Cooperative Work Experience Education Task Force

Thursday, November 16, 2017

10:00 am – 12:00 pm

Rosenberg Library 518

**Agenda**

1. **Welcome and Introductions.** Sheila McFarland

Present: Janel Hadden, Priscilla Fong, Debbie Kitchin, Colleen Fatoah, John Salangsang, Jimmy Ly, Arya Zarinnkelk, Steve Nelson, Meling Wang, John Halpin, Sheila McFarland, Steven Brown, Golnar Afshar, Dora Dye, Kim Ginther-Webster, Raymond Gamba

1. **Announcements/Reminders** John Halpin

* College Central Network coming soon. Launch is January 16, 2018. Phase 1 is implementation and outreach to students to opt in. Phase 2 has mentoring feature and more employer engagement features. There will be trainings coming up from now through January 16th and going forward. Trainings will be available to all of the Work Experience faculty and Career Services staff. <https://www.collegecentral.com/sample3>
* CIWEA/CWEE 2018 Bernard L. Hyink Scholarship for WorkEx students - $1000.00 –students must submit an essay by Dec. 15th to [workexperience@ccsf.edu](mailto:workexperience@ccsf.edu)
* Total Intern Management Workshop for Employers – 4/13/18 – we will make available the materials from John’s attendance at the recent training in Sacramento.
* Curriculum committee input updates for WKEX classes –there are new, clear, finalized guidelines and language to ensure that our curricula are in compliance. The new info will be added to the curriculum handbook. See Curriculum Committee agenda notes for details: <http://www.ccsf.edu/dam/ccsf/documents/OfficeOfInstruction/CurriculumCommittee/agendas_notes/Agenda_2017_10_25.pdf>

1. **Discussion on Work Experience Process Improvements**  Janel Hadden
   * CWEE Faculty resource page (insert)
   * Updating forms/record keeping procdures
   * New “Application for Cooperative Work Experience Education Classes” form
   * New “Training Agreement for Cooperative Work Experience Education Classes” form – with Supervisor contact info
   * We will be adding updated Time Sheet and Evaluation forms as well, for midterm and end of term.
   * We need to add company name and company contact info, supervisor name and full contact info, and all of the student’s info on the forms.
   * Janel will revise the forms and add the midterm form (base it on Sheila’s midterm form)
   * All of the forms and record retention will be moving to College Central Network eventually.
2. **Discussion on enrollment growth** – Path to 32,000. How can we grow Work Experience enrollment over the next four years?
   * Exercise: Breakout groups work on WKEX enrollment – see the tear off sheets:

HOW TO INCREASE CWEE ENROLLMENT OVER THE NEXT 4 YEARS?

Group #1 –   
ADMJ:

1. Bring paid police cadet program to CCSF to earn units while working at police stations as interns (ADMJ 82).
2. Enhance field training of campus police by taking ADMJ 71.
3. Make internship class mandatory as part of ADMJ major.

Counseling:

1. Have counselors learn more about CTE programs (professional development).

General:  
 a. Enhance/include online webinar orientations

1. Offer paid units for WKEX 777 (TA) students to encourage them to work on campus.

Group #2 -  
\* New sections – understanding that some will be low enrolled with new payment systems – no need for minimum enrollment.

Capstone – by nature, will have fewer students - difference in unit requirement (i.e. Floristy>6, BEMA 2.)

\* Encourage MORE units of Work Experience.  
\* Find more Paid Internships.  
\* Volunteer/work in Service Learning in Industry.  
\* Marketing – Brochures – help with online presence/social/BUDGET/Release time.  
\* Market Work Experience City College wide! Brings awareness of whole college. Summer sections.

Group #3 –

1. Better communication & outreach to instructors – they can be a great source of sharing direct info with students. Educating instructors and raising awareness. Encourage counseling faculty to share info.
2. The buy-in: advertise getting credit for working!
3. PR to faculty: Radio? Who are the champions in the different departments? Promote at Career Fairs (April/Oct).
4. Institutionalize it!
5. For sector work: Where are the jobs?
6. In Computer Networking – Sam Bowne does an internship fair where students/employers mingle and meet (a mixer?).
7. Educate employers about the program – perhaps they can add it into their job description listings?
8. Resources needed to make this happen: We need people, $$, labor – who’s going to help? The first week of school is critical getting student’s attention. A 2-minute schpeal visiting classes, need institutional support to make it mandatory.
9. Advertise on CCSF Homepage!
10. **Work Experience Spotlight** – Administration of Justice Colleen Fatooh

* Admin of Justice Department starts enrollment early in Dec., for Spring, because of fingerprinting requirements.
* Evaluation at end of handout; points are given by submission.
* Current ADMJ enrollment about 18 solid enrollments.
* Other faculty can use her manual as a sample; we can take some parts of it and highlight it separately on CWEE website (especially topic of objective samples )

1. **Next Steps:**

* Additional direction on timeline for updating course outlines.
* “Spotlight” programs during every meeting so members know what other departments are doing. Highlight programs that have success w/ their program to share best practices.
* Suggestion: On Agenda – Share curriculum updates/changes?
* Meetings should happen twice per semester   
  Next meeting will be in February 2018.