Cooperative Work Experience Education Task Force

Tuesday, February 26, 2019, 3-5 p.m.

Rosenberg Library 518

**Agenda/Notes**

1. **Welcome**
In attendance: John Halpin, Janel Hadden, Steven Brown, Lorna Shea, Priscilla Fong, Natalie Smith, Gina Hector, James Lewis, Golnar Afshar, Kathleen White,
Dora Dye (via Zoom) , & Lani Batiste (logged in for a few minutes via Zoom)

 2. **Announcements**

* Update on CWEE Hyink Scholarship:
- Suggestion: Can this essay be a class assignment for future CWEE classes?

- 5 essays submitted from CCSF (3 students from CCSF, 1 from Facebook and 1 from Mission Wellness Pharmacy)
- All awards and scholarship recipients will be announced during the CIWEA Spring Conference on 3/28
- On 3/11/19 our office was notified that one of our students was selected as the 2019 Winner of the Hyink Scholarship! Shalini Bhatia’s essay titled “The Journey Within” was a favorite among several members of the reading committee and scored among the highest point values of the finalists!

1. **CCSF Connect Event:**
2nd annual Connect Event will be held on Thursday 4/11/19 @ Educated Palate, [Eventbrite invitation](https://www.eventbrite.com/e/ccsf-connect-recognizing-employer-partners-tickets-55391463358). Please encourage and invite all your employer partners to attend event; we will open nomination process for awards this week. Previous recipients: SF Fire Dept, SFUSD, & McCalls Catering. All other employers nominated will be recognized with a certificate. John will send out the email for nominations.
Nominations must be sent via this [google form](https://goo.gl/forms/6CcOklWZ1Cxcoljj1) to no later than March 11.
Looking for volunteers to join committee to select award winners. Committee members: John, Kathleen, and Theresa. Steven volunteered to be part of the committee. Please contact John to join committee. John will email the CCSF Connect invitation to email/share with employers.

Suggestion: Think of 10-15 employers to invite. i.e. Lorna has 16 employers and she will send to all. Gohar has 14 employers to invite.

[**Total Internship Management (TIM) Workshop for Employers**](https://internbridge.com/san-francisco/)All day workshop will be held on April 5th at CHNB – great for employers who are new to running an internship program. Presented by Dr. Robert Shindell, he presents this workshop throughout the country. Co-sponsored by SF Chamber of Commerce, SHRM, CSLD. Total Internship Management book will be included with registration. CWEE office will send you postcards, please share with your employers or share information to employers via email.

1. [**Career Services Guide**](https://www.ccsf.edu/dam/Organizational_Assets/Department/Career_And_Technical_Education/v2_CS%20Guide.pdf)
Career Services Guide was distributed. Email jhadden@ccsf.edu for additional copies. This guide is an overview of career services available at the college. Inside of the guide makes a great poster to hang in your office or department to share the college’s career opportunities. Back of the guide lists phone #’s for key offices that provide counseling including our ETS and social media info. Digital version available for download on [Career Services](http://www.ccsf.edu/careerservices) page (#11 bullet point in CS guide).

[Career Education homepage](http://www.ccsf.edu/cte) has been updated.

[Earn and Learn](http://www.ccsf.edu/en/educational-programs/cte/earn_and_learn.html) page provides work experience info and orientation dates.
[For Partners](http://www.ccsf.edu/en/educational-programs/cte/for_partners.html) include info for employers and how employers can connect, etc.
[Events](http://www.ccsf.edu/en/educational-programs/cte/events.html) page will have Connect event and TIM workshop info.
[CWEE Faculty Resources](http://www.ccsf.edu/en/educational-programs/cte/faculty_resources/resources_and_materials/cwee_faculty_resources.html) will list previous meeting notes and handouts.

 6. **Reminder on Work Experience Handbook and Procedures**

* [Memorandum of Agreement](http://www.ccsf.edu/en/educational-programs/cte/faculty_resources/resources_and_materials/cwee_faculty_resources.html) – we have received some back for signature, but have not received them all. Simply insert employer name on MOA and CWEE office will obtain the signatures. It is important to submit this agreement to comply with Title 5. Please encourage your employers to sign MOA and send to our office and we will send to DBO for VC to sign. Lani Batiste shared an incident when a summer student had an incident at a work experience site, and there was no agreement in place with the employer. We need documentation and agreements in place for each student working with employers.

**Audit of files:** John will be visiting this semester to verify you are keeping files in your office, the meeting should only take about 15 minutes. John has visited Kathleen’s office to audit files; she keeps her docs in a binder so everything was organized and painless! He will check to make sure you have files with learning agreements. This has to be done at some point in the semester so you can expect a scheduled request sometime in April.

Per Lani Batiste (dialed in via Zoom): Anyone w/ an internship program needs a formal agreement, it’s very important that we have a form outlining what the employer responsibilities are and what our responsibilities are. Contact her if you need help, if it is challenging to get employer to reply.

1. **Plans for Summer and Fall Work Experience classes:**

It’s possible to offer work experience classes to start later in the semester so students can get a job first, then do a late start. This may be a model to build #’s. On the online materials, it would be helpful to direct people to all departments with work experience instead of just general W.E.

Can we offer additional work experience classes if there is good attendance? Answer: Yes, we have been able to add additional sections, late start and summer sections that were not offered previously. John will advocate for more classes if you have the #’s for enrollment to add an additional section or late start class. i.e. If you have additional students starting in October then we can try to add that section to the schedule. Or if you think you have enough for enrollment for 2 sections going simultaneously, we can work to add it.

CDEV, EH/H, General Work Experience & FASH will offer summer work experience classes. All will offer in the Fall.

8. **Next Meeting**

* Topics for future discussion: Various departments can represent on best practices for work experience. Does anyone want to present at an upcoming meeting? Or go around the room and discuss best practices and sharing of information.

Per Kathleen: Centralizing some functions for W.E. and ETS? Can we have more discussion about support with reaching out to employers. Supervision is an area we need to focus on. Employer expectations: what are our students experiencing? What is supervision? What is the buy in?
* Next meeting: 2x/semester was suggested. End of April? Tuesday afternoons are best for these meetings. Next meeting date TBA.