**Cooperative Work Experience Education Task Force**

**Thursday, February 15, 2018**

**10:00 am – 12:00 pm**

**Rosenberg Library 518**

**AGENDA/NOTES**

1. **Welcome and Introductions** Sheila McFarland  
   Present: John Halpin, Janel Hadden, Golnar Ashfar, Steven Brown, Priscilla Fong, Debbie Kitchin, James Lewis, Sheila McFarland, Steven Nelson, Theresa Rowland, Lorna Shea, Kathleen White, Dora Dye, Melissa McPeters, Jimmy Ly, Colleen Fatooh, Megan Corry.
2. **College Central Network (CCN)** John Halpin & Janel Hadden
   * System Launched: Please help get the word out to students and employers:

[www.collegecentral.com/ccsf](http://www.collegecentral.com/ccsf)

* + - Posters, postcards, flyers and email templates are available from [careerservices@ccsf.edu](mailto:careerservices@ccsf.edu).
  + Training for Administrators: contact [careerservices@ccsf.edu](mailto:careerservices@ccsf.edu) to get started with an admin account and sign up for three required training webinars, detailed below:

**CCN Orientation & Review: Job Seekers + More**

If you are a new administrator, or if you would like a CCN system refresher, this FREE training is for you! This 75-minute webinar will provide you an overview of the Student and Alumni functionality, including reports. The Job Seeker perspective including our new mobile interface will also be reviewed so that you can better assist your users.

Topics: CSC Administrative Dashboard; Student/Alumni; Notes Manager–Job Seekers; Events; Tools; Bulk Upload; and Job Seeker perspective.

Note: The CCN Orientation & Review webinars covering Job Seekers, and Employers & Jobs (next section) can be attended in any order.

[Thursday, March 1, 1:00 pm EST](https://attendee.gotowebinar.com/register/6209562675271270401)  
[Tuesday, March 27, 2:00 pm EST](https://attendee.gotowebinar.com/register/5745731496070717441)

**CCN Orientation & Review: Employers & Jobs + More**

Attend this FREE training, as well, if you are a new administrator or if you would like a CCN system refresher! This 60-minute webinar will focus on the Employer & Job functionality including a demonstration of sharing jobs on social media. The School Page Manager and your ability to edit the text and images on your log in screen will also be highlighted.

Topics: Employers & Jobs; Notes Manager–Employers; Announcements; Modules; School Page Manager; and Employer perspective.

Note: The CCN Orientation & Review webinars can be attended in any order.

[Monday, March 19, 2:30 pm EST](https://attendee.gotowebinar.com/register/7946808639343412481)

**Experiential Learning Manager**

Learn how Experiential Learning Manager (ELM) can help you to digitize your cooperative work experience program.

This 70-minute webinar teaches you how to create electronic Work Experience forms in ELM, gather approvals electronically; contact students, faculty, staff, and employers; maintain stored forms online, and generate detailed reports from form fields.

Now is the time to start exploring ELM for use with your Work Experience programs this Summer. Access to this module is FREE for client Career Centers, Faculty, and Administrators!

[Tuesday, March 6, 2:30 pm EST](https://attendee.gotowebinar.com/register/8580703481035373313)  
[Thursday, March 15, 11:30 am EST](https://attendee.gotowebinar.com/register/1755656575429798145)

* + Work Experience Processes: We will test the ELM for summer Work Experience courses and plan to roll out implementation across all Work Experience courses in the 2018-19 school year.

1. **Employer Recognition** John & Kathy White

April 13th, 8:30-3:30 Total Intern Management Workshop – professional development opportunity for employers.

**Employer Appreciation Awards Ceremony**

Friday April 13th

3:30-5:30 – Awards Reception

Purpose: Acknowledge and honor **all** employers for supporting CCSF student success – internships, jobs, customized programs. Acknowledge employers who have supported our students in program.

Award two employers with special recognition. Nominate employers who have hired our students for placement, etc. Get best stories from employers; how does it benefit your workplace? Have a nice welcome for employers to generate good will. Submit employers to nominate. **CWEE office will send out nomination form and invitations by March 1.**

Opportunity to showcase CCSF students, programs, and career services to new employers

Nominations - Process

* Google Form will be sent out to faculty/staff/administrators; students can also nominate
* Subcommittee – Review and Recommend 2 Awardees
  + Theresa
  + Kathy
  + Please let John know if you want to join the subcommittee

Invitations

* Ask departments to invite their top 10+ employers
* Invitation cards/email templates will be distributed

Program

* Chancellor/Board of Trustees (Press: Theresa will ask Chancellor to attend and to invite Trustees).
* 2 Faculty/Student Nominating the Employers
* 2 Employer Award Winners will receive special award – possibly made by Maker students
* All employers will receive CCSF travel mug, other swag tbd.

Reception

* Appetizers/wine – asking for permission or special permit
* Flowers – Steven
* Theme – John will confirm event planner/caterer

Post event:

* Send out letters of appreciation/certificates to all employers whether or not they attend
* Market College Central.

1. **Discussion on enrollment growth** John & Sheila
   * **Spring 2018 Enrollment Results**

<https://docs.google.com/spreadsheets/d/1UuZo9RtTLERFfPRiYg-1xlYnWsdUEnXItcNpnZIuuKk/edit#gid=0>

* + **Plans for Summer 2018**
  + **Plans for Fall 2018**

Who is offering summer Work Experience courses so we can get the word out?

* ADMJ
* CDEV
* Cinema
* CS
* Fashion
* HCT
* Library
* Retail Floristry
* General WKEX
* On-Campus WKEX

How do we measure the success of our advertising?

* Student experience?
* Nominate students to share their success stories.
* Testimonials? We’ll review the Work Experience scholarship applications, any good testimonials to add?
* Need to do more tracking our lab aides student workers who enroll in WKEX 777?

1. **Work Experience Spotlight**: Sheila
   * **Curriculum Updates/Changes**
   * **Schedule Next Spotlight**

Who wants to do the next spotlight for their dept? Please contact Sheila or John

1. **Next Steps:** Sheila

Next meeting: early April. Date TBD.

We will send a calendar invite for these meetings instead of an email.