



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

	 Upcoming events and conferences CCCAOE (virtual and in-person) CEIA – Virginia, April, 2022 CIWEA – San Diego, Spring 2022 		
Close	SchedulingFuture agenda topicsRound Table	A. Perman All	5 min.