SUMMARY OF KEY POINTS OF AGREEMENTS:

At the October 24 first meeting, the SWP Task Force discussed and agreed on the following:

- The SWP funding presents an exciting opportunity to strengthen CTE enrollment and student success at CCSF, address existing gaps in funding for CTE programs, spur innovation in CTE offerings, and put in place a solid infrastructure for CCSF’s regional workforce impact.

- The SWP Task Force will develop an overarching framework to guide decision making for SWP allocations, aligning efforts with other major state categorical funds (i.e. SSSP, Equity, Basic Skills, AEBG, Perkins) resulting in a SWP Strategic Plan and clearly delineated SWP allocation process to be implemented in spring 2017, in preparation for the July 1, 2017 SWP allocation.

- A sub-committee, consisting of the SWP Task Force Co-Chairs and the Academic Senate CTE Committee Co-Chairs will compile the application for the SWP Local Expenditure Plan for FY 2016-2017, due January 31, 2017, with feedback from the larger SWP Task Force.

- The SWP Strategic Plan will align with already established institutional strategic goals. In developing the plan and the related internal SWP allocation application process, the SWP Task Force will draw upon existing institutional planning documents and processes (e.g., Educational Master Plan, Equity Plan, SSSP Plan, Program Review, Perkins, etc.).

- The SWP Task Force agreed that this was also an opportunity to strengthen the ties between CTE and GE instructional delivery and recommended that GE representatives be involved in this work.

- The SWP Task Force agree that, in addition to strengthening specific CTE courses and programs, it was also important to strengthen the infrastructure to support and grow CTE programs at CCSF, including investment in marketing/communications, coordination, counseling, data research, internship and job placement, facilities, and outreach to employers, industry associations, and trade unions.

FOLLOW-UP ITEMS:

For SWP Task Force Members:

- Action Step: Please send any suggestions re: FY 2016-2017 allocation or future funding priorities and processes to Beth Cataldo, bcataldo@ccsf.edu, to review at next meeting;
- Preparation: Please review the following documents prior to the next meeting:
  - CCSF Ed Master Plan
  - Example of strategic plan overview (first three pages of CCSF Equity Plan)
  - Matrix in binder (11x14 sheet) showing difference in focus between SWP, SSSP, etc.
- Reminder: Please familiarize yourself with CTE Launchboard on the CCCCO website (you need to request a password, directions on website https://www.calpassplus.org/LaunchBoard/Home.aspx ) and attend and/or promote first technical assistance workshop by the Institutional Research Department on required SWP data: Introduction to CTE Launchboard, 11/2/16, 1:30-3 pm, in the TLC

For Coordinating Team:

- Provide Task Force members with summary of their suggestions, prior to next meeting
- Provide Task Force members with three-page introduction to Equity Plan, prior to next meeting
- Outreach to representatives from General Education divisions to invite them to future Task Force meetings, as appropriate
- Convene sub-committee to begin preparation of SWP Local Expenditure Plan for FY 16-17

Next SWP Task Force meeting: Monday, November 7, 2016, 3-5 pm (room to be announced)