



**Workforce/GAC Joint Advisory Committee Meeting
Thursday, May 13, 2021 11:30 a.m. - 1 p.m.
Zoom Meeting ID: 546 498 035**

Minutes

Industry Representatives:

Timothy Buckley - MENG Analysis

Nathan Daum - City of Shoreline

Emmanuel Flores - WA State Labor Council, AFL-CIO

Ismaila Maidadi - Workforce Snohomish

Jason Petrait - Workforce Development Council Seattle – King County (Chair)

Anneliese Vance Sherman - Employment Security

Chris File - Employment Security

Dixie Taira - Healthcare Career Navigator, TRAC Associates

Mike Chan – Community Member

Shoreline School District:

Dan Gallagher – Director of Career and Technical Education

Roxie Brendible – CTE specialist Shoreline

Community College:

Guy Hamilton – Executive Dean, Workforce & STEM

Lauren Hadley – Director, Employer Engagement

Fikru Diro - Program Specialist, Worker Retraining

Welcome, Introductions and Approval of March Minutes – Jason (Chair) The meeting was called to order at 11:30am. Committee reviewed and approved the minutes from the March 11th meeting.

Selection of New Chair and Vice Chair:

Committee elected Jenae Meyer for the 2021-22 for the Vice-Chair position. Ismaila Maidadi will move from the vice-chair into Chair position.

Dan Gallagher presented Shoreline Public Schools (SSD) General Advisory Committee (GAC) items:

Differences between the General Advisory Committee (GAC) and the Program Advisory Committee (PAC)

1. The GAC evaluates the overall Career and Technical Education (CTE) program at least once a year and may request a review at any time.
2. The PACs work on specifics and make recommendations such as purchasing items that

would enhance or update the program in keeping with industry standards (tools or other equipment).

Much like our combined Shoreline/GAC joint advisory Committee, Dan and Lauren have been working towards combining some of the program advisory committees as well.

- Business Administration and the General Service/Automotive are already combined advisories with Shoreline Community College (SCC).
- Visual Communications, Technology and Film/Performing arts, advisories are in the process.
- STEM/Engineering and Culinary Arts will remain as Shoreline School District PAC.

Annual Program Evaluations: There are 16 components performed by the Program Advisory Committee (PAC) according to criteria defined by OSPI.

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| 1. Educator licensing | 9. Leadership and employability |
| 2. Curriculum, Instruction, and evaluation | 10. Long-range planning |
| 3. Academic Integration | 11. Advisory committee |
| 4. Student Access to program | 12. Programs of study |
| 5. Accountability | 13. Certification, work-based learning |
| 6. Safe practices | 14. Career guidance |
| 7. Facilities | 15. Program evaluation |
| 8. Instructional materials | 16. Professional development |

Standards were met on all indicators for all program areas except the following:

#5 Accountability: Teachers use in-class data to assess progress and respond to student need. However, systematic program-wide analysis of disaggregated performance on the Perkins indicators does not happen routinely. CTE needs to prove that we are serving all demographics.

- While CTE has a history of identifying Federally identified groups that are underserved, SSD has purchased a subscription to Data Dashboard that provides detailed data around enrollment and performance, which is then broken down by demographic, program area, and course level.
- Dan will then present this data routinely to this committee for review.
- This will also help us see how well we are doing with underserved portions of the community and getting them engaged. such as women, minorities, people of color, etc.

#1 Educator licensing: 5 of 29 teachers let their first aid/CPR certification lapse during the remote instruction.

What other information do you want to know from PACs?

- Committee would like the evaluations to include more information. Rather than just quantitative data, please include background stories of why the numbers are what they are.

***Committee approved the program evaluations as presented.**

District-wide 5-year plan, including facilities: Requesting input and approval of the following activities:

Equitable access/success for all students – Provide staffing for co-teaching or instructional

coaching to improve the quality of instruction and support students qualifying for special education or as multilingual learners:

- SSD is committing resources to begin with as we identify what models will be most effective.

Counseling & Guidance - Explore a staff position shared between the district and college, and other models to improve student advising and navigation.

Facilities - Prioritize and plan improvements to Automotive Technology, Engineering, and Theater Technology facilities based on design and feasibility study currently underway.

Size/Scope/quality, Programs of Study – Potential programs to add as extensions of

- Automotive Technology and Engineering:
 - electric vehicles
 - battery technology (possibly including solar power technology)
 - mechatronics - preventive maintenance
 - mechatronics - industrial robotics
 - manufacturing (less likely)
- Continue to build a Health science pathway with multiple programs of study:
 - Biotechnology
 - Possible new course for Intro to Health Occupations
 - Behavioral Health and existing high school Health course

*** Committee approved the Five-Year Plan as presented**

Conditional Teacher Certifications:

A list of teachers was discussed and approved in the October meeting, but the approval requires specific discussion items:

The basis on which these teachers are determined competent for the assignment is that they all have valid teaching certificates and or relevant industry experience as verified by the CTE Director.

Training plans for each of the conditional certified teachers includes the following, in conjunction with a formal Professional Growth Plan:

- Orientation to the position, including the OSP-approved course Framework
- Answering questions regarding legal liabilities and lines of authority
- CTTE instructional methods
- General and specific safety

The same teachers will require conditional certifications for 2021-22, with the addition of Danny Wilks for Biotechnology.

*** Committee approved these teachers for 2020-2022 conditional certification, the basis on which they are deemed competent for the assignment, and the training plans described above.**

Lauren led a discussion – General Education Outcome:

In alignment with the guided pathways work that is happening across the state and at the College levels, we have a committee that is focused on updating the general education outcomes.

The committee is seeking input across the campus community, including the professional technical advisory committees regarding a consistent skill set of abilities, outside of the technical skills that will help our students once they graduate with an associate degree.

Such as: Being a good communicator; good interaction with the customer; holding a specific or fact based and customer service conversation, not adding feelings or opinions.

What does this committee want students to know and be able to do outside the technical skills they learn in their programs?

- Professional/Technical area: business writing, resumé writing, interviewing proper/professional communication
- Competency of core industry expectations: ability to research and understand whether something found on the internet is true or not.
- Soft skills/commonsense communications:
 - Active listening skills - paying attention to the speaker and retaining the information/directive given.
 - Present clear information, i.e., knowing when an email conversation is not working and using the telephone to speak directly with a client.
 - Appropriate human interaction, eye contact, facial expressions, etc. The ability to read body language is very important.
 - Clarifying - Repeat directions or a question with a “I heard this” or “I can get this task done by Tuesday. Is this acceptable?”

Committee suggested moving some of the internships to the middle of the program rather than the end thereby connecting the student to the standards of folk already in the industry. This would also allow time for students to really understand where their education is leading them to and if this is the best choice for them.

• Lauren asked the Committee to provide specific examples or scenarios in which employees live up to expectations related to that outcome and when they do not?

- Jason discussed a young manager’s preparation for an upcoming board meeting. She was succinct during her presentation;
- Did not drag out the information by drilling-down, but was prepared to answer questions when presented.
 - She set up a dry-run beforehand.
 - She spoke plainly and did not use acronyms.
 - Did not overstuff the slides in the presentation.
 - Did not read the slides, verbatim but allowed the data to tell the stories

The Committee felt that this was really great input and will help the college focus on teaching these “soft skills”.

Guy presented Worker Retraining Program Mix:

***2021-22 CTC Worker Retraining Program Mix was submitted to the committee March 11thth for review and was approved via electronic responses from the committee.**

Guy presented the College updates:

College President, Cheryl Roberts has announced her plans to retire as of June 30th and the Board of Trustees are currently in the search for her replacement.

State budgets:

- STEM budget has been funded and the building project begins in July. •
The 2500 building that held our STEM programs is coming down.
 - The manufacturing program will be held on the South Seattle Campus for one year while the new building is being installed.
 - Dental Hygiene program is moving in partnership with the UW School of Dentistry. They will be SCC students but classes will be held on the UW campus.
 - The bio-manufacturing training program will be starting a new 10-week training program that will be partnering with multiple bio manufacturing companies in the Bothell Canyon Park areas. This is a booming field and upon completion, people with very limited science experience will be able to be hired in bio manufacturing companies where there is a severe labor shortage right now.
 - As previously discussed, we have sunset the Early Childhood Education program with students finishing up on the North Seattle campus.
 - Business Tech has been sunset and replaced by a new business program.

COVID-19 update:

- SCC is continuing with remote instruction for the summer. The manufacturing, automotive, nursing and bio-technology programs are being taught on campus. • Expectations are to have 25% back in the buildings this fall and 50% by winter • Will be using largely online hybrid model going forward.
- Student services and workforce plan to be back in person this fall.
- Vaccinations are not required for students, Waiting for Governor's office to send update.

Governor Inslee will be visiting on our campus to sign some legislation around clean energy. They will use the area in front of our Tesla space recognizing the work we do in our Professional technical programs.

Meeting Adjourned at 1:00pm
Next meeting: October 20, 2021

Attachments:

FY22 WRT program mix copy for advisory committee
fy22-wrt-ctc-program-guidelines