

**Tri-Region Co-op Minutes**  
**September 27, 2007**  
**Mira Costa Community College**

<b>ATTENDEES</b>	<b>COLLEGE</b>		<b>ATTENDEES</b>	<b>COLLEGE</b>
Rosa Ascencio	Mt. San Antonio College		Anna Ayala	East Los Angeles College
Trudi Baggs	Saddleback College		Linda Barlogio	Chaffey College
Randy Barnes	San Diego City College		Julie Benavides	East Los Angeles College
Ron Christie	Rio Hondo College		Donna Davis	MiraCosta College
Maggi Dunsmore	Victor Valley College		Joe Espinoza	Imperial Valley College
Margie Fritch	San Diego Mesa College		Kit Hudnutt	MiraCosta College
Kim McCormick	Crafton Hills College		Juanita Naranjo	Los Angeles Harbor College
Marge Nielsen	Saddleback College		Leslie Nishimura	Cerritos College
Jennette Noriega	Rio Hondo College		May Powers	MiraCosta College
Michelle Richards	College of the Desert		Patrick Schwerdtfeger	Riverside CCD
Ron Selge	CCCCO		Lydia Signorelli-Brown	San Diego Mesa College
Ron Smetzer	L.A. Pierce College		Christine Sylvia	MiraCosta College
Al Taccone	MiraCosta College		Bob Taylor	Glendale Community College
Michelle Turner	Cuyamaca College		Chrystal Van Beynen	Fullerton College
Laurie Vasallo-Dusa	San Diego Miramar College		Ron Vito	Riverside CCD
Judy White	Santa Monica College		Donna Wilder	Mt. San Jacinto College
Cam Woodward	San Bernardino Valley College		John Woodward	MiraCosta College

<b>Agenda</b>	<b>Discussion</b>	<b>Action</b>
I. Welcome and Introductions	Al Taccone provided welcome at 10:10am. Started introductions.	
II. CIWEA/CPA Introductions	Maggi Dunsmore provided information regarding the CIWEA/CPA and Title V as well as marketing and upcoming professional development activities. The CIWEA Conference is April 2-4, 2008 at the San Francisco Doubletree Hotel. The Workshop Session Proposal form is due October 30, 2007. The CPA conference is March 12-14, 2008 at the Crowne Plaza Hotel Mission Valley in San Diego. John Woodward stated that he is the Scholarship Chair for CIWEA. The application deadline for any student completing a 2007 Co-op to receive a 2-year or 4-year college scholarship for \$1,500 is due by December 15. The awards would be given in San Francisco. You must be a member of CIWEA for your student to get the award since there has to be a member link. He recommended if anyone was interested in becoming a member to contact Sally Cardenas, Whittier College. The cost is \$50 for	

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	single membership or \$150 for four individuals joining at the same time.	
III. Model Programs & Best Practices	Donna Davis mentioned that the Career Center at MiraCosta College created an orientation for faculty to know what is required as well as internship instructors. This orientation is offered during flex week or faculty can obtain flex credit by meeting with Donna personally.	
A. Faculty & Student Orientation Blackboard	Donna Davis and Kit Hudnutt reviewed the faculty and student web-based orientation and blackboard site. The student must come to the Career Center to get more information and help with viewing this orientation. The students must set goals and objectives after viewing this and complete a semester assignment and a final reflective essay. This information helps with marketing to industry. Additionally, there is information about instructors, syllabus, orientations, calendars, course documents, important websites, tools, assignments, and announcements. The instructors can have the student complete the essay online where faculty can comment. There is also a section for students to see what the total hours they completed and their grade. The information is then archived for 5 years. The training agreement, evaluation, and grade sheet are the only documents that are provided as hard copies. Donna and Kit are working on marketing to students by putting ads in the newspaper as well as working with CTE Faculty to amend their certificates and offer this program.	
B. Course Outlines, Handbooks, & Web Resources	Jennette Noriega received a grant for researching best practices and marketing materials that deal with internships. She requested that the group provide feedback and/or resources. Maggi Dunsmore suggested looking at the CIWEA and CPA websites for additional information and resources.	
IV. Statewide Committee Update Customer Service Handbook	Donna Davis stated that Susan Coleman was unavailable to provide information about this topic; however, she would forward any information she receives about this topic to Michelle Turner to add as an attachment to the minutes.	

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V. "The Missing Major"	Margie Fritch distributed and discussed the "Case of the Missing Major" project which was funded in partnership with CCCCCO and MonsterTrak. She mentioned that there were four sections to the <a href="http://www.missingmajor.com">www.missingmajor.com</a> website to help students learn more about themselves and what type of major they may like based on their profile. Once they finish the profile they can take the information to a Career Center for additional guidance and support. Other resources available on the website include career planning, cost of living and job search tips.	
VI. Title V	Ron Selge discussed Title V changes regarding how they govern cooperative work experience. An area being further reviewed by members of the Tri-Regional Co-op group, Academic Senate, CCCCCO staff and faculty regards the in-person visit. Current changes would allow districts to oversee repeatability limit. Ron mentioned that this change would have to be revisited to really understand the delegation from legislation and showing accountability. Further guidance will be forthcoming about this issue of 16 units and/or maximum of repeating a course only 4 times.	
VI. CCCCCO Update	Ron Selge mentioned that the new Perkins plan is very favorable for Co-op within community colleges. RFAs will be coming out with components to work-based learning.	
VII. Open Forum	Marge Nielsen stated that she is currently working on a work-based learning grant to do interviews with students who have had successful internships. She would like to have feedback from the group either by email at <a href="mailto:mnielsen@saddleback.edu">mnielsen@saddleback.edu</a> or 949-240-8432 about success stories and/or individuals to contact to interview.	
VIII. Next Meeting	Desert – San Bernardino Valley College – 2/28/08	
XII. Future Agenda Items	District Plans Course Outlines/Syllabus – General and CTE specific Marketing to students about Co-op Best Practices Student Learning Outcomes (SLOs)	Bring copies to share