



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

Career Education & Workforce Development Department

COOPERATIVE WORK EXPERIENCE PROCESS COMMITTEE

Tuesday, 12/9/20

11:00 a.m. – 12:30 p.m.

Online ZOOM meeting

Topic	Details	Name
Welcome	Introductions Review of Agenda	All
Changes to Required Sexual Harassment Training	<p>Revised Process Elements:</p> <ul style="list-style-type: none"> • Keenan Training replacing Everfi Training • Training no longer required <i>before</i> enrollment - Provide add codes without requirement of sexual harassment training) • Change in training completion tracking and communication (HR Office, Report, ect.) <p>Process Elements in Need of Discussion:</p> <ul style="list-style-type: none"> • Invitation to the students <ul style="list-style-type: none"> ○ List of students to HR (270 and 272 courses) ○ Opportunity to automate email at time of enrollment • Student completion of Training <ul style="list-style-type: none"> ○ Report generation timing and distribution <p>Updates to Handbooks, Orientation, and Materials</p> <ul style="list-style-type: none"> • Confirm timeline <p>Stakeholder Communication</p>	All
CIWEA	CWE Title 5 proposed changes	S. Villareal
Close	Round Table Recap of next steps Future agenda topics Scheduling	All A. Perman