

TRI REGIONAL CO-OP WORK EXPERIENCE EDUCATORS' MEETING
THURSDAY, SEPTEMBER 20, 2001
MIRACOSTA COLLEGE
10:00 A.M. – 2:00 P.M.

MINUTES

I. Introductions

Don Pratola, Coordinator, Co-op Ed., MiraCosta College, called the meeting to order at 10:25 a.m.

Those present were:

- ❑ Trudi Baggs, Saddleback College
- ❑ Randy Barnes, San Diego Community College District
- ❑ Bernadette Black, Cuyamaca College
- ❑ Kim Brooks, Grossmont College
- ❑ Don Busche, Saddleback College
- ❑ Rozanne Capoccia, Golden West College
- ❑ Lizette Carmona, Santa Monica College
- ❑ Maggi Dunsmore, Victor Valley College, MiraCosta College
- ❑ Leonard Fabian, Imperial Valley College
- ❑ Janet Henry, Imperial Valley College
- ❑ Robert Henderson, Miramar College
- ❑ Pat Hewett, MiraCosta College
- ❑ Kit Hudnutt, MiraCosta College
- ❑ Rita Jones, Orange Coast College
- ❑ Bruce McDonough, Palomar College
- ❑ Ken McPherson, Chaffey College
- ❑ Charlanne T. Nee, Golden West College
- ❑ Marge Nielsen, Saddleback College, MiraCosta
- ❑ Don Pratola, MiraCosta College
- ❑ Michelle Richards, College of the Desert
- ❑ Judy Santistevan, Imperial Valley College
- ❑ Ron Selge, Chancellor's Office
- ❑ Lydia Signorelli-Brown, MiraCosta College, Palomar College
- ❑ Ron Smetzer, Los Angeles Pierce College
- ❑ Pamela Stewart, MiraCosta College
- ❑ Judy Tallman, Coastline Community College
- ❑ Laura U'Ren, Irvine Valley College
- ❑ Deanna Vanwey, Cuyamaca College
- ❑ Lynn Wetzell, MiraCosta College
- ❑ Austin White, Riverside Community College
- ❑ Judy White, Santa Monica College
- ❑ Susan Walker, MiraCosta College

II. Information Sharing

a. Conference and Workshop Information

Maggi Dunsmore distributed the latest listserv for the Tri-Regional Co-op Work Experience Educators and asked for any additions or deletions.

California Cooperative Education and Internship Association (CCEIA) are starting their meetings statewide. The next meeting is Friday, October 19th, at Pepperdine University, 9:30 a.m. – 2:30 p.m. The membership fee is \$25. For more information, go to their website at: www.ca-co-op.org

Joint conference for CCEIA and California Placement Association (CPA) is scheduled for March 13-15, 2002 at Cal Poly Pomona. Maggi indicated that CCEIA and CPA sent out a “Call for Workshop Proposals” which is due October 1st.

CCEIA is conducting a Student Essay Scholarship Contest. A \$500 scholarship will be awarded to the top contestant. The students must be members of CCEIA to participate in the Student Essay Scholarship contest.

III. Chancellor’s Office Update

Ron Selge, Chancellor’s Office, indicated that there is an update to the Master Plan. It proposes to serve K-“life”. He stated that the main focus for the Master Plan is life-long learning. Ron mentioned that reverse transfer is a significant portion of the student population. More information can be found on the Chancellor’s Office’s website at: www.cccco.edu

Ron stated that the career ladders are focusing on the working poor. The Board has submitted a budget change proposal (\$72 million) to support the career ladders. He mentioned that community colleges are providing additional training. Ron distributed samples of Application Abstracts submitted for additional training:

- ❑ Increasing Work-Based Learning Opportunities through an Integrated Model of Curriculum and Services
- ❑ Campus-Wide Mobilization for Work-Based Learning
- ❑ Work-Based Learning Resource Center
- ❑ Integrating and Institutionalizing Work-Based Learning

a. *Report on MIS Data Element for Co-op*
Ron handed out a copy of the California Community Colleges' Management Information System Data Element Dictionary. He indicated the three issues of MIS Data were:

1. Liability
2. Issue of resource management
3. Issue of reporting

b. *Augmentation Funds*

- There are \$80,000 State Leadership funds available for professional development in work-based learning under the direction of the Statewide Advisory Committee. The Advisory Committee will be deliberating next week on what type of professional development activities will be conducted.
- Ron stated that students in apprenticeship programs are now eligible for work-based learning and may see additional funds in 2002-03 for apprenticeship programs to be expanded;
- School-to-Career partnership funding is available;
- Tech Prep--anticipate augmentation.

IV. Chancellor's Office Statewide Advisory Committee for Work-Based Learning and Employment Services Report

Maggi Dunsmore passed around a blank sheet asking for any issues or comments the group had for the Statewide Advisory Committee. One suggestion was: What kind activities are available for professional development in work-based learning?

The website for the advisory committee is: www.calworkplace.org

V. Fish Activity: *New Philosophy on Innovative Ways to Boost Morale and Improve Results in the Work Environment*

Rita Jones, Orange Coast College, showed a 17-minute video on "Fish Activity". The four ways to boost morale and improve results in the work environment are:

1. Play
2. Make their day
3. Be there
4. Choose your attitude

Rita indicated that 66% of people do not want to go to their jobs in the morning. For more information, go to their website at:

www.fishphilosophy.com

VI. Lunch

Break for lunch.

VII. Online Orientation

Ken McPherson, Chaffey College, stated that they were going to an online orientation. He indicated that the online orientation displays video content, audio content, and graphic content. He mentioned that they previously were using videotapes for orientation but discovered it's difficult to maintain its currency, whereas online orientation is very easy to update. Ken indicated they used their student handbook as the source for their website. The group asked if Ken has tested how long it would take a student to go through the online orientation, and Ken responded "no".

Ken mentioned that the website offers real-time support.

An audience member asked if there was a login command for the students before reviewing the orientation, and Ken stated that you could make it a required field; however, he preferred excluding the login process so the public could view the online orientation as well.

VIII. In Person Co-op Consultation

Maggi asked the group to share their best practices concerning in-person Co-op consultations. Ken McPherson indicated that his main concern was students who worked far away. He indicated that the drive during rush hour makes it very difficult for him to conduct in person Co-op consultations. Ken asked others how they handled site visits that were far away and what the mechanics were for other faculty members conducting the consultation. Maggi indicated that they scheduled on-site consultations by geographical area. In regards to other faculty conducting the consultation per Title 5, that would depend on both colleges working something out.

The group asked how to handle an in-person Co-op consultation for a student who worked for a company electronically, and Kit Hudnutt suggested that this be a topic for the advisory committee. An audience member stated they thought one of the reasons for site visits was to make sure the student was in a legitimate and safe environment. It was also asked that if a faculty member has had site visitations with the same employer for the last few years, could they just call or email the employer instead of site visits? It was suggested to add this question to the list of topics for the advisory committee. The group also wanted to emphasize that in-person Co-op consultations were nice for the students as they really enjoy seeing the faculty members at their place of employment.

Another issue brought to the meeting was job shadowing and problems about insurance. Judy White indicated that, if the students were at the work site for a short time, like a day or two, that the college would cover them. Ken

McPherson indicated that they had an attorney speak at their college and he said that the college would be liable for students who were sent out to a work site. The attorney further stated that if the college made it an option for the students that it might release the college's liability.

IX. Work-Based Learning Connections

Rita Jones distributed a handout on "Qualities and Skills Employers Value". She indicated that the goal was to get more information to the faculty. The three key elements in motivating them to "look at one more thing" are: 1) quickness; 2) currency; and 3) no hassles. Rita mentioned that they wanted to model it so faculty can turn it around to their students with creative online lessons. Rita indicated that there would be a work-based learning website to maintain its currency.

X. Next Meeting Date

a. Proposed agenda items

- Relationships between Work Experience and Internship programs;
- The relationship between CalWORKs and Work Experience/Co-op;
- Orientations for Work Experience

XI. Adjournment

The meeting was adjourned at 2:10 p.m.

NOTE: The next meeting will be held February 28, 2002 in the San Bernardino/Ontario Area. The host will be Victor Valley College.