



Districtwide Work Experience Process Committee Meeting

Date: Monday, 11/6/23 Time: 2:00pm – 3:00pm Location: [Zoom](#)

AGENDA	
Welcome	<ul style="list-style-type: none"> • Introductions • Agenda Review
Reminders	<ul style="list-style-type: none"> • Transitioning to online/electronic forms – City (spring 2023) • Perkins Reserve Funds – must be spent before June; need local spending plans; should see quarterly expenses hitting the budget; must show major spending progress before end of December. • Title 5 Curriculum Updates <ul style="list-style-type: none"> ○ Repetition on hold ○ Noncredit course development – List of Questions • CIWEA Title 5 Summits • Self-Employment – clarification needed on insurance coverage; most likely does not apply (pending Risk Management clarification)
Title 5 Process Impacts	<ul style="list-style-type: none"> • Administrative Procedure <ul style="list-style-type: none"> ○ Current procedure ○ Draft Procedure ○ What is not in currently in the draft: Repetition, Credit hours Definition, Full-time Equivalent Student, Computation of Units, College Credit, Attendance Accounting ○ Feedback process and timeline <ul style="list-style-type: none"> ▪ Committee feedback due 12/1 ○ CIWEA template (pending) • Proposed student acknowledgement statement within the forms (see pg. 2) <ul style="list-style-type: none"> ○ Need feedback today • Proposed changes to the number of required learning objectives (see pg. 2) <ul style="list-style-type: none"> ○ Feedback due 12/1 • Changes to the employer acknowledgement statements <ul style="list-style-type: none"> ○ Draft text - TBD ○ Timing discussion
Expanding Work Experience	<ul style="list-style-type: none"> • Current pilot programs - SBVI, Hoover High, other? • Reminder: districtwide consistency encouraged; local flexibility allowable with Work Experience Dean and Coordinator approval; engagement from District needed to ensure there are no compliance issues (some requests may need to be brought back to committee) • Title 5 changes – opportunity to incorporate work experience into other courses; recommendations for processes
College Updates	<p>Roundtable Updates: <i>Staffing, Work Experience Section Offerings, Training/Transition Process Updates, etc. - What's going well? What is in need of attention?</i></p>

	City Mesa Miramar SDCCE
Close	<ul style="list-style-type: none"> • Scheduling <ul style="list-style-type: none"> ○ Next meeting: Thursday December 14th • Agenda Planning – future topics: <ul style="list-style-type: none"> ○ Dean and Adjunct Training & Awareness ○ Other? • Round Table

Proposed Student Acknowledgement Statement: *I understand and agree that I will only be awarded academic credit(s) for the Work Experience course which I am enrolled for the current term upon successful completion of WE requirements. I understand and agree that I will not be awarded supplemental academic credits(s) for completion of any additional workforce training hours at my designated worksite placement.*

Sample mockup:

STUDENT AUTHORIZATION

Please review and check each box below to acknowledge and agree to the policies and requirements of enrollment in a SDCCD Work Experience course: *

- I understand and approve that my Work Experience Instructor/Coordinator will be providing information about my Work Experience educational activities and enrollment to my Site Supervisor/company and my Site Supervisor/company will be providing information to my Work Experience Instructor/Coordinator concerning my educational job-related objectives and records.
- I acknowledge and agree to fulfill all requirements, minimum hours, and expectations of the Work Experience class I enroll in as outlined by Title 5 and the Work Experience Student Handbook (Minimum # of hours, required forms, evaluations, etc.).
- I understand and agree that I will only be awarded academic credit(s) for the Work Experience course which I am enrolled for the current term upon successful completion of WE requirements. I understand and agree that I will not be awarded supplemental academic credits(s) for completion of any additional workforce training hours at my designated worksite placement.

Committee Member Activity: Approve or revise today so that spring forms can be updated.

Proposed Changes to the Number of Required Learning Objectives

Each semester, students will develop at least one (1) new or expanded job-oriented learning objective per unit of WEE course beyond those experienced during previous employment or internships.

- 1 unit = 1 learning objective, 2 units = 2 learning objectives, 3 units = 3 learning objectives, etc.

Committee member activity: Approve or submit revisions to proposal; internal discussion needed. Feedback due by December 1, 2023

Proposed Changes to the employer acknowledgement statements

- Text - TBD

Committee member activity: confirm preferred timing