

Minutes

Tri-Regional Meeting of Co-op Work Experience Educators

Thursday, September 23, 2004

10:00a.m. to 2:00p.m.

Quails Inn Hotel

1025 La Bonita Drive, Lake San Marcos, CA 92069

(760) 744-0120

Facilitator:	Wilma Owens - Dean, Career, Technical & Extended Education, Palomar College
Note taker:	Michelle Turner - Administrative Coordinator, Regional X Consortium, Cuyamaca College
Please bring:	40 - 60 copies of any handouts to share

Agenda topics

9:30 - 10:00 a.m.	Registration and Continental Breakfast	
10:00 - 10:15	I. Introductions	
10:15 - 10:30	II. Chancellor's Office Update	Ron Selge - Dean, Career Development Partnerships
10:30 - 10:45	III. Non-paid Internships/Co-op Ed. with Profit and Non-profit Employers. Discussion	Ron Selge - Dean, Career Development Partnerships
10:45 - 11:30	IV Report on Benefits of Workplace Experiences Study	Susan Coleman - Coordinator, Career Education, Orange Coast College
11:30 - 12:00	V. Upcoming Events/Open Forum - CCEIA Conference, Updates on Student Handbooks, District Plans, Online Orientation and Applications	Attendees
12:00 - 12:45 p.m.	Lunch - provided	
12:45 - 1:45	IV. Promoting Workplace Experiences Study	Lydia Signorelli Brown - Cooperative Education Instructor, Palomar College
1:45 - 2:00	V. Next Meeting/Agenda Items	
2:00 p.m.	VI. Adjournment	

Listserv: cwe@calplacement.org

I. Introductions

Allan Kumlin, Instructor, Victor Valley College
Bruce McDonough, Department Chair, Cooperative Education, Palomar College
Cam Woodward, CWE Instructor, San Bernardino Valley College
Charlanne Nee, Dean, Business & Information Systems, Golden West College
Donna Davis, Director, for the Center for Career Studies & Services, MiraCosta College
Dr. Queen Hamilton, Dean, Occupational Education/Extended Day, San Bernardino Valley College
Flora Camargo, CWE Program Assistant, Los Angeles Harbor College
Gloria Mottler, Internship Coordinator, Santa Monica College
John Woodard, Co-op Instructor, MiraCosta College
Juanita Naranjo, Director, Cooperative Education/Work Experience, Los Angeles Harbor College
Judy Santistevan, CWE Instructor, Imperial Valley College
Judy Tallman, Instructional Programs Facilitator, Coastline College
Judy White, Internship Coordinator, Santa Monica College
Kim McCormick, Cooperative Education Instructor, Crafton Hills
Kristie Erdahl, Coordinator, Work Experience Program, Golden West College
Lauri Vasello-Dusa, Work Experience Educator, San Diego Miramar College
Leonard Fabian, Director, Workforce Development, Imperial Valley College
Leslie Nimmo, Cooperative Education Coordinator, San Diego City College
Lydia Signorelli-Brown, Work Experience Coordinator, Palomar College
Lyla Eddington, Dean, Vocational Education & Program Development, Rio Hondo College
Maggi Dunsmore, Department Chair, Victor Valley College
Marge Nielsen, CWE Instructor, Saddleback College
Michelle Richards, Work Experience Coordinator, College of the Desert
Michelle Turner, Administrative Coordinator, Region X Consortium, Cuyamaca College
Nelson Riley, Student Employer Services Supervisor, Southwestern College
Randy Barnes, Manager, San Diego Community College District
Richard Post, Dean, Applied Science & Business, College of the Desert
Ron Selge, Dean, Career Technical Education Unit, California Community Colleges Chancellor's Office
Ron Smetzer, Director, Cooperative Education/Work Experience, Los Angeles Pierce College
S. Cortney Hunter, Internship Instructor/Job Developer, Pasadena City College
Sheryl Malone-Nott, Cooperative Work Experience Instructor, MiraCosta College & Palomar College
Stan Wright, Director, CWEE & Tech Prep, College of the Canyons
Steve Woodyard, Director, Career Placement, Mt. San Antonio College
Susan Coleman, Coordinator Career Education, Orange Coast College
Trudi Baggs, CWE Instructor, Saddleback College
Virginia Hansen, Dean, Student Support Services, Southwestern College
Wilma Owens, Dean of Career, Technical, & Extended Education, Palomar College

Wilma Owens called the meeting to order at 10:07am. She stated that the purpose of today is to look at best practices and share best practices regarding cooperative work experience to improve and enhance the programs at each of our campuses.

II. Chancellor's Office Update - Ron Selge

Ron Selge stated that the new governor created the California Performance Review (CPR) to look at restructuring government. The reports and responses about the CPR are located on the Chancellor's website <http://www.cccco.edu/>. Under the Volunteerism section, one of the recommendations states that every student have service learning prior to getting a degree. Ron stated that some type of workbased learning into the curriculum may be better than service learning, and that the requirement would be difficult on some of our students. The CPR is making the point of looking at overhead at The California Workforce Investment Board. They would prefer less in administrative overhead and more in the retraining for careers. Ron mentioned that many local WIB's were

consolidated in Pennsylvania in four LWIBs and the Chancellor's Office believes this is the way to go. The Chancellor's Office is on record with the CPR concerning that recommendation.

The Chancellor's Office has conducted a self study with management review. Ron stated that more information can be obtained at http://www.cccco.edu/reports/review/agency_review.htm.

Ron stated that at the federal level a lot of work is being done on Perkins reauthorization and WIA reauthorization. ACTE and AACC have more information on this topic. Because the Perkins Act is being extended into 05-06, The Chancellor's Office may seek Board of Governors' authorization for exemption from competition and simply renew the competitive grants for 2005-06.

Ron Selge distributed handouts regarding specific excerpts from the Business Education Advisory Committee final report concerning worker requirements in the future. (See attachment) Those workforce trends include: employment market turbulence; shift to sellers' market in labor; fluid international job movement; retirement evaporating, training and education will accelerate; and workers becoming independent. Based on the write-up conducted by the Herman Group, workers will need to develop new skills to adjust to new environments in business, government and education. Some of these skills are teamwork, negotiation and persuasion. It was suggested that managers obtain these skills by working in a volunteer organization.

III. Non-paid Internships/Co-op Ed. with Profit and Non-profit Employers - Ron Selge

Ron Selge distributed excerpts from the Fair Labor Standards Act (See attachment). The group discussed that the tax status of the organization is germane while considering whether the work is donated. The group also discussed that the U.S. Department of Labor (DoL) could require workers at for-profit organizations to be paid retroactively -- and receive other benefits -- if the work does not pass the DoL tests. Under the Fair Labor Standards Act, there is a provision for work-based learning when the students receive academic credit that is applicable toward their certificate or degree.

The group also discussed college responsibilities regarding workers compensation insurance, based on California Law. Essentially the college must cover that responsibility if the work is unpaid. Likewise, if the work is paid, the employer covers that responsibility. Effective local practices were discussed, including requiring employers to sign documents that acknowledge that responsibility.

IV. Report on Benefits of Workplace Experiences Study - Susan Coleman

Susan Coleman stated that the report on benefits of workplace experiences study is completed and available on the <http://wbl.occ.cccd.edu> website. We are using it to give to stakeholders on each of our campuses to substantiate the value of workbased learning. The Workbased Learning developed strategies and resources that can be used in any of the classes that are focused on workplace learning themes. Currently, Workbased Learning is integrating these resources across the classrooms and in the Counselling Departments in order to promote to students. Susan mentioned that another piece being developed is "Making the Case" which will be given to the Career Centers to use for career development, internships, and coop education. There is also a disk that is coming out and will be available to use along with the materials. Susan stated that the QT is coming out today and she suggested that if you go to the workbased learning website you would see an interview with Stan Wright about workplace learning. Additionally, in the workbased learning grant, trainers will be coming to the regions or district to conduct staff development with faculty or staff. Susan suggested that everyone contact her for more information and/or to arrange this event.

V. Upcoming Events/Open Forum – CEIA Conference, Updates on Student Handbooks, District Plans, Online Orientation and Applications

Maggie Dunsmore provided handouts regarding the upcoming CEIA Conference which will be held on April 3-5, 2005 at the Doubletree Hotel in Anaheim. She also provided handouts regarding professional development activities within the tri-region area and documents about Title 5 of the California Code of Regulations regarding

Cooperative Work Experience. She stated that individuals could also receive information about work-based learning or the Chancellor's Office Statewide Advisory Committee for Work-Based Learning and Employment Services (COSAC) on the <http://www.calworkplace.org/> website.

VI. Promoting Workplace Experiences Study - Lydia Signorelli-Brown

Lydia Signorelli-Brown stated that she wanted the group to discuss promoting the workplace experiences study at their colleges. She mentioned that the next step in analysis is to decide what are the strengths, weaknesses, and potential problems to help avoid the pitfalls with workplace learning. She requested that the group break into teams to complete an exercise. She provided a copy of the summary report to use in completing the activity. A requirement for this exercise was taking one quote from Susan Coleman's brochure on Workbased Learning and use as a slogan to use in their syllabus or posters to attract students. Lydia liked the following quote "76% are not in credit classes or go to school part time the remaining time they are working". She gave them 20 minutes to work in their respective groups and requested reports at the end of the session.

Report Questions:

1. What is the consensus about the impact of the Benefits of Workplace Experience Study?
2. Consensus of 3 most important target audiences to receive study information (include why these are the most important).
3. Report one "Take-One" quote or slogan.

Presentations:

Group 1: Randy Barnes provided the following feedback.

1. His group believed that it would really impact their colleges and they knew this all along.
2. His group included the advisory committees as a target audience.
3. His group used the following quote as their slogan "find jobs faster and earn more than your classmates".

Group 2: Stan Wright provided the following feedback.

1. His group believed that it brings value for our programs.
2. Target audiences are administration, faculty/staff and students.
3. His group slogan was "find jobs faster and earn more money than your classmates".

Group 3: Donna Davis provided the following feedback.

1. Her group knew that the impact was significant.
2. Target audience was academic faculty and advisory boards with the main focus on the academic faculty.
3. Her group slogan was "got coop".

Group 4: Ron Smetzer provided the following feedback.

1. His group believed that the impact may be more on the occupational side of the house.
2. His group included the Board of Trustees as one of their target audiences.
3. His group slogan was "find jobs faster and earn more" to target students.

Group 5 was the same as everyone else however their quote was "get the edge". They will use the visual of the graph that coop programs are making more.

Group 6: Leonard Fabian provided the following feedback.

1. His group stated that the impact would be an excellent tool to use for program appreciation and counsellors.
2. His groups target audience was counsellors, deans and administrators.
3. His group had not come up with a slogan.

Group 7: Judy Tallman provided the following feedback.

1. Her group had the consensus that the impact is that there is a need.
2. Target audience same as everyone else.

3. Her group's slogan was "this is the best return on your investment, job, retention, money etc".

VII. Next Meeting/Agenda Topics

Maggi Dunsmore mentioned that the College of the Desert will host the next meeting on Friday, February 25, 2005 from 10am to 2pm at the Fantasy Springs Resort Casino in the Palm Springs area.