

## Districtwide Career Services & Job Placement Workgroup April 5, 2023 – Action Items & Meeting Highlights

[4/5/23 Agenda](#)

[Workgroup Resource Page](#)

Past Meeting Notes & Action Items: [3/8/23](#), [2/8/23](#)

### Action Items:

- City College and District Educational Services Division to share Career Services infrastructure insights at next meeting
- Continue to build out local infrastructure and commitment to including all events in Handshake (WBL, Career Fairs, Job Fairs, Employer Panels, etc.)
- Submit RFA responses to regional Career Services funding by April 28
- Colleges to consider: What commitments do you want to make to strengthen cross college collaboration and communication on events and activities?

### Recommendations:

- Review [NACE standards](#) – familiarize yourself with the self-assessment tools
- Colleges encouraged to review [Districtwide Career Fair Debrief Notes](#) and discuss internally

### Reminders:

- Review [Audit needs for WBL SG21](#) reporting for summer and fall
- Review action items from Districtwide Handshake Implementation meetings:
  - [February 7, 2023 Meeting Notes](#)
  - [March 7, 2023 Meeting Notes](#)
  - [March 21, 2023 Meeting Notes](#)

### Meeting Highlights:

**Meeting Participation:** Mesa, Continuing Education, and Miramar were present; District CEWD and DSPS were present

**Career Services Infrastructure** – Colleges present shared insight into how their career services activities and roles are set up, funded, etc.; sharing details behind infrastructure, pain points, and some future planning.

Miramar College provided an overview of their Career Services Strategic Plan

- [Presentation Slide Deck](#)
- [Link to Draft Strategic Plan](#)

### Key Themes Across Colleges - Infrastructure Challenges and Insights:

- Staffing and physical infrastructure not aligned with student demand

- Colleges not currently equipped to meet student demand for internship placement, job placements, and career services in general
- Career Centers are physically under resourced (“we need more space”) and lack adequate staffing (“we need more staff”)
- Delineation and clarity of services needs to be improved for students
- Online presence need improvements (college website for career services – WBL, Career Centers, Job Placement, Internships, Employer Engagement, Advisory Committees, etc., etc.)
- There is value in learning more about how each college is set up and serving students – so everyone can better refer students to the appropriate place (Example: what should the credit colleges do when a noncredit student is looking for career services?)

**Regional RFA Planning** – The [regional RFA for Career Services](#) is due at the end of the Month.

- All Colleges are encouraged to apply.
- Year 1 is up to \$50K for a Career Services needs assessment
- Provides a formal opportunity to assess career services locally and districtwide and develop a strategic plan for making improvements; requires alignment to NACE standards
- **Action: Colleges to submit RFA responses by 4/28**

**NACE Standards** – Colleges were reminded that we have a districtwide commitment to aligning with NACE standards.

- This is a priority activity of the workgroup and something we will be working towards over time.
- The regional RFA requires NACE assessment and alignment
- NACE provides tools for local self-assessment of career services. [Learn more here.](#)
- **Action: Colleges encouraged to review NACE standards – familiarize yourself with the self-assessment tools**

**Career Events** – brief discussion held regarding the need to increase communication and collaboration across colleges regarding career events.

- [Districtwide Career Fair Debrief Notes](#)
  - **Action: colleges encouraged to review and discuss internally**
- Workgroup members tasked with identifying recommendations for improving collaboration and communication. Future workgroup meetings will safeguard more time for addressing this challenge and identifying steps we can take to make improvements.
  - **Action: Colleges to consider: What commitments do you want to make to strengthen cross college collaboration and communication on events and activities?**
- Discussion highlights:
  - It is more than just career fairs – there is a need to connect the dots of WBL events, industry panels, etc. – not just career fairs or formal career center events

- Colleges struggle locally to collaborate across areas and promote events/keep everyone in the know about the events and activities happening even on their own campus let alone across colleges
- There are a lot of missed opportunities with events that are great but poorly attended or online events that could have been expanded to all colleges/all students, etc.
- Mesa shared their [live calendar of events](#)
  - Question raised about whether or not we could create an events calendar that all colleges have access to
- Expansion of Handshake for all events – meeting participants expressed support for continued implementation and expansion of handshake for all event
  - **Action: Ensuring all events are in handshake will allow all students to see the events; work towards this districtwide commitment**

### **Employer Engagement & Advisory Committees**

- Employers want to work with us; but we struggle to meaningfully connect with them on a consistent basis, and coordinate events where a large number of student attend.
  - Challenges were shared around getting students to attend events
  - Suggestions were made around:
    - Intentional scheduling and timing – ensuring events are held when students are on campus, tied to a class, etc.
    - Increasing faculty involvement to help increase student participation
    - Integrating incentives and swag
    - Connecting to advisory committees
    - Connecting to counselors and program leads
- At Miramar Career Services team(s) attends all of the advisory committees for CTE programs (promising practice)
- Meeting participant(s) shared that Advisory Committees overall are an untapped potential
- The need for a CRM was raised – for students

### **Reminders & Updates**

- **Handshake**
  - Past meeting notes are on the [workgroup resource page](#)
  - **Action: Review action items from February and March**
    - [February 7, 2023 Meeting Notes](#)
    - [March 7, 2023 Meeting Notes](#)
    - [March 21, 2023 Meeting Notes](#)
  - **Action: Add all events into handshake (WBL, career fair, job fair, etc.)**
- **Work-Based Learning SG21 Reporting**
  - [The Feb 2023 SG21 update](#)
  - [Section Audit needs as of 2/28 for summer and fall](#)
    - **Action: please ensure you have reviewed your already coded sections**

### **Agenda Planning**

- Continue sharing local infrastructure
  - City and District to share (including DSPS/Workability, etc.) at next meeting
- Advisory Committees – round table discussion on how college engage them and connect them to other services and events
- Continued discussion about what we want to do to help improve communication and collaboration across colleges for WBL and Career Center events