

## Resolution to Support Career Education Program Coordination Time

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Whereas: Successful Career Education (CE) programs have unique responsibilities that can only be completed by a faculty member with discipline expertise and a deep connection to the industry in which their students aspire to work, and which are above and beyond those expected of typical academic programs. These responsibilities include and are not limited to:

- Develop and update curriculum in many academic, technical, and skills-based courses - annually
- Identifying and offering classes in community-based classrooms;
- Belonging to and serving on the boards of professional and business associations;
- Discipline-based student recruitment - high school and community;
- Part-time faculty hiring - specifically recruitment and training of professionals from a pool of working specialists who are highly paid and very busy in their field of expertise. There is no pool of part-time faculty available for CE programs;
- On-going support for part-time faculty and professional experts as they teach skill specific classes;
- Recruitment for and development of an industry advisory committee;
- Development and maintenance of relationships with relevant companies and individuals within the industry to support externships and practica;
- Sourcing and purchasing specialized materials, supplies and equipment;
- Organize and host program specific events such as: Artistry in Fashion, Coding Contests, Monopoly Contests and Mask Making Competitions;
- Invite and host funders, when they attend program events or campus visits;
- Write necessary reports to maintain external funding.

Whereas: In order to support student success, completion and transfer, CE programs have unique responsibilities to students that must be designed and coordinated by faculty members with discipline expertise. These responsibilities include and are not limited to:

- Discipline-based academic and career advising;
- Connection with and awareness of industry competencies and professional trends;
- Research into emerging technologies and skillsets in a given discipline in order to effectively plan and develop future coursework.

- Collaboration with college programs to create and renew specialized student support services.
- Organize and host fund-raising events for student scholarships.

Whereas: The current bi-annual "Reassign Time Request" takes a large commitment of time to generate due to the level of detail and record keeping required for consideration.

Whereas: CE faculty coordination is an ongoing function that does not change from year to year.

Resolved: That Canada College revise their "Reassign Time Policy" to accommodate the specific needs of CE programs by eliminating the current bi-annual application process for CE programs, and replacing it with a validation checklist that can be completed without an extensive narrative and hour by hour accounting of activities.

Resolved: That the aforementioned checklist will be developed and mutually agreed upon by CE faculty members, CE Dean and the Office of Instruction.