborate on implementation, make collaborative recommendations regarding implementation, trouble shoot challenges, strengthen employer and student engagement on Handshake.

- Standing; monthly meetings
- [Resource page](#)

### **Work Experience Process Committee**

Districtwide process committee focused on districtwide cooperative work experience operations and Title 5 compliance for Cooperative Work Experience including: districtwide student and instructor handbooks, required forms, administrative procedures, district plan, and risk management. Representation includes Work Experience Deans and Coordinators at San Diego City, Mesa, and Miramar Colleges; Dean and Program Support Technician within Department of Career Education and Workforce Development assigned to Work Experience. District Office Risk Management attends as needed.

- Standing committee; meets once per semester (at minimum)
- [Committee resource page](#)

### **Directed Clinical Practice Programs Process Committee**

Districtwide committee to address shared opportunities and challenges regarding development and implementation of clinical affiliation agreements for Directed Clinical Practice Programs across the four institutions. Representation includes Deans and Program Chairs for directed clinical practice programs, Program Support Technicians that support clinical affiliation agreement processes, and Risk Management.

- Standing Committee; meets once per semester (at minimum)
- [Related Resource Page](#)

### **San Diego Workforce Partnership / SDCCD Joint Partnership Committee**

Districtwide Joint Partnership Committee with San Diego Workforce Partnership (SDWP) focused on three jointly approved priority focus areas and related activities. Representation includes the VPIs and VPSS, career services, WBL, and Job Placement coordinators, and lead career education deans from each of the four institutions as well as San Diego Workforce Partnership leadership, staff, and representatives from their Career Center contractors and youth services providers (KRA and Access Inc.).

- [Committee Resource Page](#)

### **CTE Transitions Credit by Exam Process Team Meetings**

(high school to college and Noncredit to College course-to-course articulation)

- High School to College – The CEWD Departments convenes regular meetings with the San Diego Unified School District to manage current and new agreements, student enrollment, etc.
- Noncredit to College - The CEWD Departments facilitates regular meetings with SDCCE Instructional Services and Student Services to help support their internal management of SDCCE to College course-to-course articulation processes.
- [Resource page](#)

### **Industry Advisory Committee for Child Development**

Districtwide Industry Advisory Committee for Child Development Programs. Representation includes faculty and deans from the child development program areas within each of the four institutions, Center directors and Deans, employers and industry representatives.

Standing committee; meets no less than once per year (usually we meet every semester)

- Related resource page: [Districtwide Advisory Committee Guidance](#)

### **Child Development Center Related Meetings**

The CEWD department facilitates an “All Deans and Center Directors” meeting no less than once per semester and Neighborhood House Association partnership meetings once per semester. The Child Development Program Support Technician additionally convenes the Center Directors twice per semester (no less than) and attends the monthly districtwide Center staff meetings. State contract compliance for City, Mesa, and Miramar’s Child Development Centers includes:

- Infant and Toddler State Contract and Compliance Management (CCTR & CSPP) - Including contract renewals, amendments, and applications, monthly file reviews and onsite visits, monthly and quarterly reporting, and enrollment management support
- Child and Adult Care Food Program (CACFP) contract management and compliance
- San Diego Preschool Quality Initiative (SDQPI)
- Guidance - notices, information, and consistent practices
- Directives and changing guidelines– Management Bulletins, State guidance, Safe reopening planning, etc.
- Cross-Center communication and collaboration
  - Point of contact for Center Staff inquiries - enrollment and eligibility
  - Point of contact for all contracts
- Districtwide consistent Forms and Processes including handbooks, templates, and guides
- Internal Mock Audits (every two years)
- Neighborhood House Association partnership (coordination and management):
  - Head Start programming at City & Mesa (annual MOU negotiations)
  - Food Vendor Contract (children’s meal preparation and delivery services to the Centers) – actual contract processed by District Purchasing
- Annual Districtwide Program Self Evaluation (PSE)
- Professional Development
- Meetings

- NHA Partnership Meetings (once per semester)
- All Deans/Directors Meetings (once per semester)
- Center Director Meetings (4 times per year)
- Center Staff Meetings (monthly)
- Annual All Centers Professional Development Day