**Reimaging Student Access to Career Opportunities**

**Work Group Meeting #1**

Minutes

October 5, 2023 11:00 – 12:30 p.m.

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**Vision: If the College is successful in providing career opportunities for students, what does that look like?**

* Students are supported in developing their portfolio of work readiness:
  + a LinkedIn Profile (linked with Canada College so they can remain part of the alumni network);
  + a resume;
  + at least one mock interview and “elevator pitch”
  + practice in conducting themselves professionally (soft skills), and;
  + digital copies of any work products or evidence of capstone projects or other learning outcomes of interest to potential employers.
* Students have experienced several forms of work-based learning:
  + Speakers who are knowledgeable about working in the field(s) in which students have interest
  + Informational interviews
  + Employer site visits/industry tours
  + Field-based research experience
  + Service learning and/or volunteer opportunities
  + Job shadows
  + Internships (paid and unpaid)
  + Summer jobs (paid and unpaid)
  + Paid on-campus work related to their field of study via the Learning Aligned Employment Program (LAEP)
  + Cooperative Education (Co-op Ed)
  + Pre-apprenticeship and apprenticeship
  + Job placement assistance (Career Fairs as well as other opportunities to connect to employers and apply for employment)
* The College culture shifts so that everyone is aware of the opportunities listed above (career on-ramps) and helps students connect to them. Such that:
  + Career exploration is a seamless experience for students from “undecided” inquiry through meeting with experts in their chosen field and employment:  *a collective pipeline of career consciousness”*
  + Communication about career on-ramps and work and work-based learning opportunities is clear, consistent, part of our mainstream college experience via our:
  + Website
  + Catalog
  + Print materials
  + Event calendar
  + Dual enrollment program
  + Employer partners (Chambers, Business and Industry Associations)
* Our not-for-credit students have access to all the same career on-ramp services as well as more support for transition to credit programs.
  + Consider non-credit courses and programs as a way to achieve this.
* Our not-for-credit pre-apprenticeship transitions to a for-credit program.
* Career awareness and knowledge of “on-ramps” starts in High School, starting with dual enrollment and summer on-campus opportunities to explore pathways and careers.
* College staff and programs that are part of the “career on-ramp” constellation of services the College offers work together to:
  + share information and data tools
  + leverage employer relationships
  + leverage and optimize the college job board: College Central
  + coordinate their calendars and services
  + communicate in a cohesive way
  + engage community partners and members (including those who are members of our Community Fitness program)
* The College alumni network is strong and transparent via LinkedIn
  + All completers and graduates join the network before they leave.
  + College career on-ramp programs are able to tap the network to provide all of the work and work-based learning opportunities listed above.

**Draft recommendations**:

1. Revise the job description of the Director of Workforce Development to be able enact the vision above to ensure that college career “on-ramp” services are accessible, comprehensive, and coordinated.
2. Align the activities of the Career Center with those of the Director of Workforce Development and the rest of the “Career On-Ramp” programs and services at the College more formally.
3. Develop database tools to facilitate information sharing and employer relationship management between College’s Career On-Ramp programs and services.
4. Explore the development and expansion of non-credit CTE programs and pathways as a way to provide better college services to our not-for-credit students

**Next steps:**

* Chris and Bob to work together to see how we might standardize the process for getting students on the job board (College Central)
* Bob, Rance (and Chris?) to explore other ways we can message students about career opportunities so we can both refine and scale the WBL/career messages students get (Canvas, Job Board, emails, other?)
* Work Group to create a more comprehensive list of Industry Associations, Chambers, employer groups with which we should be connecting (and consider identify which of us will take the lead with different groups to share the load)
* KE and others to research other colleges who are doing this well, such as
  + [Mendocino College](https://www.mendocino.edu/support-services/services/all-support-services/all-support-services/career-hub)