



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

Career Education & Workforce Development a Department of Instructional Services Division

WORK EXPERIENCE MEETING

Tuesday, March 19, 2019

8:30 a.m. – 10:00 a.m.

District Office, Room 145

Topic	Details	Name
Welcome	Review of Agenda and Materials	A. Perman
Reminders and Updates	District Plan – March 14 th Board Approval Website – required forms Sharing Unpaid Work Experience Forms Directly following Add/Drop Once per month as needed Upcoming Conferences: CCCAOE CIWEA 2019 Annual Conf. March 28-29 (Pre-Conf March 27) Student Handbook	A. Perman
Admin Procedure	Review draft procedure	All
Employer Communication	Employer printed materials <ul style="list-style-type: none"> ○ District one-pager ○ Mesa College brochure 	All
Discipline Updates	Updates and/or next steps regarding discipline meeting(s) and action items	S. Fawcett
Required Forms	Summer Updates: <ul style="list-style-type: none"> • Changes to Risk Management Questions • Numbering System 	A. Perman
EverFi Online Training	Sexual Harassment Training Instructions	S. Villareal
Close	Fall 2019 Meeting Dates <ul style="list-style-type: none"> • August? 	A. Perman

Developing Strategies, Making a Difference

Alignment | Communication | Compliance | Quality Innovation | Knowledge | Collaboration