STRONG WORKFORCE PROGRAM (SWP) TASK FORCE  
Monday, November 7, 2016  
3:00 p.m. – 5:00 p.m.

MEETING HIGHLIGHTS

OVERVIEW OF AGENDA ITEMS DISCUSSED:

- Review of meeting goals:
  1) To provide feedback on SWP Strategic Plan (in preparation for second draft)
  2) To discuss and agree on next steps concerning process for requesting funds
  3) To discuss guiding data
- Review of Educational Master Plan Goals and Board Priorities
- Discussion of guiding data
- Review of initial draft of SWP Strategic Plan, followed by small group and full group discussion
- Recommendations solicited on SWP Strategic Plan
- Update on steps to date to complete the FY 16-17 SWP Local Expenditure Plan application
- Discussion of how the SWP allocations process should be handled in relation to the Perkins and Program Review processes
- Discussion of upcoming meetings and next steps

SUMMARY OF KEY POINTS OF AGREEMENTS:

The SWP Task Force discussed and agreed on the following points:

Alignment of SWP Plan and Institutional Priorities:
- The ideas discussed to date re: the SWP Strategic Plan are aligned with CCSF Board priorities.

Data Discussion:
- The SWP Strategic Plan should contain updated labor market information for jobs in key sectors, updating the LMI info in the CTE section of the 2014 CCSF Educational Master Plan.
- This updated LMI information should be used to guide CTE course and program development and occupational cluster work at CCSF and inform the distribution of future SWP allocations.
- LMI data collected should be regional, as well as local, and include information on both demand and supply, including information on competing programs in the Bay Area designed to address each LMI demand listed.
- LMI research should not be limited only to jobs requiring an Associate degree, as recent surveys of CTE students show that many succeed in entering and advancing in their chosen field with only some college or a certificate and do not always complete an AA degree; AA degree completion, therefore, should not be the only search criteria used in collecting LMI data.

Feedback on SWP Strategic Plan:
- Positive feedback on initial draft of SWP Strategic Plan (what’s working?): Initial plan is structure, organized, easy to follow, contains a good summary history, open to creative ideas, and institutional (general) in focus vs. department-specific.
- High-level edits:
  --p. 1—3rd paragraph—Eliminate last line about “right-sizing” the enrollment
  --p. 2—Under “Summary…” section bullets, include language about “competency-based learning” along with work-based learning: add a fourth bullet reading “revitalize, refresh, and modify existing CTE courses and programs”
Update on draft 2016-2017 Local Expenditure Plan (for funding ending June 30, 2016):

- There needs to be a clear process through which stakeholders can contribute to the development of the plan for allocation of SWP expenditures for this year.
- In developing the FY 16-17 plan, the sub-group should take into account not only recommendations forwarded through last year’s Program Review and Perkins processes, but also work with departments to see if they had any additional needs that were not included in Program Review or Perkins due to the expectation that there would not be enough funds.
- Deans and department heads should be notified about upcoming planning meetings for the FY 16-17 Local Expenditure Plan so that they have an opportunity to contribute.
- Some FY 16-17 SWP funds should be set aside to pay for faculty release time to complete work on the occupational cluster wheel currently under revision.
- Any FY 16-17 SWP capital improvements should be aligned with the current Facilities Plan.

Discussion of SWP allocations process going forward (July 2017 funding and beyond):

- There was wide consensus that there needs to be release time for faculty to participate in the internal SWP application process.
- Criteria must be developed to guide the assignment of release time for this purpose.
- The research department also needs SWP funding to pursue CTE data-related activities, such as cleaning up the TOP codes, etc.
- The SWP allocations application process should be aligned with Program Review and Perkins.
- One combined workforce funding application should be created, to streamline these processes.
- The combined application should be for multi-year funding; SWP allocations should be aligned with the multi-year Program Review/Annual Program Update cycle.
- The SWP Task Force recommends that the Perkins committee handle the decision making process re: the allocation of SWP and Perkins funds and that this committee be broadened in order to handle the expected increase in the number of annual applications.
- Finally, the SWP Task Force recommended that training in the new application process be provided to all department chairs, program coordinators, and deans, especially given the number of new hires in these positions over the last year.

FOLLOW-UP STEPS:

For the SWP Task Force members:
- Go to the CTE website and, under SWP, read the comments and suggestion from fellow Task Force members submitted since the last meeting.
- Submit additional high-level edits to the initial SWP Strategic Plan in writing to Beth Cataldo.
- Attend or have your department chair or dean attend the open SWP Local Expenditure Plan planning meetings if you would like to contribute. Contact Theresa Rowland for schedule.

For the SWP Task Force Coordinating Team:
- Compile suggested edits to initial SWP Strategic Plan and prepare second draft for next meeting.
- Review Perkins application and bring suggestions for combined application to the next meeting.
- Decide how to proceed in obtaining updated LMI data for inclusion in the SWP Strategic Plan.