



Chabot College

Career Education Committee

Meetings are 2nd and 4th Mondays of each month from 12:00pm-1:00pm

Purpose: To guide Career Education (CE) including prioritizing funding for college-wide state (Strong Workforce) and federal (Perkins) funding in alignment with the regulations, data resources, professional development needs, and programmatic support in order to increase and improve Career Education program outcomes.

Responsibilities:

- Identify and prioritize funding for Career Education programs.
- Understand the college-wide goals and objectives for state, and Federal, and grant funding. Some examples include Strong Workforce (SWP) and Perkins.
- Use data to drive decision making and guide funding recommendations for CE.
- Facilitates or monitors the process of prioritization and recommendations for funding allocations including Strong Workforce and Perkins.
- Conduct an annual evaluation of all funding allocations and impact on student success.
- Integrate funding into overall college-wide implementation plan.

Membership/Composition:

The CE committee shall consists of:

- **Chairs:** Tri Chairs: CE Dean appointed by the President, one faculty appointed by the Academic Senate and one Classified professional appointed by the Classified Senate.
- **Representation:**

<i>Tri-Chairs</i>	3
<i>Administration (Deans, or designee, plus 1 VP)</i>	10
<i>Academic Senate</i>	
Language Arts	1
Academic Pathways	1
Counseling	1
Special Programs	1
Math/Science	1
Social Sciences	1
Arts/Media/Communication	1
Health/Kin/PE	1
Applied Tech/Business	1
Classified Senate	6
Student Senate	1

Faculty Association	1
Classified Union	1
Total on Committee	31

- **Ex-officio members:** VP of Student Services, VP of Administrative Services and all CTE Managers.

Members encouraged to be part of a CE program, but it is not required.

Proposal Process:

The proposal cycle will be aligned with Program Review and SWP incentive funds that the College will receive mid-year will be set aside for innovative projects. Innovative projects may not include permanent personnel. Voters may not vote for proposals that include their salary.

Process:

1. Project Leads submit proposals to CE committee with managers' approval.
2. Proposals will be posted to CE Canvas website 5 days prior to presentations.
3. Proposals will include:
 - Labor Market Information (LMI), job outlook
 - Current completion (degrees/certificates) rates (3 years)
 - Employment rates 12 months after completion
 - Project scope
 - Description of how the project meets "More, Better or Aligned"
 - Funding request
 - Project timeline (including start and end date)
 - Expected outcomes
 - How does this positively impact the funding formula
 - Advisory Committee agenda/minutes indicating need.
4. Presentations will be made to the committee prior to ranking and posted 5 days before presentation date.
 - No more than 5 slides
 - Demand - LMI
 - Current program status
 - Project description
 - Funding request and expected outcomes
 - 5 minutes in length
5. After presentations, before voting the CE committee will review requests, recommend funding source and separate requests into 3 categories to be voted on:
 - Equipment, software, etc.,
 - Professional development, and
 - Programmatic improvements.
6. Voting ballots will be sent to voting members before ranking with breakdown of requests.
7. The prioritization process will be weighted.

Timeline:

September	Sept./Oct.	Oct./Nov.	Nov./Dec.	Jan./Feb.	February	March	July
Project Evaluations	Evaluation Review/ Feedback	Initial proposals will be submitted in line with Program Review	Presentations to Career Education Committee	CE Committee Prioritization Process	Presentation to PRAC	President will review/ approve	Funding will be available

Perkins

September		October		Feb. 28	March	April	May
Grant Approval		Purchasing may begin of approved expenditures		All purchased must be completed	Core Indicators available for review	Applications submitted	Grant submitted

Recommending to: CE Committee will report to PRAC as information/report out only.

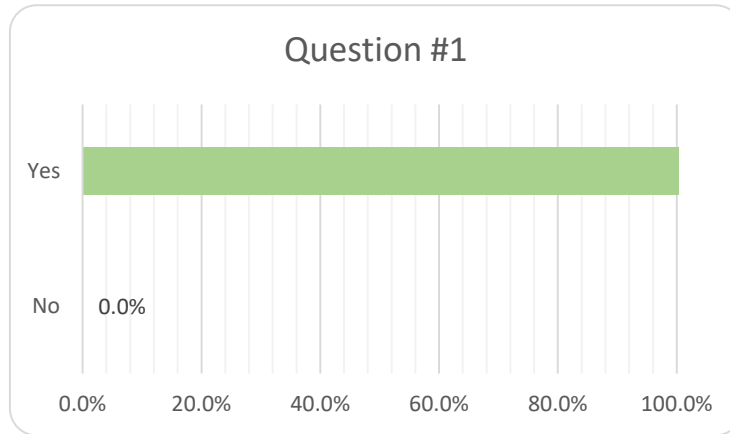
Implementation Guidelines:

1. Projects must be started within 3 months of approval.

CE Committee Proposal: Survey Results: 12/3/19-12/9/19

Question #1:

Contact Information



Answered: 22 Skipped: 0

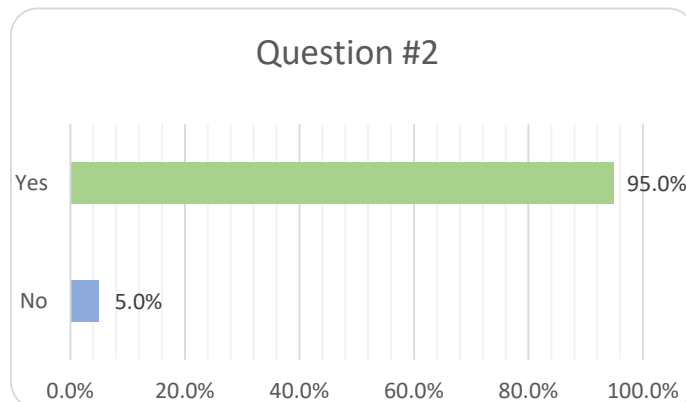
Question#2:

Does the purpose statement and responsibilities accurately reflect the goals of the committee?

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Answered: 20 Skipped: 2

Comments:

- "Last bullet point is unclear- what is "college-wide implementation plan"? Strategic Plan Goal? Educational Master Plan? Facilities Master Plan? Perhaps something like "college-wide planning and resources allocation process(es)"?

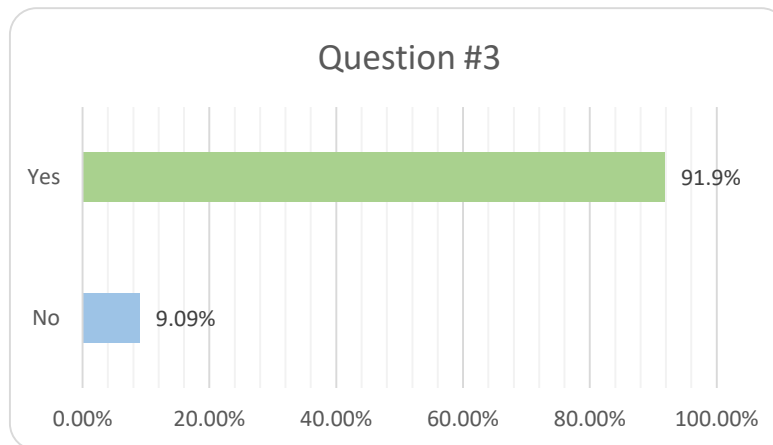
Question #3

Is the membership acceptable?

The CE committee shall consist of:

1. Chairs: *Tri Chairs* - CE Dean, one faculty appointed by the Academic Senate and one Classified professional appointed by the Classified Senate.
2. *Administration (Deans plus 1 VP)* – 10
3. *Academic Senate* - 9
 - Language Arts
 - Academic Pathways
 - Counseling
 - Special Programs
 - Math/Science
 - Social Sciences
 - Arts/Media/Communication
 - Health/Kin/PE
 - Applied Tech/Business
4. Classified Senate – 6
5. Student Senate – 1
6. Faculty Association – 1
7. Classified Union - 1

Ex-officio: VP of Student Services, VP of Administrative Services, CTE Manager(s)



Answered: 22 Skipped: 0

Comments:

- Only Deans and a VP are outlined in the administrative membership role. Non-Dean administrators have no way of being a voting member on this committee
- I agree with the overall membership, but the way the description of the chairs is phrased it could be read as though there is one specific dean of CE. It's also not clear how the dean chair is appointed. To align with faculty and CP chairs, perhaps something like "one dean who oversees as CE program appointed by the college president"?
- It is not shared governance if the administration has the majority of the membership. Should be deans only, and Appl Tech & Business should have another member due to loss of dean to vote.

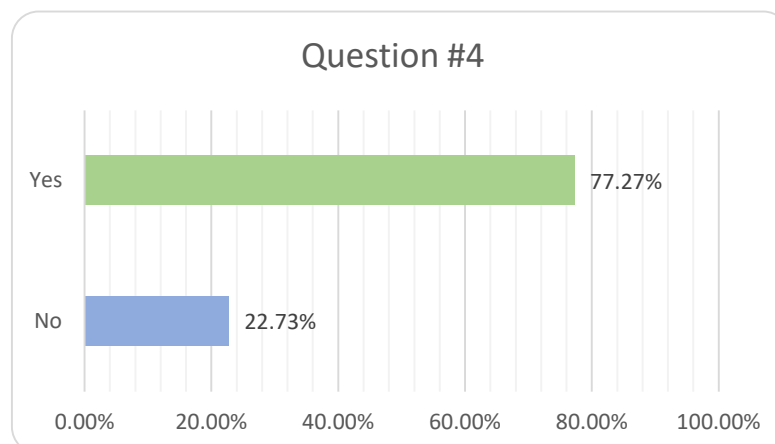
Question #4:

Do you agree with the Proposal Process?

Proposal Process:

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7. The prioritization process will be weighted (Robert Yest method).



Answered: 22 Skipped: 0

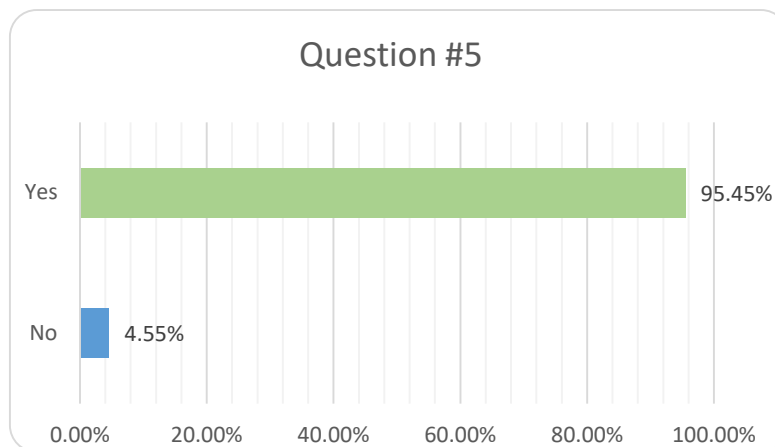
Comments:

- I think this is missing an opportunity to work with PDev. It is a completely different route for requesters to take, essentially creating a 2nd system for professional development funding proposals. I understand that CE requires other information for reporting purposes, however circumventing PDev’s system completely counters PDev’s unifying efforts. One of the key goals behind the Council of Many idea was to reduce unnecessary redundancy - a second process on campus does the opposite. Suggestions: Send a representative to Professional Development, or to work with PDev’s tri-chairs, to create a joint system that is more efficient than PDev having to review requests to identify proposals for CE’s review and having to redirect requesters (and vice versa).
- Think this process is good, but should be part of Program Review
- Suggest re-phrasing “Robert Yest method” to something less idiosyncratic, or linking some sort of definition
- Also need to supply, more, better and aligned info
- Under #3, recommend adding: “how will the project meets more, better, and aligned.”

Question #5:

Do you agree with the meeting time of First and Third Monday from 1-2:30 p.m.?

(Please note that the Presentations for Proposals will be scheduled outside of this time, similar to Faculty Prioritization.)



Answered: 22 Skipped: 0

Comments:

- MW 10:30-12:00 TR 12:00-1:30