

Tri-Region Co-op Minutes
September 25, 2008
North Orange County Community College District

ATTENDEES	COLLEGE
Tom O'Neil	Antelope Valley College
Ron Selge	CCCCO
Christine The	Cerritos College
Stan Wright	College of the Canyons
Michelle Richards	College of the Desert
Linda Barlogio	Chaffey College
Kim McCormick	Crafton Hills College
Rodney Murray	El Camino College
Rudi Lopez	El Camino College/Compton Ctr.
Chrystal Van Beynen	Foothill College
Marti Carlson	Foothill College
Rebecca Urrutia-Lopez	Foothill College
Rebecca Morgan	Fullerton College
Bob Taylor	Glendale Community College
Joe Espinoza	Imperial Valley College
Juanita Naranjo	LA Harbor College
Paola Ramirez	LA Harbor College
Susan Coleman	LA/OC Regional Consortium
Charlie Lang	Long Beach City College
Patricia Bergen	Long Beach City College
Ron Smetzer	LA Pierce College
Jill Hicke	Mesa College
Lydia Signorelli-Brown	Mesa College

ATTENDEES	COLLEGE
Donna Davis	MiraCosta College
John Woodard	MiraCosta College
Kit Hudnutt	MiraCosta College
Laurie Vasallo-Dusa	Miramar College
Darrow Soares	Mt. San Antonio College
Heidi Lockhart	Mt. San Antonio College
Rosa Ascencio	Mt. San Antonio College
Joyce Johnson	Mt. San Jacinto College
Judi Gould	Moorpark College
Christie Campbell	NOCCCD
Ginger Neel	NOCCCD
Imelda Kiswaga	NOCCCD
Linda Bouman	NOCCCD
Perla Fickenscher	NOCCCD
Taffy Kennedy	NOCCCD
Rena Quinonez	Orange Coast College
Trudi Baggs	Saddleback College
Cam Woodward	San Bernardino Valley College
Queen Hamilton	San Bernardino Valley College
Alisa Rowland	San Diego Community College
Mario Chacon	San Diego CCD
Judy White	Santa Monica College
Maggi Dunsmore	Victor Valley College

Agenda	Discussion
I. Welcome and Introductions	Susan Coleman, Coordinator, Los Angeles/Orange County Regional Consortium welcomed everyone and inquired as to where they came from. She then passed out an activity, the Personal Ad" from the Career Clues booklet (also on careerclues.org) for everyone to fill out. Each attendee was asked to introduce themselves and share one item from their activity sheet. The worksheet and booklet are good resources for teachers and counselors.
II. Approval of Minutes	February 28, 2008 at San Bernardino Valley College - APPROVED
III. Demonstration of College of the Canyons	Stan Wright, Director of Cooperative Work Experience Education & Antonio Diaz, Independent Website Contractor. College of the Canyons created a website for internships http://www.canyons.edu/offices/cwee/ .

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**upgraded
CWEE/Internship
website**

Antonio Diaz has not only helped with the functionality and appearance of the website, he improved the web design, created automated features, and helped align internships by major which allows for more report ability and accountability. Stan stated that other community colleges may replicate their program and he is willing to help. College of the Canyons is integrating internships into all their programs. The website is becoming a demand driven industry with both employers and students wanting internships. Data shows there is a better success rate if a student has internship experience. Stan stated that community colleges are missing the mark. University of Dreams currently charges up to \$1000 for internships.

Interns and College Work Experience Education (CWEE) find jobs faster and earn more than classmates based on their experience. The Chancellor strongly suggested colleges integrate internships into the curriculum. Internships not only prepare students for careers but they combine classroom instruction with experience. They also strengthen the relationship between school and work. Internship development and placement can help address the needs of the employer and helps with workplace attitudes and habits as well as allowing the student to learn in context of doing something real.

The purpose of the website is to bring together students and employers. 660 employers have posted internships on the website since April 2002. There are 59 majors/disciplines available. Employers can submit their internships online and students can search and apply online. The applications are screened for a variety of reasons which provides an excellent teaching opportunity. The website also provides guidelines and resources such as the FLSA, "perfect interview," simulated interview system, employer information, student internship information, as well as downloads. Stan stated that any of the items on the website may be used. However, if you improve upon any of the items please let them know.

The benefits of internships are:

- Internships connect students to jobs with a seamless transition.
- On the job applied education.
- Training using current technology in partnership with business and industry.
- Linkage to other career pathways.
- An opportunity to acquire job skills & build employment history.

Stan suggested advocating for the new Perkins IV & SB&) funding to develop an internship program of their own.

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	<p>If you have any questions/comments/suggestions feel free to contact Stan Wright at 661.362.3889 or stan.wright@canyons.edu or Antonio Diaz at 661.607.3007 or Antonio@artificestudios.com. Antonio Diaz's website is www.artificestudios.com.</p>
<p>IV. Lunch & Topic Discussions</p>	<p>A. Student Learning Outcomes and Assessment</p> <ul style="list-style-type: none"> • Generalized SLOs – everyone starts with the basic skills they think everyone needs to come out with. • Specifically outline evaluation and inform them which skills are expected. • Lydia is going to share examples of what they do at their college and they will be sent out electronically. They include a Pre-Survey, Post-Survey, and a Self-Assessment of Learning Objectives. Everyone is free to utilize any of it they can. <p>B. Scheduling and catalog listing in Co-op Sections and T.O.P. codes</p> <p>The idea of going to an umbrella occupation versus listing individual disciplines. Some say you cannot because of the T.O.P. code. Ron Selge stated that a T.O.P. code for occupations should be associated with the discipline/major. Stan Wrights stated that there are two T.O.P. code classification numbers, one for general and one for specific. Corine Doughty stated Orange Coast College made their own code. The discussion needs to continue and further research needs to be done.</p> <p>C. Adjunct Faculty load and compensation</p> <ul style="list-style-type: none"> • There are a variety of ways adjunct faculty are compensated. Some of them are fees, a stipend, overload rate, hourly rate, etc...). • Adjunct are compensated the same regardless of the start date. • Compensation is negotiable with the union. • Stan Wright developed a mathematical formula based on Perkins. It is very close to the full-time faculty salary and comparable to that of classroom instruction. He will share the formula at a future meeting. <p>D. Name of CWEE –</p> <p>Future discussion item. The concern is with branding. CWEE is a long name. Stan is looking to change the name to Career Experience or Work Experience to align it with Career Technical Education. Focus groups will be formed and will report back at a future Tri-Region meeting.</p>

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	<p>E. New Co-op Coordinators Some of the items can be a topic or panel for discussion at a future meeting. Topics include:</p> <ul style="list-style-type: none"> • How Co-op Coordinators can do their job better in terms of organization & time management. • Regulations & Title V changes • Assessment of SLOs • Linking Internships to Co-op Programs • Marketing • Funding Streams • Sharing Best Practices • Model programs for Integrated, Experiential Programs • Getting Faculty Invested, especially faculty that are in other disciplines. • How to use Tech Prep and Work-based learning funds for internships. • What do you do when internship sites are too far away?
<p>V. Chancellor's Office Report & Title V Changes</p>	<p>Ron Selge, Dean, Career Technical Education Unit, System's Office, provided the following information:</p> <p>A. Title V Changes</p> <ol style="list-style-type: none"> 1. All Title V changes have been accepted by the Board and now on their way to the State of California. It is anticipated they will be enforced. 2. There will be a 1 year grace period and then all the Title V changes will be enacted with the exception of the Alternatives to In-Person Guidance. 3. The process states there has to be a venue where it can be discussed and then accepted. 4. The question of how Title V changes were communicated to the faculty was posed. Answers included by email, through a meeting, and developing a plan to review the changes. <p>B. Chancellor's Office –</p> <ol style="list-style-type: none"> 1. The Chancellor's website is going to put Co-op Work Experience on their website with a quick web address. The Chancellor's site also has a lot of valuable resources on it. 2. The Federal Monitors stated that community colleges had no compliance issues and received accolades on the missingmajor.com. 3. An issue the Chancellor's Office and the community colleges need to address is the number of returning veterans. A huge part of the homeless population is comprised of veterans. Co-op Work Experience was encouraged to work with employers to build some systems for the returning veterans.

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<p>VI. Alternatives to In-Person Consultations</p>	<p>The document proposes that records have to be maintained as to what the specific alternatives are used to the In-Person site visit. Ron Selge asked for an opinion on the document and Lydia Signorelli-Brown stated it was almost great. The concern is with the possibility of having a student with an internship outside the state and issues with the Worker’s Compensation Laws. Ron will work individually to determine language – a statement to include in the document that covers this issue. It might be an individual issue by district or by community college. The need for full disclosure is required.</p> <p>Ron stated that there is an audit every year that includes 10 tests. One of the future tests will focus on whether this is utilized and if so how it is documented.</p> <p>The Tri-Region Co-op group approved the changes to the Alternatives to In-Person Guidance document.</p>
<p>VII. Discussion of Template for new Co-op Plan</p>	<p>The Chancellor’s Office is suggesting they change the plan to a template rather than a narrative. The question was asked whether the Boards would be willing to adopt something as assurances versus a narrative. The majority of the group thought it was a great idea.</p>
<p>VIII. Next Meeting</p>	<p>Friday, February 27, 2009 at Mesa College, 7250 Mesa College Drive, San Diego, CA</p>
<p>IX. Future Agenda Items</p>	<ul style="list-style-type: none"> A. New Co-op Coordinators B. CWEE Name C. Scheduling & Catalog Listing in Co-op Sections and T.O.P. code. D. Adjunct Faculty Compensation E. Building systems within Co-op Work Experience for returning veterans. F. New Co-op District Plan Template
<p>X. Other</p>	<ul style="list-style-type: none"> • Susan passed around a MASTER list for updating the roster. Maggi Dunsmore also passed out the listserv list so corrections and updates can be made. The listserv is to be utilized by all that have communications to send out or questions to ask. The listserv which is maintained by Maggi is cwe@calplacement.org. • California Internship & Work Experience Association (CIWEA) Annual Conference – April 1-3, 2009 at the Handlery Hotel in San Diego. The conference will focus on employment trends as well as innovations and best practices in experiential work-based learning, including internships and cooperative work experience education. For more information go to www.ciwea.org.

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| | <ul style="list-style-type: none">• CIWEA Fall Regional Workshop – October 10, 2008 at Whittier College. For more information go to www.ciwea.org.• California Placement Association Fall Regional Workshop – October 24, 2008 at Santiago Canyon College Orange Education Center. For more information go to www.calplacement.org.• A question was posed regarding the interpretation of minimum qualifications. It was noted that as long as a person meets the minimum qualifications for any faculty position they can teach in any discipline, it is not discipline specific.• John Woodward is looking for readers for the Hyink Scholarship applications. The Bernard L. Hyink Student Scholarship is awarded to students who have participated in internship and work experience programs managed by CIWEA members. Applications are being accepted now with a deadline for submission as Monday, December 15, 2008. For more information go to www.ciwea.org.• The question regarding enrollment of inmates was readdressed and the answer was no, inmates cannot be enrolled due to various reasons and issues. |
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