



FOOTHILL COLLEGE

## Workforce Workgroup

### Minutes

**Date: November 9, 2010**      **Time: 2:30 p.m.**

**Location: Student Council Chambers**

#### Attending:

Mark Anderson	David Ellis	Gay Krause	Karen Oeh
Laureen Balducci	Liane Freeman	Gulled Mahmoud	Beckie Urrutia-Lopez
Judy Baker	Richard Galope	Allison Meezan	Bonny Wheeler
Dan Dishno	Fatima Jinnah	Mike Murphy	

### Summary

Item	Notes
Subcommittee Development	We decided to table the idea of breaking up WWG into four subcommittees.
Goals	See Discussion Detail

### Discussion Detail

#### 1. Overview of Workforce Development and Instruction

##### a. Handout 1: Organization Chart (Draft):

- Galope created chart to eliminate confusion of Workforce programs and show District structured programs that serve both DeAnza and Foothill students.
- Blue areas represent Foothill College; red highlights programs housed at Foothill or DeAnza overseen by Galope and managed by Kuhn; green represents Career Technical Education. If a program is part of the Dept. of Economic and Resource Development, then the name of the director/faculty/staff person is listed.
- Business & Social Sciences is not included because the division reports to the VP of Instruction, but Galope oversees Perkins funding.

##### b. Handout 2: Functional Area Mapping (Draft):

- Galope will update draft to include a list of program names matching abbreviations and to make updates suggested by WWG members.
- Anderson will ask Deans for additional Workforce programs so WWG has a complete list from each division and an overview of what departments offer.

##### c. Handout 3: Web Site Development (Draft):

- Mock up of proposed website. Website will go live by January 2011.

#### 2. Sub-Committee Development

- October 12, 2010 minutes, four goals were identified; suggested that WWG break up into subcommittees. If WWG members serve on separate subcommittees, then WWG could meet for half an hour to share quick subcommittee updates.
- Vision of each subcommittee:
  - a. Budget & Resource Allocation:

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<http://www.foothill.edu/president/workforce.php>

- Starting January 2011, WWG subcommittee would primarily focus on budget process and funding prioritizations from Divisions.
  - Deans will meet with their faculty and staff to decide budget prioritizations from program reviews. WWG will see the top 10-15 prioritizations per Division. WWG will compare each division for balanced allocations. Any extra money goes to Marketing Office for brochures and collateral info.
- b. Career Pathways/Articulation:
- Subcommittee would look at certificate programs as potential for becoming A.A. or A.S. Degrees. (Example: Fine Arts).
  - Central County Occupational Center: Foothill College cannot articulate Apprenticeship programs with CCOC. A student can apply to an Apprenticeship program having fulfilled a certain basic skill, such as Math. Might move them up the list for acceptance into a program.
  - WWG will articulate with college mission and establishes goals for Divisions.
  - Articulation: Tech Prep, SB70 funding, Career/Tech Ed Programs. Example: Apprenticeships, for 30 years only gave out certificates. Articulate with 4-year degree programs and work with transfer workgroup.
- c. Core Mission Group Alignment:
- Core Mission Groups impact what we are doing; subcommittee would interface, exchange info and bring back to WWG.
- d. Professional Development:
- Subcommittee would coordinate faculty/staff training on Workforce Development issues; WWG establishes topics, such as Perkins \$: Rules & Regulations, CTE Dean's Training.
  - Question brought up about adding Resource Development as a subcommittee; the Budget group will be aligning program reviews with grant funding.
  - Workforce Master Core Mission Plan is not a subcommittee, but all the work done by various WWG subcommittees will go into the Master Plan.
  - Question on structure of subcommittees; WWG members would chair subcommittees and then invite other people to join to increase staffing.
  - Discussion: better use of WWG members time to work on issues as they come up rather than forming separate subcommittees. All members of WWG should participate in the budget subcommittee and can then deal with other issues as they arise.
  - Tri-chairs will determine how we move from here and discuss with WWG at a later date.
  - Motion approved - Judy Baker will set up the Group Studio for the Workforce Workgroup committee in Banner as a form of communication and information sharing.

### **3. New Business & Info:**

#### **a. Degree Works Overview (Balducci)**

- Self-advisement tool for students; product of Sunguard.
- Student brings official transcripts to Admissions and Records, staff input courses, and Degree Works will automatically articulate Foothill and DeAnza courses to determine Associates Degree and certificates; articulating first with local feeder schools.
- Laureen Balducci and Stephanie Franco from Foothill and Kent McGee and Kathleen Moberg from DeAnza are building the program, and it should be ready by Fall 2011.
- Students can plug in different majors and Degree Works will notify them what courses count towards their major.
- Helps with educational goals, registration, and accuracy; articulates courses between Foothill and DeAnza.

Next WWG meeting on Monday, December 6, 2010, 2:30pm – 4:00pm, Student Council Chambers.

Meeting adjourned at 3:38pm.