

Districtwide Work Experience Process Committee Meeting

Monday, April 8, 2024 | 9am to 11am | [Zoom](#)

Agenda

Meeting notes included in Blue

Welcome

Guest: [Marc Grabiell](#), Research & Planning Analyst

Updates & Reminders

- Grant Reminder
 - [Funding ends June 30th](#)
 - [Please ensure your local allocations are fully spent](#)
- [March meeting notes](#)
- Handbook Updates
 - [No additional edits provided](#)
 - [Confirmed approval of changes](#)
 - [Will post for fall once repeatability is confirmed](#)
- Timeline for publishing links (summer and fall)
 - [No change from March confirmation](#)
- Repeatability – CIC meeting reminder
 - [CIC to confirm approval or denial of repeatability on 4/12](#)
 - [Faculty coordinators to ensure their recommendations are shared with their local curriculum chairs and VPIs](#)
 - **UPDATE as of 4/16:**
 - [CIC approved repeatability](#)
 - [Discussions are ongoing regarding possible limits](#)
 - [Note: Title 5 changes only include semester unit limits and do not include any limit on the number of times a student can repeat the course](#)
- Admin Procedure – timeline reminder
 - [Pending approval of repeatability](#)
- Faculty Compensation and Apportionment – clarification
 - [Clarification provided:](#)
 - [Faculty compensation is unique compared to other courses](#)
 - [Tied to CBA](#)
 - [Tied to out-of-class rate of pay \(see handbook regarding how and when district HR pays work experience faculty\)](#)
 - [Apportionment earnings is not unique – work experience courses earn apportionment following the same title 5 guidance as all other courses](#)

Round Table – City | Mesa | Miramar | SDCCE | District

- Spring check in – anything on fire?
 - New site placements at Miramar due to center closure
- Summer planning
 - City
 - Exploring possible small offerings (BUSE)
 - Exploring referring students who need general Work Experience to Mesa
 - Mesa – regular summer schedule
 - Miramar
 - Not offering summer work experience courses
 - Need to confirm coordinator hours for summer to ensure courses are prepared and open for students for fall (online forms must be available in July)
 - SDCCE - NA
- Fall Planning
 - Work Experience – General
 - Work Experience – Subject Specific
 - Work Experience – Integrated into non-work experience courses

City

- Planning out faculty and counselor trainings – opportunities to increase support for guiding students into work experience
- Will have fall schedule confirmed in the next few weeks
 - Nicole to connect with districtwide faculty coordinator (Shawn) on fall schedule and building out online forms
- Exploring integration of Work Experience into non work experience course(s)
 - New Design class – approved for fall, but might not be offered
 - Nicole to confirm with Dean / Nicole to provide updates

Reminder provided: all courses integrating work experience must following districtwide electronic forms and related processes, handbooks, etc.

- Amertah and Districtwide Faculty Coordinator available to meet with departments locally as needed

Mesa – TBD

Miramar

- Finalizing fall schedule
 - Kyoka to be in touch with Districtwide Faculty Coordinator regarding fall schedule

SDCCE – NA

- Proposing noncredit course for fall 2025 or spring 2026
- Need to focus on building out local infrastructure

Reminders provided:

- Amertah and Districtwide Faculty Work Experience Coordinator are available to meet locally to support development of infrastructure
 - Shawn to schedule additional meeting dates with SDCCE's designated Work Experience Coordinator (Oscar)
- Faculty across all four colleges previously agreed to work together on noncredit curriculum development and expressed an interest in submitting noncredit curriculum (aligned) at all four colleges
 - Districtwide Faculty Coordinator to convene faculty discussion

Data Engagement

- Title 5 requirements – reminders provided regarding new title 5 data requirements (annual review)
- Goals & Expectations
 - Overview of Data Engagement Planning - Phases
 - Phase 1 - Foundational Quantitative Data
Marc Grabiell, Research & Planning Analyst, District Research Office
 - Baseline data dashboard; meet title 5 requirements; provides starting point to inform future annual insights and expanded data exploration
 - Primary audience: Work Experience practitioners at the college level
 - Future Phases
 - Email me data integration
 - Will begin to explore summer 2024/fall 2024
 - Spring 2024 is the first semester all three credit colleges are on the same platform
 - May not bring in this data set until summer 2025; TBD
 - Insights – annual insights
 - Will explore summer 2024 for 24-25 release
 - Will develop annual timeline
 - Qualitative – future planning
 - May need to explore funding
- **Foundational Data Dashboard Review & Discussion**
 - *Marc Grabiell, Research & Planning Analyst, District Research Office*
- Questions & Discussion
 - What do you want to know?
 - How might you utilize the information?
 - Connections:
 - WBL, Job Placement, Internship Initiatives, Employment Outcomes
 - Work Experience Program Goals – strategic planning
- Marc walked meeting participants through the new draft dashboard

- Feedback was provided regarding possible data edits/additions
- Marc and Districtwide Faculty Coordinator to meet regarding timeline for updates
 - Goal is to finalize baseline data dashboard by June and establish a plan for annual reporting process and research goals
- Brief discussion held regarding future eventual integration of email me form data
 - Request made to set a schedule of when to pull data set into dashboard
 - Concerns raised regarding some manual entry elements of form (for example: students are requested to manually add ID – could lead to data quality issues)
 - Question raised regarding whether or not software can be integrated into single sign on (CEWD to explore options with vendor)
- **Data Changes: (Marc)**
 - Awards data to be updated (Marc)
 - ANHL and VTAH to be combined into just VTAH
 - Add noncredit awards
 - Disaggregate by DSPS and economic status
 - Persistence data to be added once awards data is finalized
 - Add disaggregation by session type
 - Recommendation made to just use three types:
 - High School
 - 16 week
 - Short term (anything less than 16)
 - Set percentage threshold for color coding areas of concern within retention, drops, etc.
 - Shawn to work with Marc on confirming recommendation
 - Request made to explore possible addition of part-time versus full-time student type (disaggregation)

Data Related Action Items:

- **Colleges** to continue to explore [draft dashboard](#) and send any additional questions or recommendations to Amertah **by the end of April**
- **Marc** to make baseline updates
- **Shawn** to meet with Marc – walk through enrollment process
- **Shawn** to work with Marc on dashboard updates

Close