



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

Districtwide Work Experience Process Committee Meeting

Date: Wednesday 9/20/23 Time: 1:00 pm – 2:30 pm Location: Zoom
<https://sdccd-edu.zoom.us/j/97018419255?pwd=UWNPeEpHYVhzaWNnWUJhZkRZUnp1Zz09>

AGENDA													
Welcome	Introductions Agenda Review												
Reminders & Updates	Resource Reminders – resource page Sexual Harassment Prevention Training - FAQ document Unpaid Volunteer Forms – send to Susan Villareal No Alternative Site Visit forms required as of Fall 2023 Perkins Reserve Innovation Grant Funds <ul style="list-style-type: none"> • Local Work Experience Infrastructure Support; funds must be spent by June 30th. Local spending plans due 10/13 • Additional funding may be available for intersession • Districtwide Faculty Coordinator – October Transition to Online Forms – Spring 2024 <ul style="list-style-type: none"> • City – Spring 2024 (train faculty fall 2023) CIWEA Title 5 Summit this Fall (dates are forthcoming) CCCAOE session on Work Experience Regional Discussion - TBD Work Experience Education Community on the Vision Resource Center												
College Updates	<i>Roundtable Updates: Staffing, Work Experience Section Offerings, Training/Transition Process Updates, etc. - What's going well? What is in need of attention?</i> City Mesa Miramar SDCCE												
Title 5 Changes	Curriculum Impacts – Subject Area Meeting Updates Process Impacts – Process documentation, forms, and hanbooks: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Comments</th> <th style="text-align: center;">Deletions</th> <th style="text-align: center;">Additions</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Student Handbook</td> <td>Major Updates will be effective fall 2024</td> <td style="color: red;">Fall 2023 changes needed: updates/removal of alternative site visit</td> <td></td> </tr> <tr> <td style="text-align: center;">Instructor/Staff Handbook</td> <td>Major Updates will be effective fall 2024</td> <td style="color: red;">Only fall 2023 change needed is the removal of the alternative site visit</td> <td></td> </tr> </tbody> </table>		Comments	Deletions	Additions	Student Handbook	Major Updates will be effective fall 2024	Fall 2023 changes needed: updates/removal of alternative site visit		Instructor/Staff Handbook	Major Updates will be effective fall 2024	Only fall 2023 change needed is the removal of the alternative site visit	
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Title 5 Changes	Application	none	NA	NA
	Learning Agreement	none	NA	NA
	Cumulative Work Record	none	NA	NA
	Unpaid Volunteer Form	none	NA	NA
	Alternative Site Visit	Needs to be removed; website updated and announcement distributed; effective fall 2023	Remove – no longer required (effective now -fall 2023)	NA
	District Plan	Updated admin procedure will replace district plan	To be removed – no longer needed	NA
Other:				
		Comments		
Board Policy & Admin Policy		Needs to be revised (expanded)		
Curriculum Updates		Subject Area Meeting / Faculty and District Curriculum Services leading changes		
Catalog Updates		Subject Area Meeting / Faculty and District Curriculum Services leading changes		
Updates to WE Faculty		Subject Area Meeting / Faculty and District Curriculum Services leading changes		
Website Updates				
Union Contract		?		
Program Procedures/Processes		See list above		
Data	<p>55251(E) includes a district responsibility to analyze disaggregated data on work experience enrollment, persistence, and course success related to degree and certificate attainment.</p> <ul style="list-style-type: none"> • Discussion: <i>What current data insights would be most beneficial for program improvement?</i> • Future data possibilities – analysis of data within electronic forms 			



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Close	Scheduling Agenda Planning – future topics: Dean and Adjunct Training & Awareness – hpw are program leads communicating those assigned to sections? Round Table
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