**Cooperative Work Experience Education Task Force**

**Tuesday, November 27, 2018**

**3:00-5:00 p.m.**

**MUB 238**

 **Agenda & Notes**

1. Welcome and Introductions - Sheila McFarland

*In attendance: John Halpin, Janel Hadden, Theresa Rowland, Debbie Kitchin, Sheila McFarland, James Lewis, Golnar Afshar, Richard Taha, Peggy Lopiper-Langmo, Tiffany Ren, Kathleen White, Kim Ginther-Webster, Edie Kaeuper, Steven Brown, Colleen Fatooh, Rosario Villasana. Via Zoom: Megan Corry, Vivian Kobayashi, Lorna Shea, Dora Dye.*

2.  Announcements -  John Halpin

* CWEE Scholarship**-**Each year, students who have participated in an internship or work experience program are eligible to apply for the Bernard L. Hyink Scholarship. Students apply through the Work Experience office by submitting an essay that describes how their internship or work experience has influenced their career choice.  A scholarship in the amount of $1,000 will be awarded. Deadline to apply: Monday, 1/21/19. Visit [www.ciwea.org](http://www.ciwea.org) for more info on past recipient awards and essay requirements. Visit [www.ccsf.edu/workexperience](http://www.ccsf.edu/workexperience) for copy of the flyer.
* Total Intern Management – Proposed Workshop Date: 4/5/19 at CHNB in the Bamboo Room. Flyer coming soon. Invite employers to attend.

3. Discussion on Work Experience Handbook -  John Halpin and Janel Hadden

DRAFT of Handbook was shared with group. Forms are all PDF editable. It is OK to customize your own version of the timesheet as long as the information is consistent w/ the handbook. MOA is required for both paid and unpaid work experience.

How can students get meaningful experiences? Discussed best practices for how faculty visits offices, observes and gets a sense of their duties. Visiting the offices also provides an opportunity to network, check out new technology/software. Self-reflection: get feedback from students. Interns can also evaluate employers and submit evaluation to faculty.

Not covered in handbook: how to train the student. Before students go to work in these offices, we should provide students guidance with a list of things they should or should not be doing as part of their internship. Need more buy-in from employer to participate? This is a good opportunity for employers, how can we engage “good” employers and convince them to see the benefit of participating in a work experience program with their students? How do we evaluate the quality of these internships? What is the definition of a quality relationship with employer and intern? Have a qualitative survey available? J. Lewis has focus groups for UCSF mentors then they share it out. How can we map out the progress the student is making?

How far are students into the program before they do an internship?

Answer: 2nd-3rd semester; some have pre-req’s.

Coming out in Spring: Guidance and new language on Apprenticeships/Work Experience/Internships will be provided from the State Academic Senate.

4. Discussion from [Curriculum Committee](https://www.ccsf.edu/dam/ccsf/documents/OfficeOfInstruction/CurriculumCommittee/agendas_notes/Agenda_2018-10-10.pdf) -

Come up with guidelines to sign up for less than 2 units, many of the students won’t have enough hours worked for more than 2 units. For most departments, 2 units is the minimum. What kind of guidance is needed to develop a curriculum for work experience and what the college can do? Long-term guidance on range of possibilities. Need to set up realistic expectations.

Solution regarding units: Instead of a pull down menu, have a box where students enter the # of units? The default selection needs to change, or default it to 2 units? This is a programming problem, need help from the Office of Instruction.

Can we have a work experience outline w/ broad info? Guidance provide in 10/25/17 Curriculum Committee meeting:

<https://www.ccsf.edu/dam/ccsf/documents/OfficeOfInstruction/CurriculumCommittee/agendas_notes/Approved_Minutes_2017_10_25.pdf>

5.  Planning for [Spring Employer Recognition Awards](https://youtu.be/Fe26_SlrLRo) -  John Halpin

Ideas? Not on a Friday! Perhaps Thursday? One department had a lot of representation, let’s encourage all departments to nominate and have a bigger presence. Rotate the recognition. Nominations will be held in the Spring.

Cost for this event: we need to make the event sustainable, spend less on media, have more help on hand and get more participation from other departments? K. White offered to help again. Invite employers who want to get more involved in our program. CTE showcase?

6. Next Steps -  Sheila McFarland

* Topics for Future Discussion
* Next Meeting/Frequency of Meetings: Tuesday afternoons seem to work best for the group. Meeting 2x/semester. Next meeting will be scheduled early February, in MUB.