

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of October 11, 2016

ITEM TITLE:

Approval of the California Community College District Cooperative Work Experience Education Plan

SPECIFIC BOARD ACTION REQUESTED:

Consider Approval of the California Community College District Cooperative Work Experience Education Plan

ITEM SUMMARY:

The Peralta Community College District will provide appropriate and continuous guidance services for students throughout their enrollment in Cooperative Work Experience Education. Each student will be assigned a certificated instructor who will provide the student with an orientation to CWEE; advice and feedback regarding Learning Objectives; and guidance and feedback regarding the student's attempts at achieving the Learning Objectives.

In addition, each of the Peralta College's office of Student Services provides counseling services designed to assist students in pursuing appropriate career and educational goals and provide assistance to students who are struggling in their academic progress. The counseling staff is available to both enrolled and prospective students. All new students are encouraged to meet with a counselor to develop an education plan during their first semester.

College Employment Services Managers will coordinate with Work Experience Coordinators with respect to employer outreach and the colleges' goals for increasing the quantity and quality of work-based learning and work experiences.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

N/A. Services are/ will be provided by current staff within current assigned duties. Any additional resources required, though not anticipated, will come from grant funds.

BACKGROUND/ANALYSIS:

District Services.

(a) Each Peralta College shall confirm students have appropriate on-the-job learning stations, coordinate the program, and collaborate with employers to design student learning objectives. The supervision of students shall be outlined in a learning agreement coordinated by the college district under a state-approved plan. The employer and the qualified Community College Instructor shall share responsibility for on-the-job supervision, which shall include but not be limited to:

- (1) Instructor consultation in person with employers or designated representatives to discuss students' educational growth on the job.
- (2) Written evaluation of students' progress in meeting planned on-the-job learning objectives.
- (3) Consultation with students in person to discuss students' educational growth on the job.

(b) Each Peralta College shall provide the above services at least once each semester for each student enrolled in the Cooperative Work Experience Education. For legally indentured apprentices, the requirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. The responsibility for compliance with Education Code and title 5 Cooperative Work Experience Education requirements remains with the college.

(c) In certain limited situations that will be defined in guidelines issued by the Chancellor, the Peralta College may substitute approved alternatives to "in person" consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used. In establishing and maintaining guidelines on such alternatives, the Chancellor shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate and shall provide a reasonable opportunity for comment by other statewide and regional representative groups.

DELIVERABLES AND SCOPE OF WORK:

Records

- (a) The college/district shall maintain records which shall include at least the following::
 - (1) The type and units of Cooperative Work Experience Education in which each student is enrolled, where the student is employed, the type of job held and a statement signed and dated by an academic employee which sets forth the basis determining whether the student is qualified for Occupational or General Work Experience.
 - (2) A record of the work permit issued, if applicable, signed by the designated issuing agent.
 - (3) The employer's or designated representative's statement of student hours worked and evaluation of performance on the agreed-upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.
 - (4) New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade, signed by academic personnel, the employer or designated representative, and the student.
 - (1) Instructor consultation in person with employers or designated representatives to discuss students' educational growth on the job.
 - (2) Written evaluation of students' progress in meeting planned on-the-job learning objectives.
 - (3) Consultation with students in person to discuss students' educational growth on the job.
- (b) Records must be maintained which are signed and dated by academic personnel documenting:
 - (1) Consultation(s) in person with the employer or designated representative.
 - (2) Personal consultation(s) with the student.
 - (3) Evaluation of the student's achievement of the on-the-job learning objectives.
- (4) The final grade.

Student Qualifications

In order to participate in Cooperative Work Experience Education students shall meet the following criteria:

- (a) Pursue a planned program of Cooperative Work Experience Education which, in the opinion of the Instructor, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.
- (b) Have on-the-job learning experiences that contribute to their occupational or education goals.
- (c) Have the approval of the academic personnel.
- (d) Meet the following condition if self-employed: Identify a person who is approved by academic personnel to serve as the designated employer representative. This representative shall agree in writing to accept the following employer responsibilities:
 - (1) Assist the student in identifying new or expanded on-the-job learning objectives.
 - (2) Assist in the evaluation of the student's identified on-the-job learning objectives.
 - (3) Validate hours worked.

ANTICIPATED COMPLETION DATE:

Plan is ongoing, no completion date.

ALTERNATIVES/OPTIONS:

EVALUATION AND RECOMMENDED ACTION:

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

YES _____ NO _____

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

INTERIM VICE CHANCELLOR OF ACADEMIC AFFAIRS DR. LUIS PEDRAJA

(*****Board contract approval is subject to negotiation and execution by the Chancellor.)

DOCUMENT PREPARED BY:

Prepared by: *Laura Leon-Maurice*
Executive Assistant

Date: 9-27-2016

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: *Dr. Luis Pedraja*
Vice Chancellor of Academic Affairs

Date: 9-27-2016

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

If Finance review is required, determination is: Approved Not Approved

If not approved, please give reason: _____

Signature: _____

Ron Little, Vice Chancellor for Finance and Administration

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

Legal review required Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature: _____

Nitasha Sawhney, General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but Place on Agenda

Signature: *Jowel C. Laguerre*

Jowel C. Laguerre, Chancellor