

Districtwide Career Services & Job Placement Workgroup March 8, 2023 – Action Items & Meeting Highlights

Action Items:

- College's to prepare for April's presentation and roundtable
 - April's meeting will include
 - A presentation by Miramar College on their Career Services efforts and
 - A roundtable sharing by each college on how career services activities and roles are funded and what their structure looks like
- College's to consider who else they may want to include in future meetings – feel free to forward the calendar invites and/or let CEWD know who to add
- Colleges to strengthen consistent representation and participation in handshake implementation meetings - Please confirm who you want to represent your college and ensure there is at least one representative each meeting.
- CEWD to work with Handshake to schedule training(s) on reporting features
- Colleges to consider whether or not they want to collaborate on a fall 2023 districtwide career fair – come prepared to discuss during next week's 3/16 career fair debrief meeting

Meeting Highlights:

Meeting Participation:

- City: Juan Carlos Reyna and Sasha Knox
- Mesa: Alex Berry and Olivia Picolla
- Miramar: Claudia Estrada Howell and Mona Patel
- Continuing Education: Stephanie Lewis, Richard Weinroth, Karl Cameron
- District: Career Education & Workforce Development (CEWD), Office of Institutional Effectiveness and Research (OEIR)

Meeting Materials: [Agenda](#) | [Updated Workgroup Overview doc](#)

Clarified leads and expectations of leads:

- Lead representatives to
 - Provide updates and insights into college-specific efforts - Bring local efforts, challenges, opportunities, and practices to the workgroup (share with workgroup)
 - Serve as a resource for your college on the workgroup efforts, career services opportunities, etc. - Bring back and connect information to local efforts, local committees, college leadership, etc.
- Current Leads:

- City: Juan Carlos Reyna and Sasha Knox
- Mesa: Olivia Picolla and Alex Berry
- Miramar: Mona Patel and Claudia Estrada Howell
- SDCCE: Stephanie Lewis and Armin Rashvand

Confirmed Committee Goals and Guiding Principle(s):

Focus: Student Career Success

Workgroup Goal(s): To support coordination and communication across San Diego City, Mesa, Miramar and Continuing Education for career services initiatives, including employer engagement, work-based learning, job placement, career center activities, and handshake.

- Equitably Improve student wage outcomes and career success
- Increase collaboration across college career service initiatives
- Increase consistency of the student experience and access to career services districtwide

Guiding Principle: Career services are:

- 1) A basic need for all students
- 2) A cross functional responsibility (student services and instructional services)
- 3) Key to retaining students and supporting completion
- 4) A component of recruitment and enrollment management
 - Workgroup members emphasized the importance of this element and briefly discussed what success might look like. Possibilities might include:
 - Integration of career services into all outreach efforts
 - Integration of Career services into websites and program materials
 - Integration of career services into basic needs materials
 - Regular training for staff and faculty on career services
 - Scripts/talking points/elevator pitches for all roles to utilize when engaging with students
 - Every student, no matter what “door” the walk through or what they express an interest in are greeted with support and information that includes an articulation that we are here to help them meet their career goals and we have services for them to utilize

Additional comments/notes on the goals:

- Our students deserve robust career services
- We need robust career services to compete with for-profit educational institutions
- Briefly discussed the importance of working together to envision what success looks like districtwide and locally.

Confirmed First-year Priorities (see [overview doc](#) for full details on each priority)

- 1) Increase districtwide awareness of existing local and districtwide initiatives and infrastructure for career services and job placement.
- 2) Advance districtwide understanding of the importance of prioritizing integration of career services throughout an institution's student and instructional initiatives.
- 3) Identify common needs across initiatives, roles, and functions related to career services
- 4) Increase cross-college communication and collaboration on subject-specific or occupation focused events and activities as well as districtwide events, activities, and tools (examples: Handshake implementation and districtwide career fair).
- 5) Provide support and coordination for Pathway Navigation RFA submissions and participation.
- 6) Establish districtwide commitment to [NACE standards for Career Services](#).
- 7) Begin to explore existing reports, available data, and known equity gaps within and across career services (set a foundation for establishing data engagement needs).

Comments/Notes on Data:

- Destination surveys
- Handshake analytics – see handshake notes below
- Counselor Institute
 - **Action Item:** College's to confirm participation and share who their lead is for this work
 - Questions about the Counselor Institute can be sent to Eddie Matthews – COE's lead on this regional project - ematthews@miracosta.edu

Comments/Notes on long-term Priorities:

- Paid internships for all students
 - What investments can be made to better ensure our students do not have to make a choice between supporting their families and going to school

Comments/Notes on upcoming RFA on Pathway Navigation from the region

- RFA will be coming out soon
- Each college will have an opportunity to participate
- District office may also participate (TBD)
- RFA will be for four years - First year will be a planning year
- RFA requires commitment to NACE standards

Employer Engagement Initiative Presentations – Reminder provided regarding next week's 3/15 at the SDWP/SDCCD Joint Partnership Committee meeting.

- Colleges to present 10 to 15 min max on their local employer engagement initiatives
- Part 2 of this spring's three-part series to support our joint partnership efforts to:
 - Collaboratively improve services to employers
 - Develop foundation for ongoing communication and partnership habits that reinforce goals of collaboration and seeing each other as resources rather than competitors

- Increase awareness and understanding of each other's programs, roles, and services
- Identify opportunities for partnership

Work-Based Learning SG21 Reporting – Reminders shared regarding the updates and data distributed by email last week

- [The Feb 2023 SG21 update](#) provides insight into:
 - The number of students that have at least one SG21 experience
 - The percent of students that had at least one SG21 experience in Fall 2022
 - Demographic insights by college for fall 2022
 - Student level and section level coding counts
 - Total MIS counts by SG21 MIS category
- Comments/Notes:
 - February's report is a new format – expanded and more robust than November's update
 - Mesa College utilizing data for program review
- [Section Audit needs as of 2/28 for summer and fall](#)

Districtwide Career Fair Debrief and Planning Meeting – Reminder provided regarding next week's debrief meeting on scheduled for Thursday, March 16th 12:30 to 2pm

- Goals include 1) reviewing strengths of the fall event and opportunities for improvement 2) confirming whether or not there is interest in a fall 2023 districtwide event
- Agenda and meeting materials will be shared in advance of the meeting
- **Action Item:** Colleges to consider whether or not they want to collaborate on a fall 2023 districtwide career fair – come prepared to discuss during next week's 3/16 career fair debrief meeting

Handshake Implementation Meetings – ongoing

- Notes from Monday's meeting will be shared soon
- Representation from all four colleges has been challenges
 - **Action Item:** please confirm who you want to represent your college and ensure there is at least one representative each meeting.
- Colleges expressed interest in training on reporting features
 - **Action Item:** CEWD to schedule out training for later with Handshake rep
- CEWD working on establishing consistent monthly reporting (beyond basic counts)

Learning-Aligned Employment Program (LAEP) – regional information session on 3/15 at 12:30

- All colleges are encouraged to attend
- LAEP is a funding mechanism but the conversation is about the pursuit of paid internships for all students
- Flyer available here: <https://myworkforceconnection.org/wp-content/uploads/2023/03/LAEP-Flyer-Final.pdf>

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- Zoom link included in the flyer

Agenda Planning - April's meeting will include

- A presentation by Miramar College on their Career Services efforts and
- A roundtable sharing by each college on how career services activities and roles are funded and what their structure looks like

Next Meeting: Wednesday, April 5th at 3:30pm.

Past Meeting Notes & Action Items:

- [2/8/23](#)