



FOOTHILL COLLEGE

Workforce Workgroup

MINUTES

Date: May 10, 2011 Time: 2:30 p.m.

Location: Toyon Room

Attending:

Judy Baker, Rachelle Campbell, Jerry Cellilo, Becki Di Gregorio, Dan Dishno, David Ellis, Liane Freeman, Al Guzman, Akemi Ishikawa, Gay Krause, Rick Kuhn, Elaine Kuo, Allison Lenkeit-Meezan, John Mummert, Karen Oeh, Jeanne Thomas, Antonia Zavala

Summary

Items	Notes
1. Approval of 4/12/11 Minutes	Meeting Minutes Approved
2. Perkins 2011-2012 Prioritization	See Discussion Detail
3. Perkins 2010-2011 Close-Out	See Discussion Detail
4. Non-Transcriptable Certificates	See Discussion Detail
5. Department Presentations	See Discussion Detail
6. Master Plan Update	See Discussion Detail
7. Next Meeting	See Discussion Detail

Discussion Detail

1. **Approval of 3/8/11 Minutes** – See Summary
2. **Perkins 2011-2012 Prioritization** – John Mummert
 - a. After updated redistributions were submitted by TOP Coded programs and email updates were sent out to WWG, Perkins allocations for 2011-2012 were finalized. The proposed budgets will go forward to OPC and PaRC for college approval. The motion to forward the Perkins 2011-2012 budget was approved.
 - b. At the time of this meeting, Paramedic was the only program with an incomplete application. Once the missing forms are received, the Foothill component of the Perkins Career and Technical Education Act, Title IC Local Application will be completed on-line.
3. **Perkins 2010-2011 Close-Out** – John Mummert
 - a. Please continue to spend down your allocations. The final date to submit expenditures is May 20, with the exception of labor and benefits, and travel and conference reimbursements that take place after the due date.
 - b. Final report forms will be distributed in June to allow time for faculty to submit before leaving for the summer.

4. **Non-Transcriptable Certificates** – Becki Di Gregorio & Jerry Cellilo
 - a. Certificates requiring less than 27 units for completion are non-transcriptable. All non-transcriptable certificates are the responsibility of the issuing divisions to record and track. Becki Di Gregorio's handout provides a description of the process as handled by the Business and Social Sciences Division. Lee Collings, Foothill College Web Coordinator, created the on-line certificate request forms. Once a student completes the on-line request form, an email is automatically generated and sent to the issuing division. Coursework completed to obtain the certificate is verified by Becki through review of the student's academic record in Banner. A spreadsheet is maintained, indicating the student's name, ID number, certificate earned and date issued. A selection of pre-made templates was created for each certificate issued by the division. The specifics for the certificate earned are entered into the template. The certificate is then printed and sent to the student.
 - b. Workforce boards and employers want to see the actual certificate and are not necessarily interested in the transcript, as the transcript does not clearly state or identify the coursework necessary to obtain the certificate. A centralized college-wide database would be beneficial for students and issuers. It would be helpful when assisting students who have forgotten the specific certificate they earned or from which division it was issued. Centralized data would ease accessibility for those at satellite campuses, like Middefield. In the case of CTIS, it would also make it easier to track certificates earned once a division's departments are dispersed amongst other divisions. There was concern voiced for who would ultimately be responsible for maintaining the database at the college-wide level. There was reassurance that at this point, viable application of the process was a greater priority. There was strong support for implementation of a college-wide database through the use of Course Studio. There will be follow-up with Kurt Hueg on the potential use of Course Studio.
5. **Department Presentations** – Workforce Workgroup
 - a. Workforce Development & Instruction, Economic & Resource Development and other CTE specific departments will be making presentations to inform their colleagues on the specifics of what they do. It was suggested the presentations take place during WWG meetings so WWG members could benefit from the information as well. In particular, faculty should be present, but it was suggested that perhaps the WWG meeting time was not well suited to faculty availability. After some discussion, it was determined that there was no ideal time to accommodate all who might want to attend WWG meetings. It was suggested that the presentations not be limited to a WWG audience, but be offered college-wide. Word could be spread through the new faculty lunch meeting and through division meetings. In order to increase attendance, WWG should emphasize the connection of how one's program could benefit from attending. The Tri-Chairs will meet to draft a presentation schedule to discuss at the next WWG meeting.
6. **Master Plan Update** – Elaine Kuo
 - a. Elaine Kuo is updating the Educational Strategic Master Plan (ESMP). It is revisited annually to update goals, targets and metrics and to include in the Accreditation Self Study. A copy of the google doc of the Workforce Core Mission section in the ESMP was referenced. This will be an appendix to the self-study and included in the ESMP. Prompts or bullets on how to revise the document are requested. A rewrite is not required or requested. Feedback and updates would be appreciated. Revise what is not relevant anymore or what is factually incorrect. The document does not need to be this long. Some information is not necessary. Focus should be placed on how Program Level Student Learning Outcomes (P-SLOs) and Student Learning Outcomes (SLOs) are related to this workgroup. Bullets of P-SLOs and SLOs would be helpful. The last section of the

document is important; where you would like to see this workgroup in the coming year. Metrics can be referenced in this section, but the tables will appear in the beginning of the document. Mid to end of May is the target time to make changes, so please submit your edits and changes by the end of this week. Elaine will make final revisions, then circulate an updated version next week. You can go into the google doc at: https://docs.google.com/document/d/1KruYfNr6g8cr1iSDp-nBOexDSE2XGggH2l0r2NsgGsw/edit?hl=en&authkey=CM_Yq7gM&pli=1# and type in notes and feedback or you can email Elaine directly at kuoelaine@fhda.edu

7. **Next Meeting** – WWG

- a. John Mummert will not be present for the next meeting, but WWG agreed to still convene for an abbreviated session to discuss the draft presentation schedule for the Workforce/CTE departments.

Handouts:

- Meeting Minutes 4/12/11 (DRAFT)
- Perkins Prioritization FY 2011-2012
- Certificate Process
- Master Plan Google Document (DRAFT)

Next Workforce Workgroup meeting: Tuesday, June 14, 2011, 2:30 p.m. – 3:30 p.m., Toyon Room