



Career Education & Workforce Development

Department Overview

The [Career Education and Workforce Development](#) (CEWD) Department provides districtwide coordination and support across San Diego City College, Mesa College, Miramar College, and the College of Continuing Education for the advancement of equitable student access, retention, and success within and across five major areas of work:

1. **Career Education grant funds**, specifically:
 - a. Perkins
 - b. Strong Workforce Program
2. **Career Education program compliance**
 - a. CTE Biennial Review
 - b. Career Education Advisory Committees
 - c. Apprenticeship Program Management
3. **Workforce development initiatives**, specifically:
 - a. Cooperative Work Experience
 - b. Clinical affiliation agreements for Directed Clinical Practice Programs
 - c. Work-based Learning
 - d. Districtwide collaboration with the San Diego Workforce Partnership
 - e. Noncredit-to-credit career education pathways, specifically the coordination of SDCCCE to City, Mesa, and Miramar articulation credit by exam agreements and processes
4. **K12 partnership development**, specifically:
 - a. Early College Credit initiatives, including:
 - i. College and Career Access Pathways (CCAP)
 - ii. High school to college course-to-course articulation credit by exam
 - b. San Diego Unified School District partnerships initiatives
5. **Early childhood education**, specifically state contract compliance for City, Mesa, and Miramar colleges' Child Development Centers

Additionally, we engage in regional career education and workforce development through active participation in the regional consortia deans council, regional strong workforce workgroups, and the regional workforce development council.

Department Mission

In an effort to bring clarity and transparency to processes and practices districtwide, the CEWD Department strives to be a trusted resource for leadership, information, and support. With a particular focus on employment and career readiness, we work to align resources and pathways, and empower our four colleges, employers, and community partners to work together for student success.

Department Staff

Dean: Amertah E. Perman aperman@sdccd.edu

Administrative Assistant: Chantaya Robinson, crobinso@sdccd.edu

Career Education Transitions Program Support Technician: Cloris Johnson cljohnson@sdccd.edu

Child Development Centers Program Support Technician: Susan Villareal svillareal@sdccd.edu

SDCCD Career Education & Workforce Development

Department Summary – June 2023

Meetings, Committees, and Workgroups Overview

The Career Education & Workforce Development (CEWD) Department provides leadership and coordination for the following districtwide Committees and Workgroups (full descriptions available below):

- Districtwide Apprenticeship Program Management Workgroup
- Districtwide Career Education Deans Meetings
- Districtwide Career Services & Job Placement Workgroup (new as of Spring 2023)
- Districtwide Career Events & Activities Meetings (New fall 2023)
- Child Development Center Related Meetings
- CTE Transitions Credit by Exam Team Meetings (high school and noncredit Articulation credit by exam)
- Districtwide Directed Clinical Practice Programs Process Committee
- Districtwide Early College Credit Team Meetings
- Districtwide Handshake Implementation Meetings (new as of Spring 2023)
- Districtwide Industry Advisory Committee for Child Development
- San Diego Unified School District / SDCCD Joint Partnership Workgroup
- San Diego Workforce Partnership / SDCCD Joint Partnership Committee
- Work-Based Learning Process Committee – *as of spring 2023, this committee has moved into the new Career Services and Job Placement Workgroup*
- Districtwide Work Experience Process Committee

Apprenticeship Program Management Workgroup – NEW as of Summer 2021

Districtwide process committee focused on apprenticeship program management. The goal is to establish common baseline processes at each institution and to ensure each college is connected to our DAS and has a baseline understanding of apprenticeship program management. Our workgroup goals will be focused on creating useful resources and districtwide guidance.

- [Workgroup Resource Page](#) (*this page will be expanded throughout the spring 2022 semester to include districtwide guidance and resources*)

Career Education Deans Meetings

Monthly meetings in support of dialogue and coordination across the four institutions regarding career education projects, grants, and special initiatives. These meetings meet Perkins grant requirements. Standing agenda items include: Perkins and Strong Workforce. Representation includes Lead Career Education Deans and Associate Deans from all four Institutions

- Standing; monthly meetings
- Related resource pages
 - [Career Education Deans Page](#)
 - [Career Education Data, Reports, and Resources](#)
- Other relevant districtwide resource pages:
 - [Career Education Programs](#)
 - [Perkins](#)
 - [Advisory Committees](#)
 - [Strong Workforce Program](#)

Districtwide Career Services & Job Placement Workgroup (NEW spring 2023)

This workgroup focuses on supporting coordination and communication across San Diego City, Mesa, Miramar and Continuing Education for career services initiatives, including employer engagement, work-based learning, internships and job placement, career center activities, and handshake. This workgroup replaced the Districtwide Work-Based Learning Process Committee (as of Spring 2023).

- Standing; monthly meetings
- [Committee resource page](#)

Districtwide Career Events Meetings (NEW Fall 2023)

This districtwide meeting was developed in support of districtwide career services and job placement workgroup goals to increase collaboration across the colleges on career events (job fairs, career fairs, career panels, etc.) and support planning for the annual districtwide career fair.

- Standing; monthly

Child Development Center Related Meetings

The CEWD department facilitates an “All Deans and Center Directors” meeting no less than once per semester and Neighborhood House Association partnership meetings once per semester. The Child Development Program Support Technician additionally convenes the Center Directors twice per semester (no less than) and attends the monthly districtwide Center staff meetings. State contract compliance for City, Mesa, and Miramar’s Child Development Centers includes:

- Infant and Toddler State Contract and Compliance Management (CCTR & CSPP) - Including contract renewals, amendments, and applications, monthly file reviews and onsite visits, monthly and quarterly reporting, and enrollment management support
- Child and Adult Care Food Program (CACFP) contract management and compliance
- San Diego Preschool Quality Initiative (SDQPI)
- Guidance - notices, information, and consistent practices
- Directives and changing guidelines– Management Bulletins, State guidance, Safe reopening planning, etc.
- Cross-Center communication and collaboration
 - Point of contact for Center Staff inquiries - enrollment and eligibility
 - Point of contact for all contracts
- Districtwide consistent Forms and Processes including handbooks, templates, and guides
- Internal Mock Audits (every two years)
- Neighborhood House Association partnership (coordination and management):
 - Head Start programming at City & Mesa (annual MOU negotiations)
 - Food Vendor Contract (children’s meal preparation and delivery services to the Centers) – actual contract processed by District Purchasing
- Annual Districtwide Program Self Evaluation (PSE)
- Professional Development
- Meetings
 - NHA Partnership Meetings (once per semester)
 - All Deans/Directors Meetings (once per semester)
 - Center Director Meetings (4 times per year)

- Center Staff Meetings (monthly)
- Annual All Centers Professional Development Day

CTE Transitions Credit by Exam Process Team Meetings

(high school to college and Noncredit to College course-to-course articulation)

High School to College – The CEWD Departments convenes regular meetings with the San Diego Unified School District to manage current and new agreements, student enrollment, etc.

Noncredit to College - The CEWD Departments facilitates regular meetings with SDCCE Instructional Services and Student Services to help support their internal management of SDCCE to College course-to-course articulation processes.

- [Resource page](#)

Directed Clinical Practice Programs Process Committee

Districtwide committee to address shared opportunities and challenges regarding development and implementation of clinical affiliation agreements for Directed Clinical Practice Programs across the four institutions. Representation includes Deans and Program Chairs for directed clinical practice programs, Program Support Technicians that support clinical affiliation agreement processes, and Risk Management.

- Standing Committee; meets once per semester (at minimum)
- [Related Resource Page](#)

Early College Credit Team Meeting – new as of Spring 2022

This internal monthly ad-hoc team is scheduled to meet throughout the spring semester to help address shared challenges and opportunities for improvement across City, Mesa, and Miramar College for managing processes tied high school special admit programs and processes for early college credit (dual enrollment, concurrent enrollment, etc.). Meeting participants include: early college credit leads from all three credit colleges, representatives of A&R from all three credit colleges, and district student services, outreach, and the office of institutional research.

Districtwide Handshake Implementation Meeting (NEW Spring 2023)

This meeting supports the districtwide implementation of the SDCCD Job Board. This meeting provides an opportunity for each college's Handshake leads to collaborate on implementation, make collaborative recommendations regarding implementation, trouble shoot challenges, strengthen employer and student engagement on Handshake.

- Standing; monthly meetings
- [Resource page](#)

Industry Advisory Committee for Child Development

Districtwide Industry Advisory Committee for Child Development Programs. Representation includes faculty and deans from the child development program areas within each of the four institutions, Center directors and Deans, employers and industry representatives.

Standing committee; meets no less than once per year (usually we meet every semester)

- Related resource page: [Districtwide Advisory Committee Guidance](#)

San Diego Unified School District / SDCCD Joint Partnership Committee

The CEWD Departments provides coordination and support for the Vice Chancellor of Educational Services who officially leads this joint partnership committee. Each year, the SDUSD and SDCCD Boards of Trustees get together for a joint board meeting. During this meeting, joint partnership goals and annual areas of focus are identified. This Committee is responsible for ensuring goals are addressed throughout the year and addressing any emergent opportunities for partnership. In March 2021, we identified committee commitments and a visual representation of our scope of partnership from middle school through postsecondary and employment with a focus on closing equity gaps.

- [Resource page](#)

San Diego Unified School District / SDCCD Joint Partnership Workgroup

This is a sub-group of the SDUSD/SDCCP Joint Partnership Committee led by VC Topham. The goal of this workgroup is to be a more hands-on group for moving the Joint Board Goals forward. Representation may shift as the group focuses on different priority projects. Currently, this workgroup is focused on CCAP process mapping and improvements. Current representation includes CCAP leads and admissions representative from City, Mesa, and Miramar, Outreach leads from City, Mesa, and Miramar, San Diego Unified School District, and District Student Services.

- [Resource page](#)

San Diego Workforce Partnership / SDCCD Joint Partnership Committee

Districtwide Joint Partnership Committee with San Diego Workforce Partnership (SDWP) focused on three jointly approved priority focus areas and related activities. Representation includes the VPIs and VPSS, career services, WBL, and Job Placement coordinators, and lead career education deans from each of the four institutions as well as San Diego Workforce Partnership leadership, staff, and representatives from their Career Center contractors and youth services providers (KRA and Access Inc.).

- [Committee Resource Page](#)

Work Experience Process Committee

Districtwide process committee focused on districtwide cooperative work experience operations and Title 5 compliance for Cooperative Work Experience including: districtwide student and instructor handbooks, required forms, administrative procedures, district plan, and risk management. Representation includes Work Experience Deans and Coordinators at San Diego City, Mesa, and Miramar Colleges; Dean and Program Support Technician within Department of Career Education and Workforce Development assigned to Work Experience. District Office Risk Management attends as needed.

- Standing committee; meets once per semester (at minimum)
- [Committee resource page](#)