



FOOTHILL COLLEGE

Tri-Chairs:
Admin-Ray Kaupp
Classified-Donna Wolf
Faculty-Phyllis Spragge

Workforce Workgroup (WWG)

MINUTES

Date: 10/18/17

Time: 2:30-4:00pm

Location: Room1901

Attending

Catherine Ayers, Kyle Brumbaugh, Rachelle Campbell, Robert Cormia, Liane Freeman, Brenda Hanning, Kurt Hueg, Maritza Jackson Sandoval, Ray Kaupp, Gay Krause, Elaine Kuo, Laurence Lew, Mike Murphy, Simon Pennington, Shaelyn St.Onge-Cole, Nanette Solvason, Phyllis Spragge, Sabrina Stewart, Ram Subramaniam and Donna Wolf.

Discussion Items

| Topic: | | Discussion Leader |
|--------|---|-------------------|
| 1 | Introductions | Ray Kaupp |
| 2 | Approval of Minutes 6/13/17 | Ray Kaupp |
| 3 | Workforce WorkGroup Processes | Donna Wolf |
| 4 | Interventional Pulmonology Certificate of Achievement | Phyllis Spragge |
| 5. | Reflection- WWG 2016-2017 Objectives | Ray Kaupp |
| 6. | WWG 2017-2018 Objectives | Ray Kaupp |
| 7. | Perkins Update | Donna Wolf |
| 8. | For the Good of the Order | Ray Kaupp |

Discussion Detail.

1. Members introduced themselves and briefly shared their improvement wish for the year.
2. Minutes from June 2017, which were previously emailed, were approved by consensus. Motion to approve by Rachelle Campbell, seconded by Kyle Brumbaugh, Vote: all approved, no opposed.
3. Donna Wolf reviewed the governance structure of the workgroup as written in the Governance Handbook from 2011. WorkGroup has had in the past tri-chairs (administrative, classified and faculty), a student representative and 2 faculty reps from Workforce divisions. Our current trichairs are Ray Kaupp, Administrative; Donna Wolf, Classified; and Phyllis Spragge, Faculty. Our division reps are: BHS, Dave Huseman and Shaelyn St.Onge-Cole; BSS, Nicole Kirbey and Laurence Lew; FAC, Keith Lee and Bruce McLeod; Athletics, Don NacNeil; PSME: Robert Cormia and Mike Murphy. ASFC president, Danya Adib and faculty advisory, Daphne Small have been notified that we are awaiting a student representative. All deans and college members have always been welcome to attend. For the past seven years, the attending group members at the WWG meeting all take part in voting on action items. This is not as it is mentioned in the 2011 Governance Handbook (6 voting members includes tri-chairs, student rep,

faculty rep, classified rep). The Governance Handbook is being revisited this year. In speaking to the VP of Instruction and the Associate VP of Instruction prior to this meeting, regarding our current voting process, Donna was informed we can continue to vote in our current manner as documented in these minutes (all present members).

4. Respiratory Therapy Director, Brenda Hanning and BHS Dean Nanette Solvason presented their Interventional Pulmonology Certificate of Achievement curriculum packet. This program offers the opportunity to up-skill for registered Respiratory Therapists. Classes will be offered online and as clinicals will be provided by El Camino Hospital. The hospital will accept all students enrolled and will also coordinate with students working out of the area to finish their clinicals where they are currently employed. This past year, five online courses have been taught with 27 students enrolled. WWG voted to approve and forward the packet to the Vice President of Instruction for approval and PaRC for first read.

5. WWG 2016-2017 Objectives/Reflection- We broke into small groups. Ray Kaupp distributed the objectives and all groups reflected on the Workgroup's progress. Objective #1: Improve data collection by creating, distributing and collecting CTE surveys to/from students in each CTE program. Both graduate and employer survey templates were completed in WWG meeting sessions and emailed to members and posted on the meeting website. Members were to review the final templates and tweak them for their individual programs. Members were encouraged to go to the Workforce website meeting information for June 2017 to review final survey templates. This final "tweaking" has not been completed yet. It was intended that Institutional Research Department will help with the distribution and analysis of CTE program surveys to be emailed approximately six months after graduation (Jan 2018). This is with the hope to provide programs with more accurate placement/transfer data regarding our CTE graduates. This will be reviewed as a possible new 2017-2018 objective.

Objective #2: Improve awareness, visibility and participation in CTE/workforce programs and initiatives. Discussion ensued. Many CTE program brochures were updated this past year however members agreed there is still a need to create a marketing strategy specifically relating to CTE programs. There is a need to update the CTE Program Guide and create a one pager listing all CTE credit and non-credit certificates that can be distributed to showcase Foothill's programs.

6. New WWG Objectives: There was not enough time to discuss this fully. We will continue this at next meeting.

7. Perkins 2016-2017 expenditures totaled to \$251,443 with all CTE programs progressing on or meeting their intended goals. Perkins 2017-2018 allocation total is \$298,790. All program allocations, budget codes and 1st quarter expenditures were emailed to deans and sent through inter-office mail to all program chairs.

Documents/Handouts/EMAIL

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| 1 | Agenda- Oct. 18, 2017 |
| 2 | Minutes- June 13, 2017 |
| 3 | WWG Objectives 2016-2017 |
| 4. | Interventional Pulmonology Certificate of Achievement Program Creation packet |