



Workforce Workgroup (WWG)

MINUTES

Date: 3/14/17

Time: 2:30-4:00pm

Location: Room1943

Attending

Catherine Ayers, Rachelle Campbell, Daniel Dishno, Moaty Fayek, Dawn Girardelli, Eric Kuehnl, Lisa Ly, Bruce McLeod, Simon Pennington, Nanette Solvason, Phuong Tran and Donna Wolf

Discussion Items

Topic:		Discussion Leader
1	Approval of Minutes 1/17/17 & 2/14/17	Dawn Girardelli
2	CTE Survey	Rachelle Campbell
3	Non-transcriptable Certificate List	Rachelle Campbell
4	SLO Data Project	Rachelle Campbell
5.	Strong Workforce Program	Dawn Girardelli
6.	Perkins Spending Plans	Donna Wolf
7.	For the Good of the Order	Rachelle Campbell

Discussion Detail.

- Minutes from Jan 17 and Feb 14, 2017 meetings were reviewed and approved by consensus.
- CTE Survey – Rachelle reviewed the surveys Rad Tech completed last year, the Graduate Survey and the Employer Evaluation of Graduates (online). She reviewed some of the types of questions asked, how the surveys were distributed, and how Institutional Research (IR) Dept. assisted in analyze of the results. It was proposed to email the sample surveys to all Workforce Workgroup members so members could prepare program surveys for next meeting. At next month's meeting the group will be asked to refine the surveys to meet their individual programs. This will be a mandatory meeting for anyone wanting to seek grant funds in the future. Members who cannot attend need to have a representative or review with their dean.
- Non-transcriptable Certificate List-we reviewed the online list and proposed to validate the list with the divisions to make certain it is accurate. There is a need for better tracking within the department/division level. The curriculum committee will be collecting data from each division to update this list and hopefully suggest better tracking methods.
- SLO Data Project- Rachelle presented a sample CTE SLO disaggregation project idea, using the Paramdic program. The example was to recruit more females to close the gender gap...questions posed were: how do they do in comparison to the males in regards to skill acquisitions, didactic, field courses; is there a gender gap in individual success; how does this compare to overall grades; is there a gap in the PLO level regarding the state test and job placement???. Rachelle suggested we start drilling down by disaggregating our CTE program SLO data to identify weaknesses and strengths, questions we may have, and ways we could promote student success. Due to the need to ensure diversity within our programs, it would be good to assess student success by demographics including ethnicity, gender and age. This would allow programs to identify needs and future preparedness to recruit and teach students

form diverse cultures and socioeconomic groups. With smaller student enrollment, if a small number of students are not successful, it still calculates as a large percentage. If you have an IR request for data draw, please email Lisa Ly so their department can prioritize the requests.

5. Strong Workforce Program (SWP)- to prepare for the 2nd round of funds, members are asked to meet with their deans. The Deans will prioritize and submit the requests to the tri-chairs. At this point there is no news as to how the metrics might change as well as the application templates. For the first year, we are required to track enrollment and completions.

6. Perkins- This year's remaining balance spending plans need to be emailed to Donna Wolf by 4/1 with a "best plan" on how programs plan to spend remaining allocated funds; how much of allocation might not be spent; and a wish list supplies or equipment needs/with cost for possible use of remaining unspent funds from other programs. Perkins AND SWP directors are asked to create purchase requisitions for supplies and equipment by 4/15/17 with Diana Cohn or Asha Jossis. Email Donna if you need help with budget codes. All requisitions must have a vendor quote with the vendor's address and contact information. Professional/technical services or licensing agreements must have a pre-approved signed Foothill Independent Contract Agreement or Foothill agreement and W9 to upload with the purchase requisition.

7. For the Good of the Order-

-Eric Kuehnl asked about the process for the possibility of offering a Bachelor Degree in Music Technology. Nanette Solvason suggested he speak with Phyllis Spragge in Dental Hygiene. Currently community colleges can offer only 1 Bachelor Degree program. Eric said students have an access problem to an affordable 4-year degree, since it is only offered at schools within California, Dominguez Hills or CSU-Chico. There was a suggestion for Eric to research whether a bridge program could be offered in collaboration with CSU-Chico as an accelerated pathway.

- Lisa Ly is working on the ACCJC annual report, reviewing headcount enrollment for 2014 through 2016. In reviewing job placement data from 12/13, 13/14 and 14/15 for CTE completers some programs are below 50% (GID, APP Photo and Music Tech) as reported on state core indicator reports. She asked if on the ACCJC report we could set a goal to bring these stats up to 50%. She will meet with Nanette Solvason to get EMT placement data for 2014-2015.

- Lisa Ly is working on the 2017 ACCJC Annual Report, which requires Foothill to report its institution set-standards, or minimum level of achievement for the following metrics: course completion rate, degree, certificate and transfer completion (unduplicated headcounts), CTE licensure pass rate and CTE job placement rate. Additionally, Foothill is setting a course completion set-standard for dental hygiene bachelor's degree program. The methodology remains the same from the prior year: the most recent three-year data is examined, a three-year average rate is determined and 75% of the three-year average is used to derive at the set-standard. In reviewing CTE job placement data from 2012-13, 2013-14 and 2014-15, there are six programs whose placement rates are below 50% as reported on state core indicator report. It was discussed that the job placement set-standard should be 75% of the three-year average rate or 50%, whichever of the two is higher. Workforce Workgroup agreed, and also discussed how WWG could serve, for example, as an advisory group to help programs improve their job placement rates and/or provide guidance on the creation of local student surveys. Some CTE programs, such as Allied Health, implement annual exit surveys to help identify areas that need improvements. Allied Health surveys can be adapted by other CTE programs to fit their needs.

Documents/Handouts/EMAIL

1	Agenda- March 14, 2017
2	Minutes- Jan 17 & Feb 14, 2017
3	Rad Tech CTE Surveys- Graduate and Employer surveys
4.	Non-transcriptable Certificate List 2016-2017