

**LA Co. Career Pathways Specialist Meeting**

**Minutes – September 16 , 2020**

**Rio Hondo College – Zoom Video Conference**

**Attendees**

<b>Last Name</b>	<b>First Name</b>		<b>Last Name</b>	<b>First Name</b>
Amanuel	Ruth		Lin	Eddie
Augenstein	Charlotte		Lippert	Erin
Azevedo	Lisa		Lopez	Ozzie
Burch	Vickie		Manooki	Nareh
Coleen	Maldonado		Medina	Rio
Davies	Amanda		Mishler	Katie
Dean	Mike		Mulcahy	Christina
Dysthe	Diana		Noble	Bruce
Eddington	Lyla		Ocegueda	Isela
Fernandez	Margaret		Pedraza	Isaac
Flores	Michael		Riddell	Jeanie
Foell	Amy		Robles	Sophia
Foisia	L.E.		Sanchez	Emma
Fox	Judy		Tom-Miura	Allison
Garcia	Vanessa		Tyra	Bob
Gonzalez	Christina		Welsh-Treglia	Anne
Herzfeld	Shari		Williams	Michael
Irons	Kim		Yanez	Mercy
Kocoshis	Kassandra		Yorke	Carla
Leon-Vazquez	Maria		Miller	Tiffany
Lewenberg	Lisa			

<b>Agenda</b>	<b>Discussion</b>	<b>Follow-up</b>
I. Welcome and Introductions	The meeting began at 10:03AM. Welcome and self-introductions were made by Dr. Lyla Eddington, Project Lead SWP Career Pathways Specialist Program.	

II. Approval of Minutes	Minutes from the June 17, 2020 meeting were reviewed. Amy Foell moved that the minutes be approved as written and Maria Leon-Vasquez 2 <sup>nd</sup> the motion. The minutes were approved as written by unanimous vote.	
<p>III. Update of SWP Funding</p> <p>a. 20-21 SWP Career Pathways Local Application</p> <p>b. Review Process &amp; Timeline</p>	<p>a. Project was difficult but was submitted on time and in totality – taking all the data and putting it into charts and tables to reflect all your college’s data. The LAOCRC voting members should have access if you want to review.</p> <p>b. Process began in Jan with a Sept 10 deadline. On Sept 22, the LAOCRC Voting Members will be ranking the LA projects (13 projects – with over 22 million of ask). The data will be compiled and presented to oversight committee on 10/1/2020.</p> <p>Round 2 Yr. 2 monies end in December of 2020 – money should be spent and cannot be spent after 12/31. Round 3 started in July 1, 2020 and have until following December to spend, then 20-21 would start July 2021.</p> <p>The project has three training notebooks that focus on Overview of Career Pathways, Working with Adult Education/Noncredit, and Work Based Learning. We are in the process of posting these on our web site. We will discuss today, implementation of WBL – focus will be objective 6 of Career Pathways Specialist Work Plan– Implementation of WBL.</p> <p>Perkins V – as part of Program of Study Assessment, programs are asked if they have articulation, Dual Enrollment Offerings, or are you linking with the K12? I encourage your participation on program advisory committees as this allows the CPS to help faculty develop career pathways.</p>	<p>LE took an informal poll: asked CPS as you put together your app, how many of you used launch board or data mart for top code info – 12 part raised their hands, data you will use in reporting out, data from research ppl – 5 (local report Research office can provide data); center of excellence data too – who used 13 part used</p> <p>Margaret will put dates in chart and we will send out</p>
<p>IV. Update from Regional Directors of Employer Engagement</p> <p>a. ICT/DM - <b>Charlotte Augenstein</b>, Glendale</p> <p>b. Health – <b>Shari Herzfeld</b>, Rio Hondo College</p> <p>c. Health –<b>Ozzie Lopez</b>, Mt. Sac</p>	<p>a. ICT/DM - <b>Charlotte Augenstein</b>, Glendale: ICT/DM – in chat posted events: Charlotte Augenstein Regional Director - ICTDM <a href="mailto:Charlotte@Glendale.edu">Charlotte@Glendale.edu</a>; ICT Educator Webinar Series is posted at: <a href="https://ictdmsector.org">https://ictdmsector.org</a> every Friday 10:00 am Glendale Community College <a href="http://www.glendale.edu">www.glendale.edu</a>, September 18 - Evolution of the Workplace event 9:00 am - 12:00 pm. Charlotte also holding office hours to support CPS – we encourage you to get to know us and happy to support with DE, pathways, etc.</p> <p>b. Health – <b>Shari Herzfeld</b>, Rio Hondo College – events are happening: Monday – Regional Nursing Advisory meeting, Shari will share email if anyone is interested (17 colleges have RSVP’d); HOSA – faculty</p>	<p>RDEES please send our office announcements and flyers and we will post on calendar.</p>

<p>d. Energy, Utilities &amp; Construction –<b>Bruce Noble</b>, Rio Hondo College</p> <p>e. Advanced Transportation &amp; Logistics – <b>Katie Mishler</b>, Cerritos College</p> <p>f. Global Trade – <b>Ruth Amanuel</b>, Long Beach City College</p> <p>g. Business &amp; Entrepreneurship – <b>Judy Fox</b>, Cerritos College</p>	<p>development that focuses on schools have a HOSA chapter they will have info; HASPI –please share flyer with HS folks. Participants will receive a kit if registered early, great presenter; Summer Academy occurred during summer; Also working w/ 15 colleges in LA w/ ADN to BN program development.</p> <p>c. Health –<b>Ozzie Lopez</b>, Mt. Sac: 1 of 3 workshops – flyer will be in chat and will share out with group; cross regional symposium; workforce ready unite LA – curriculum for HS students and will put info out for us to participate; allied health career pathways – so if interested please reach out to Ozzie; will add info in chat.</p> <p>d. Energy, Utilities &amp; Construction –<b>Bruce Noble</b>, Rio Hondo College: resources posted on website: <a href="http://ecusector.com">ecusector.com</a>, career alignment across discipline and work based learning, folks available to be subject matter experts, tours, sector has not responded well to virtual, but we are working on it; review data please.</p> <p>e. Advanced Transportation &amp; Logistics – <b>Katie Mishler</b>, Cerritos College: Pathways Playbook series in October and trying to accommodate as many as possible; strong partnerships, Feb workshop postponed; LA metro internship wrapped up; k12 SWF - working with HS counterparts – reviewing applications and finding counterparts; auto really depends on HS enrollment; Question: Can you all do the Mobilize CA conference online?? It was great info for faculty;</p> <p>f. Global Trade – <b>Ruth Amanuel</b>, Long Beach City College: ProvenReady, World Trade Week, sponsoring event, private zoom and 81 folks attending- 14 cc and 9 HS district; pilot around career exploration – focus on South LA underserved areas of - Watts and Compton; 3 main projects working on with CPS (e-bulletin from global trade).</p> <p>g. Business &amp; Entrepreneurship – <b>Judy Fox</b>, Cerritos College: ProvenReady school and student onboard, monthly newsletters, content library development; ProvenReady website almost ready to launch; CPS awareness video –DE and Articulation – utilizing CPS video advisory committee;</p>	
<p>V. Review of Data Collection Documents Due October 1, 2020</p> <p>a. Assessment of Implementation at Local Colleges</p>	<p>Assessment of Implementation at Local Colleges – this is the same data collected in past. Lyla reviewed each of the questions asked on the survey and stated that the time frame is from Fall 2019 through Summer 2020.</p> <p>Research Department indicated that data is collected beginning with summer session, not fall semester. We may want to shift our time frame for the future data collection.</p>	

<p>b. Assessment of Work Based Learning c. Revisions of Career Pathways CTE Matrix</p>	<p>Assessment of Work Based Learning – this has been a baseline year and everyone should have completed at least the assessment. Lyla stressed the need to focus on WBL during the 2020-21 year.</p> <p>Reminder to review and revise the CTE Matrix and submit with Status of Implementation data by October 1, 2020.</p>	
<p>VI. Review of Work Based Learning Strategies a. Definitions and Types b. Sample of Contextualized Learning – Professor Nareh Manooki, Engineering c. Formal CWE/Internships</p>	<p>Lyla reviewed the definition and types of WBL giving examples and CA Education Code citations. PPT posted at: <a href="#">CPS Steering Committee Minutes</a></p> <p>Video Presentation on Contextualized WBL shared as well as Q &amp; A with Professor Nareh Manooki, Engineering Department, Glendale CCD.</p>	<p>August 4 CCCCCO memo – cannot pay students, use EDGAR – guidelines on grants.</p> <p>Let us know if missing notebooks.</p>
<p>VII. Introduction to Career Education Course Mapping a. What do we mean? b. What do we currently have in place? c. How can we proceed?</p> <p>VIII. Other Announcements</p>	<p>Mapping takes the LMI and identifies the job openings and compares HS and CC Program student completers. It helps identify where new courses/programs can be developed and ensures that there are jobs for graduates. It also ensures economic development of our community with high skill/high pay jobs. Lyla shared a sample of this report from the North/Far North region developed by West Ed. Lyla has had a discussion with the staff about doing this analysis for LA County.</p> <p>K14 TAP job announcement for LA county is open – need k12 experience, posted on LAOCRC.org website and on LinkedIn. The position closes Sept. 30, 2020 with funding from K12 SWP dollars.</p>	
<p>IX. Proposed Schedule of Meetings</p>	<p><b>Quarterly Meetings:</b> December 16, 2020; March 17, 2021; June 16, 2021</p> <p><b>Monthly Calls (3rd Wednesday when not mtg. for quarterly mtg.):</b> October 21, 2020; November 18, 2020; January 20, 2021; February 17, 2021; April 21, 2021; May 19, 2021</p>	
<p>IX. Adjournment</p>	<p>Meeting adjourned at 12:40PM.</p>	



# WORK BASED LEARNING

DEFINITIONS

TYPES

LEGAL REQUIREMENTS

Dr. Lyla Eddington, Project Lead

Career Pathways Specialists – LA Co. Strong Workforce  
Program

# Definitions of Work Based Learning

***Educational Strategy that provides students an opportunity as aspiring employees to explore careers and to turn theory and simulation into practice by gaining on-the-job experience. (CA Academic Senate, CTE Leadership Committee, Spring 2019)***

<https://www.asccc.org/papers/work-based-learning-california-community-colleges#:~:text=Work%2Dbased%20learning%20provides%20students,on%2Dthe%2Djob%20experience.>

[Career Pathways Specialists Project Web Site:  
https://laccwc.com/cweinternship/](https://laccwc.com/cweinternship/)

# TYPES OF WBL

- Apprenticeship
- Contextualized Theory (e.g. Learning Communities, Paired or Clustered Courses, Linked Learning, HS CTE Academies).
- Cooperative Work Experience (CWE) & Internships (Community College/Universities)

## TYPES OF WBL cont.

- Cooperative Work Experience Education (CWEE) – K-12
- Lab Component of credit course (e.g. clinical, lab, preceptor)
- Field Trips to Business/Industry & Guest Speakers



## TYPES OF WBL cont.

- Job Shadowing – Virtual Job Shadowing
- Service Learning
- Virtual CWE/Internships (paid & Nonpaid)

# Legal Requirements for Work Based Learning

## Title 5 Section 55250.3 Definition

Work-experience education authorized by this article includes the employment of students in part-time jobs selected and approved as having educational value for the **students employed** therein and **coordinated by college employees**.

## Title 5 Section 55252:

General Work Experience Education

Occupational Work Experience Education

# Cooperative Work Experience Plan

**Title 5 Section 55250:** Plan Required for CWE

Plan **adopted by the district** must set forth a systematic design of CWE whereby students, while enrolled in college, will gain realistic learning experiences through work. Approved plan **submitted to CCCCCO**.

([Sample in Training Notebook](#))

# Requirements of the CWE Plan

Title 5 Section 55251: Requirements of the College/District CWE Plan

- 1) Approved by Board of Trustees
- 2) Description of responsibilities of Key Staff
- 3) Specific description for each type of CWE (General or Occupational).

# Student to Instructor Ratio in CWE

## Title 5 Section 58051(b)

. . . The student/instructor ratio in the CWE program shall not exceed 125 students per full-time equivalent academic coordinator.

# Calculating CWE Credit

## Title 5 Section 55256.6:

- Each **75 hours** of paid work equals one semester credit or 50 hours equals one quarter credit. **CANNOT use SWP Funds to Pay STUDENTS.**
- Each **60 hours** of non-paid work equals one semester credit or 40 hours equals one quarter credit.
- Can include Orientation Time.
- Course repeatability – College/district policy. (Title 5 Section 55040)

# Labor Code Requirements for CWE Programs

## **California Labor Code 3368**

For “students enrolled” in volunteer/unpaid General and Occupational Cooperative Work Experience, the school district is considered the employer and therefore responsible for Worker’s Compensation Insurance for the student.

# High School Cooperative Work Experience Education

**Title 5 Section 55252** – Applies to High School Work Experience as well

Sample Health CWEE Handbook in Notebook

<https://laccwc.com/cweinternship/sample-handbook-for-high-school-students-cwe/>

Example of Foothill HS, Pleasanton, CA Business Course

[https://www.foothillfalcons.org/apps/classes/show\\_class.jsp?classREC\\_ID=749697](https://www.foothillfalcons.org/apps/classes/show_class.jsp?classREC_ID=749697)





# WBL Assessment Tool

1. Number of Career Pathways as of 9/1/2019
2. Number of Career Pathways Revised to add WBL
3. Number of Career Pathways with Contextualized WBL
4. Number of Career Pathways that added Contextualized WBL
5. Number of Career Pathways with CWE

## **WBL Assessment Tool cont.**

6. Number of Career Pathways that added CWE
7. Number of Career Pathways with Internships
8. Number of Career Pathways that added Internships.
9. Number of Career Pathways with Apprenticeships
10. Number of Career Pathways that added Apprenticeships.