



Districtwide Career Services & Job Placement Workgroup

Wednesday, July 12, 2023 | 3:30pm | Zoom

Past Meeting Notes & Action Items: [4/5/23](#), [3/8/23](#), [2/8/23](#)

AGENDA	
Welcome	Agenda Review
Employer Engagement	Advisory Committees <ul style="list-style-type: none"> • Biennial Submission to the Board (Spring 2024) • Confirmation – leveraging Program and Course Inventory (internal tracking only) Handshake <ul style="list-style-type: none"> • Employer Collections and Employer Relations Management Updates • Staff and Faculty Accounts • Accepting payments
Work-Based Learning	SG21 Reporting Reminders <ul style="list-style-type: none"> • Section Level Reporting (Summer due 7/21 for credit colleges) <ul style="list-style-type: none"> ○ Auditing reminders • Student Level Reporting (Summer due 7/28 for all) <ul style="list-style-type: none"> ○ Job Aid Districtwide Reporting <ul style="list-style-type: none"> • February Report • July Report – coming soon!
Career Services – Needs Assessment & Strategic Planning	Regional RFA / Funding Roundtable <ul style="list-style-type: none"> ○ <i>Each college to share insight into local RFA submission</i> ○ <i>Each College to share insight into local planning teams (who will be the local lead and who will be on your planning team?)</i> <ul style="list-style-type: none"> ▪ <i>City Mesa Miramar SDCCE District Office</i> Regional Update Discussion – Opportunity to address overall questions, comments, and concerns – <i>What support is needed to ensure a strong start to this work?</i>
Career Events	2023-24 planning and collaboration <ul style="list-style-type: none"> • Subject/occupational specific efforts • Districtwide Career Fair <ul style="list-style-type: none"> ○ March 21, 2024 ○ Expectations and Participation Requirements

	<ul style="list-style-type: none"> ○ Confirm leads as soon as possible ○ Begin meeting in August ● Career Events Meetings <ul style="list-style-type: none"> ○ Once per month ○ College Representation/Participation
Reminders & Updates	<p>Handshake Implementation Meetings – College Representation/Participation</p> <p>Career Events Meetings – College Representation/Participation</p> <p>LAEP – Update on Advocacy Efforts</p>
Close	<p>Meeting Schedule</p> <ul style="list-style-type: none"> ● Wednesdays, 3:30 to 5pm <ul style="list-style-type: none"> ○ 8/9, 9/6, 10/4, 11/1, 2/7, 3/6, 4/3, 5/1 ● No meetings December 2023 and January 2024 ● Potentially cancel 8/9/23 meeting <p>Agenda planning</p> <ul style="list-style-type: none"> ● DSPS Career Services Roles/Efforts ● Labor Market Information – sharing of current local uses to support career exploration and needs ● Employment Outcomes – exploration of data priorities <p>Round table</p>