

Districtwide Work Experience Process Committee Meeting

Monday, March 4, 2024 | 9am to 11am | [Zoom](#)

3/4 Meeting notes added in Blue

Action items in purple

AGENDA

Welcome & Introductions

- Welcome Oscar – SDCCE's designated Faculty Work Experience Coordinator
- Alex Berry is the new work experience dean for Mesa

Title 5 Updates

- Fall 2024 Handbook Revisions
 - *Reminder: current handbook stays as is through summer 2024; revisions will be implemented for fall 2024*
 - [WE Faculty-Staff Handbook 01-31-24 - Fall 2024 Start.docx](#)
 - [WE Student Handbook 01-31-24 - Fall 2024 Start.docx](#)
 - Types of WE Courses – descriptions, hours, units
 - Student limitations of WEE Units/Hours – hours, units, removed distinction between general/occupational
 - Will need to include update on repeatability (once confirmed)
 - WE Credit – Title 5, Section 55253 – hours, units, integrated as course
 - Minimum WE Hours – new limits, consistent paid/unpaid
 - Edits are highlighted through docs
 - ACTION: College Faculty Work Experience Coordinators to review and provide finalized feedback
- Form Updates
 - Minor changes
 - Student authorization
 - Employer authorization
 - Implementing the authorization language approved by the committee fall 2024
 - Will adjust learning objectives once approved – most likely spring 2025 (?)

- Faculty on the call expressed an interest in working together on the development of a noncredit general work experience course and submitting it locally at all four colleges
 - **ACTION:** faculty encouraged to meet independently

Planning

- Spring – round table
 - City | Mesa | Miramar | SDCCE | District
 - Reminder: Perkins Reserve Innovation Funds – ending June 30, 2024
 - Slight handbook updates for this spring – will be posted this week online
 - Removal of mention of volunteer form for on-campus placement
 - Replacement with general statement regarding “additional paperwork may be required by hiring office for oncampus and off-site placements (paid and unpaid)
 - Applied to online forms already
- Summer and Fall planning
 - Round table
 - City | Mesa | Miramar | SDCCE | District
 - City – no representative attended meeting
 - Miramar not offering summer courses
 - Concerns expressed regarding uncertainty of summer assignment
 - Someone needs to be available to build out fall sections into the online forms (due in July)
 - Reminders made regarding management of online forms – staffing required prior to term starts
 - Mesa – continuing to provide consistent schedule each term (all terms)
 - SDCCE – early stages of course development; expressed need for expanded support for infrastructure building
 - Deans on call emphasized the important role the designated Dean needs to play for ensuring local infrastructure is available; Work Experience is not like a regular academic program – requires robust local infrastructure for implementing required handbooks and online forms
 - SDCCE’s Dean encouraged to play a leadership role in development of local infrastructure – will need SS and IS support
 - Links to summer and fall forms
 - Removal from district website; all colleges now have their own sites to post the links

- Meeting participants confirmed spring dates to aim for posting links locally:
 - Summer: april
 - Fall: early july

Future Topics:

- Next meeting is April 1
 - Faculty Coordinators to have confirmed local discussions regarding repeatability prior to this date
- Data
 - Primary focus of April's meeting
 - Title 5 requirements
 - Long-term goals
 - Request made to review course offerings
 - Request made to review FTES
 - Request made to review primary college versus where they enrolled for work experience
- Promising practices:
 - Separate designated FTEF for Work Experience (Mesa College)
 - Mesa College now has separated FTEF
 - Other colleges encouraged to explore this model
 - Work Experience Growth -
 - Faculty Coordinators encouraged to meet with Deans for development of growth planning
 - Program Review for Work Experience
 - Aligned Course Learning Objectives across subject specific work experience courses
 - Common course numbering (AB1111)

Close