



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

*Career Education & Workforce Development a Department of
Instructional Services Division*

COOPERATIVE WORK EXPERIENCE PROCESS COMMITTEE

Friday, April 13
2:30 p.m. – 4:00 p.m.
Online ZOOM meeting

Meeting materials can be found by clicking here
<https://drive.google.com/drive/folders/14b2xGqU8d124WaESojt148yqXLclP9E0?usp=sharing>

Topic	Details	Name
Welcome	<ul style="list-style-type: none"> • Introductions – new City College person(s) • Review of Agenda 	All
Coronavirus impact	<ul style="list-style-type: none"> • Districtwide updates 	All
Districtwide Resources and Required Forms	<p><i>Review and reminders; check in on any changes needed</i></p> <ul style="list-style-type: none"> • Required Forms • Handbooks • Employer and Student Resources • Orientation Video • Risk Management Questions, Purpose, and Process for unpaid form • Distribution and use of forms and resources 	All
Updates	<ul style="list-style-type: none"> • Cooperative Work Experience Admin Procedure District Plan - updates 	A. Perman
Enrollment	<ul style="list-style-type: none"> • Past enrollment numbers • Paid and unpaid placements 	S. Villareal
Faculty Compensation	<ul style="list-style-type: none"> • Positive hours in timesheet • Stipends 	A. Perman
Process Discussion	<ul style="list-style-type: none"> • Unpaid on campus placements 	All
Subject Area	<ul style="list-style-type: none"> • Update on discipline/subject area activities relevant to process committee 	T. Recalde
Program Management Discussion	<ul style="list-style-type: none"> • Managing expectations for faculty and student motivation for participating • Branding/promoting work experience campus-wide to increase skill-sets • Distributing work experience information with counselors faculty 	All
Close	<ul style="list-style-type: none"> • Round Table • Recap of next steps • Future agenda topics • Scheduling 	All A. Perman

Developing Strategies, Making a Difference

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