



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

## Career Education & Workforce Development Department

## COOPERATIVE WORK EXPERIENCE PROCESS COMMITTEE

Date <u>Monday, 9/20/21</u> Time <u>1:00 pm – 2:30 pm</u> Location <u>Zoom</u>

Торіс	Details	Lead(s)	Approx. Time
Welcome	<ul> <li>Introductions         <ul> <li>Welcome College of Continuing Ed.</li> </ul> </li> <li>Review of Agenda</li> </ul>	All	10 min.
Round Table	Status Updates/Check-In <ul> <li>City College</li> <li>Mesa College</li> <li>Miramar College</li> <li>College of Continuing Education</li> </ul>	All	10 min.
Sexual Harassment Prevention Training	<ul> <li>Current Process Reminders</li> <li>Process Challenges         <ul> <li>Weekly uploads to Keenan – problematic for last minute adds</li> <li>Monitoring of completion – time consuming</li> </ul> </li> <li>Recommendations for Committee Discussion:         <ul> <li>Require completion of training before recording hours / uncouple from add/drop date</li> <li>Require students to submit certificate of completion to instructors</li> <li>Work Experience Coordinators continue to provide faculty support; retain ability to run reports; continue to be primary liaison to title IX office; continue to provide faculty support</li> </ul> </li> <li>Updates to handbooks and FAQ</li> <li>Access to Class Rosters</li> </ul>	A. Perman All A. Perman A. Perman	30 min.
Title 5	<ul> <li>Updates – pending</li> <li>Work Experience Subject Area Meeting; being scheduled with faculty for early October</li> <li>City College inquiry regarding 2009 FAQ from Mendocino College</li> </ul>	A. Perman T. Recalde S. Carr	15 min.
Districtwide Forms & Handbooks	<ul> <li>On-campus student placements - paid v unpaid</li> <li>General Updates/Check-In- any changes needed?         <ul> <li>Resource Page</li> <li>Faculty and Student Handbooks</li> <li>Required Forms</li> <li>Employer Resources</li> <li>Orientation Video</li> </ul> </li> <li>District Plan – will not be updated until Title 5 changes go through (spring 2022?)</li> </ul>	S. Carr S. Villareal	5 min.
Reminders	<ul> <li>Online Processes – reach out to Shawn if your institution is interested in pursing</li> <li>Deadlines for unpaid forms (add/drop date)</li> </ul>	S. Villareal	5 min.

	<ul> <li>Upcoming events and conferences         <ul> <li>CCCAOE (virtual and in-person)</li> <li>CEIA – Virginia, April, 2022</li> <li>CIWEA – San Diego, Spring 2022</li> </ul> </li> </ul>		
Close	<ul><li>Scheduling</li><li>Future agenda topics</li><li>Round Table</li></ul>	A. Perman All	5 min.