



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

*Career Education & Workforce Development a Department of Instructional Services Division*

## COOPERATIVE WORK EXPERIENCE MEETING

Wednesday, October 24, 12:30pm to 2:00pm

Mesa College, Room S-305

<b>AGENDA</b>			
<b>Topic</b>	<b>Details</b>	<b>Name</b>	<b>Time</b>
<b>Welcome</b>	Introductions	All	2 min
	Review of Agenda and Materials	A. Perman	
<b>Discipline Updates</b>	10/16 Discipline meeting updates	M. Romero	10 min.
<b>Follow-Up Discussion - Forms</b>	<b>Revised Forms Shared 10/ 9:</b> <ul style="list-style-type: none"> <li>• Program Application</li> <li>• Learning Agreement</li> <li>• Unpaid Work Experience Volunteer form</li> <li>• Sexual Assault and Harassment Online Training instructions</li> <li>• Cumulative Work Record (no changes)</li> <li>• Alternative Site Visit Request (no changes)</li> </ul>	All	10 min
<b>Handbook – Final Revisions</b>	<b>Revised Handbook Shared 10/16:</b> Instructor/Staff Handbook – and edits received	All	20 min
<b>Student Handbook</b>	Review and Discussion of draft table of contents for a revised Student Handbook	All	10 min
<b>District Plan</b>	Review and Discussion of Draft Plan	All	10 min
<b>November Faculty Training</b>	Discussion of upcoming trainings <ul style="list-style-type: none"> <li>• Timing</li> <li>• Needs</li> </ul>	All	15 min
<b>Next Steps and Timeline</b>	<ul style="list-style-type: none"> <li>• Draft website/district page</li> <li>• Draft Administrative Procedure</li> <li>• Submission of Plan to BOT - December</li> </ul>	A. Perman	5 min
<b>Close</b>	Work Experience Memberships/Associations	A. Perman	5 min
	Scheduling		

*Developing Strategies, Making a Difference*

Alignment | Communication | Compliance | Quality Innovation | Knowledge | Collaboration