Districtwide Career Services & Job Placement Workgroup
Wednesday, September 6, 2023 | 3:00pm | Zoom

Meeting Highlights

Action Items Summary:
- WGL / SG21 Coding – Fall sections for coding due 10/13
- Employer Engagement
    - Colleges to request that local ERL adds Amertah Perman to their weekly and monthly emails or forward them to Amertah Perman
    - Colleges to consider increased use of monthly and weekly ERL reporting
    - Colleges encouraged to engage their ERL roles in the local efforts to strengthen CTE Program Advisory Committees – employer representation and engagement
    - Consider engaging advisory committee members in WBL and career services initiatives
    - Colleges to submit updated advisory committee membership lists in the spring for the biennial submission to the board (separate email guidance will be distributed)
- Handshake - Colleges to ensure representation at handshake implementation meetings
- Career Events – Colleges to post career events and materials within teams channel
- LAEP
    - College feedback due end of the September on draft cabinet update
    - Colleges encouraged to build integrated local LAEP implementation teams and engage CTE and Career Services leads in the strategic growth in LAEP program participation
- Career Services Needs Assessment & Data Engagement
    - Colleges encouraged to utilize districtwide and local strategic plans (equity plans, etc.) as part of the local assessment process
    - Colleges to review the [CCCCO Student Employment Outcomes Project](#) and the [Class of 2023: Inequity Continues to Underpin Internship Participation and Pay Status](#) internally and consider incorporation of information and recommendations into local career services needs assessment and strategic planning efforts

Participation: Mesa, Miramar, and the College of Continuing Education present

Employer Engagement – discussed industry advisory committees, handshake, LAEP, and career events

Industry Advisory Committees –
Review process for the biennial submission to the board
- [Process Summary for Biennial Submission to Board (End of Spring 2024)](#)
- Advisory Committee Lists
    - [Check list](#)

- o [2022 Submissions](#)
- Discussed the importance of engaging Employer Relations Liaisons (ERLs) to increase employer representation and participation
- Had follow-up discussion (round table) from July comments made regarding "Untapped Potential" of advisory committees
    - o What are you considering doing this year to enhance WBL, Career Services, and Job Placement efforts as they relate to your Industry Advisory Committees?
        - City – no present
        - Mesa – ERL developing list of services that are available to faculty and employers
        - Miramar – exploring Faculty PD
        - SDCCE – offering trade breakfast(s)
        - Interest expressed in regional training for faculty
        - Colleges encouraged to consider local support for faculty (minutes, scheduling, and agendas, etc.) rather than asking faculty to manage all elements of the
    - o Action Items:
        - Colleges encouraged to engage their ERL roles in the local efforts to strengthen CTE Program Advisory Committees – employer representation and engagement
            - Consider engaging advisory committee members in WBL and career services initiatives
        - Colleges to submit updated advisory committee membership lists in the spring for the biennial submission to the board (separate email guidance will be distributed)

Career Events – new districtwide workgroup (reminders shared)
- Teams folder
    - o Action Item: Colleges to post events and materials
- Districtwide Career Fair – March 2024
- District Facilities, HR, and PR/Com – update provided regarding District HR, Facilities, and PR/Comm Offices commitments to supporting the event

Handshake Implementation
- Discussed priority topics for the Handshake Implementation Committee
- New items added:
    - How much do we currently charge employers
    - Re-group on pricing – recalculate pricing / try to get on same page
    - SDCCE currently doesn't charge employers
    - Brief discussion held regarding value of charging and culture change/impacts of moving to fee based engagement with employees
        - Research supports charging a fee
        - Credit college support charging fees
        - The need for CC students is high

- - - Exceptions made for small employers (scholarships)
    - Goal: set tone – our students are worth it
  - Request made to prioritize staff/faculty accounts
  - Incorporation of DSPS (WAIII and C2C) into handshake
  - Question raised about handshake and CRM – CEWD to explore with Handshake rep
  - Comments made about the importance of ensuring senior leadership is aware of handshake and engaged/supportive – cabinet update needed sooner rather than later
- Action Item: Colleges to ensure representation at handshake implementation meetings

LAEP Updates – brief update provided
- Draft Cabinet Updates – feedback due end of the month
- Regional Update – shared by Regional Consortium to VPIs
- June Advocacy Document
- Handbook and resource page
- Districtwide Workgroup – once per term
- College specific workgroups – no less than monthly
- Action Item: Colleges encouraged to build integrated local LAEP implementation teams and engage CTE and Career Services leads in the strategic growth in LAEP program participation

Employer Relations Reporting – Monthly and Weekly
- Brief discussion held regarding what current reports are received and what happens with them, who sees them, etc.
  - City – not present
  - Mesa – Alex receives them; exploring ideas for increased use
  - Miramar – Claudie receives them; working to strengthen weekly and monthly updates
  - SDCCE – Stephanie receives them; used to keep track of progress on tasks assigned
- Action Item: colleges to consider increased use of monthly and weekly ERL reporting
- Request made to share weekly and monthly reports with CEWD
  - All colleges present supported request
    - Action: Colleges to request that local ERL adds Amertah Perman to their weekly and monthly emails or forward them to Amertah Perman

Work-Based Learning – SG21 coding reminders were provided
- Section Level Reporting
  - Job Aid – adding a class attribute (SG21)
  - Fall 2023:
    - 10/ 13 - Due date for credit colleges to submit sections

- - - Action Item: Credit colleges to submit fall sections for SG21 coding by 10/13
  - Spring 2024:
    - [Auditing reminders](#) (from July)
    - Audit rollover sections for spring 2024 (June – September)
    - 9/29 - Code sections locally (before schedule goes live)
    - 3/23/24 - Due date for credit colleges to submit sections
  - Summer 2024:
    - Auditing Reminders
    - March 29th - Code locally
    - July 26 – send sections for coding
  - Brief discussion held regarding impact of the roll forward
    - SG21 code on section rolls when the roll forward occurs
    - Clarified that this is a technical full roll within campus solutions
    - Best practice is not to roll the schedule (deans can still request spreadsheet reports of past schedules to re-build/build)
    - It is a local decision to roll the schedule – colleges encouraged to discuss internally (consider not rolling the schedule)
- Student Level Reporting
  - Job Aid – [adding a student attribute (SG21)](#)
  - Fall 2023
    - 12/1 – recommended due date for student coding
  - Spring 2024
    - 5/11/24 – recommended due date for student coding
  - Summer 2024:
    - July 27 – recommended due date for student coding
- Districtwide Reporting
  - [July Report](#)
  - Next Report – early November

Data Engagement

The CCCCO Student Employment Outcomes Project was reviewed and discussed
[See Districtwide Summary of Project here](#)
Action: Colleges to review summary internally and consider incorporation of information and recommendations into local career services needs assessment and strategic planning efforts

Discussion highlights:
- Interest expressed for national insight into funding dedicated to career services – examples needed - See what is out there
- Career Counseling labor/workforce challenge – very few programs in CA, very few trained professionals; statewide advocacy needed

- Some 4-year models or formal models used nationally have challenges built in – need to apply only what will work for our students; cautionary comments made to ensure we don't apply inequitable practices
- Local capacity constraints within career centers and career services initiatives in general undermine equity efforts
- College representatives supportive of a in districtwide needs assessment
- Increasing WBL in curriculum/in the classroom is an important element of closing equity gaps for students

The recent NACE article was shared and discussed
[The Class of 2023: Inequity Continues to Underpin Internship Participation and Pay Status](#)
(August 2023)
- Paid internships correlate to more job offers and higher salaries
- Data points to systemic inequality in who takes part in internships and who is most likely to get a paid internship
  - *Male students, white students, students who are not first generation, and students who are not Pell Grant recipients were more likely to participate in internships than other groups of students.*
  - *Among men who took part in an internship, 76.4% were paid; among women taking part in internships, 51.5% were paid.*
  - *Of Pell Grant recipients, 53.5% were paid, compared to 61.0% of non-Pell Grant recipients.*
  - *Graduating seniors who identified as LGBTQ+ and took part in internships were less likely to be paid than their counterparts: 53% versus 59%.*
  - *The inequity repeats among first-generation interns, with 54% reporting paid internships compared to 60% of continuing generation interns.*
- Steps for career services & employers to address inequity
  - Career Services Professionals can:
    - *Foster understanding of the importance of internships—particularly paid internships—among students, faculty, and administrators. NACE data can be used to show the correlation between paid internships and entry to the world of work.*
    - *Track use of services related to internships by students and employers to get a baseline on who is using those services and who is not to determine outreach needs.*
    - *Help employers using their internship programs to feed their full-time hiring needs understand the connection between their internship cohort and their organization's goals for a diverse workforce.*
- Action: Colleges to review article internally and consider incorporation of information and recommendations into local career services needs assessment and strategic planning efforts

Career Services Needs Assessment & Strategic Planning
Brief reminders provided regarding the regional RFA requirements

- RFA lead(s) required to attend regional Career Navigation monthly meetings – ideally full local team representation is included
- RFA lead(s) required to participate in districtwide Career Services & Job Placement Workgroup meetings
- 9/14 kick-off meeting – required participation
  - Region will provide electronic version of NACE standards, timeline, and TA to support local needs assessment process
- RFA Leads encouraged to provide senior leadership with quarterly updates
- Action Item: Colleges encouraged to utilize districtwide and local strategic plans (equity plans, etc.) as part of the local assessment process

Reminders & Updates
- District Career Services Admin Tech Role – Starting 9/25
- [Workgroup Resource Page](#)
- Related Teams: Career Events, Work-Based Learning, & Handshake

Agenda Planning
- October:
  - DSPS Career Services Roles/Efforts (October meeting)
  - Employment Outcomes Survey Summary Report Presentation
- Future meeting(s):
  - Utilizing Labor Marketing Information in Career Counseling Activities – Prep for next meeting: *What is currently being used? How do you use it? Who uses it?*

Scheduling
- Fall 2023: 9/6, 10/4, 11/1
- Spring 2024: 2/7, 3/6, 4/3, 5/1