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| <p>COLLEGE OF<br/><b>MARIN</b></p> | <p><b>GOVERNANCE REVIEW COUNCIL</b></p> |
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## Governance Review Council (GRC)

**April 6, 2022: 2:00 to 3:00 pm on Zoom**

### MINUTES

**Present:** Sara McKinnon, Jon Gudmundsson, John Campbell, Faiz Khaliq (student).

**Absent:** Angela Olmanson, Candice Hansen and Steve Carrera

1. Approved Agenda (Johnny/Jon; all approved.)
2. Approve Minutes from March 2, 2022 (Jon/Johnny/ approved).
3. Discussion
  - a. **Proposed Reconstitution of Strong Workforce Advisory Committee to Proposed Career Technical Education (CTE) Committee \*\***  
Committee went over the proposal sent and approved by PRAC at its Dec 7, 2021 meeting. (See attached).
  - b. **Draft new charge for this committee**  
Committee worked on a draft charge based on the proposed charge in the proposal. Two areas were edited:
    1. Committee Membership: While it is wonderful to open the committee to participation from “anyone” who wants to be on the committee, in reality, there needs to be specific official voting members. It is easier to convey this by saying that all are welcome to participate in meetings, but that only official member can vote. The issue of how many members from one discipline can be “official members” is more easily expressed under the committee composition.
    2. CTEC Workgroup for SWP/Perkins RFPs was edited.
 The draft charge will be sent to Jonathan Eldridge to get feedback and will be approved at the May 4 meeting.
  - c. **PGS Recruitment/Information Flier for 2022**  
First draft of PGS flier was looked at. It needs to be edited down a bit more so it will be shorter.
  - d. **Recommendations/Comments to send on to College Council and to chairs of all committees.**  
We didn’t get to this at this meeting.

***Proposed Reconstitution of Strong Workforce Advisory Committee to  
Proposed Career Technical Education (CTE) Committee***

Nancy Willet, SWAC Committee Member, Department Chair, ACCT, BUS, HOSP, REAL, STAT

Alina Varona, SWAC Committee Member, Dean, Career Education and Workforce Development

**Background:** The Strong Workforce Advisory Committee (SWAC) met on November 1, 2021, to discuss a motion to reconstitute SWAC into the Career Technical Education Committee (CTEC). The summary below contains some historical context, a summary of SWAC's current charge, and some recommendations for reconstitution. This has been in consideration for some time now and gained momentum recently after some productive conversations around the Collegewide CTE work and how a broader functioning group might better help centralize and share information, engage in and lift the institutional, regional, and statewide career education and workforce development work, and expand conversations beyond one categorical funding stream and a singular instructional division to a greater capacity and impact.

In early October 2021, Nancy and Alina drafted a motion, sent it to the existing SWAC committee on October 11 and calendared a discussion for November 1. During the SWAC meeting, Katheryn Horton, Director of Workforce Programs and existing SWAC co-chair, Nancy, and Alina presented and discussed the motion with the committee, documented and incorporated feedback, made a motion, and voted on the item, which was approved, as captured in the meeting minutes.

**Context:** The Strong Workforce Advisory Group (SWAG) initially met on September 23, 2016 and was formed to guide the first round of Strong Workforce funding allocations. In 2018, with the advent of the third round of Strong Workforce funding, "SWAG" was changed to "SWAC" (Strong Workforce advisory Committee) and continued to prioritize Strong Workforce Program (SWP) applications submitted by faculty and guide the use of SWP funds.

Currently, the committee meets when Requests for Proposals (RFPs) are under consideration. SWAC meets an average of three times per academic year to approve the RFPs and scoring rubrics, score all applications, discuss projects with committee members and vote on project proposals to recommend to PRAC.

**Purpose of SWAC:** The Strong Workforce Advisory Committee (SWAC) operates as a subcommittee of the Planning and Resource Allocation Committee (PRAC), to ensure faculty, staff, and student involvement in recommending Strong Workforce and Perkins funding for all eligible CTE programs. SWAC makes recommendations to PRAC regarding all proposals and allocations for both Local and Regional Strong Workforce Applications.

**Recommendation to Reconstitute Strong Workforce Allocation Committee (SWAC) as The Career Technical Education Committee (CTEC)**

The broad institution-wide work for Career Education and Workforce Development spans beyond an organizational division or a specific funding source. This work encompasses nearly all members of the college community engaged in Career Technical Education training including instructional areas within Arts and Humanities, Science and Technology, the Office of Instruction, English as a Second Language, and Student Services to name a few. Given the ongoing and expansive nature of State and Federal Career Education and Workforce development initiatives, recent infrastructure legislation, categorical funding, and the need for College stakeholders to be both well informed and responsive to local and regional efforts, we propose revisiting the charge, purpose, and function of the SWAC committee to ensure both broadest engagement, representation, and deeper integration and cohesion among all internal career education and workforce stakeholders. An expansive, institution-wide approach will help ensure a more informed college community, more cohesive efforts toward meaningful career technical education at College of Marin, and a more strategic approach toward ensuring vital career education, which supports our students in achieving their academic and career goals. This committee's work should also support the College's efforts to meet accreditation standards.

**Proposed Committee Type:** Advisory

**Proposed Charge:** The proposed committee should support College of Marin's commitment to providing equitable opportunities and fostering success for all members of our diverse community by supporting information gathering and sharing, communication, coordination, and cohesion around college-wide efforts, challenges, and other matters related to CTE programs and funding including but not limited to state and regional efforts and priorities, marketing, program development, grants and categorical allocations, countywide partnerships, and employer engagement.

**Proposed Committee Description:** The primary purpose of the Career and Technical Education Committee should be to provide an institutional hub and centralizing space for all matters CTE related. It should serve to enhance institutional efforts by supporting the development and delivery of successful Career and Technical Education (CTE) programs that meaningfully engage students and connect them to their educational and employment goals.

**Proposed Responsibilities:**

1. Build awareness of career education programs, initiatives, opportunities, and challenges that support vital career education programs and academic and economic success and mobility for students
2. Provide updates on collegewide, local, regional, state, and federal CTE matters
3. Convene CTE faculty to identify growth and funding opportunities that are in alignment with the College's mission, student need, as well as local regional labor market needs and demands.

4. Develop, review, and communicate timeline, guides, forms, and recommendations for the **Strong Workforce Allocation Cycle (SWAC)**
5. Make recommendations to PRAC for resource allocation and funding while working collaboratively with Union District Workload Committee (UDWC) on any grant proposal involving faculty workload.
6. At least annually, examine college, local, regional and statewide data and indicators with attention to CTE performance, CTE data and student outcomes, including a review of Strong Workforce data, metrics, and impact assessment

**Proposed Membership:** The committee should consist of collegewide career education faculty, administrators, and staff who engage regularly with matters related to Career Education programs, initiatives, funding, and countywide employer and workforce development efforts. This committee should have unlimited membership, meaning everyone who applies is put onto the committee. While an unlimited number of faculty, students, administrators, and classified staff are encouraged to participate, programs, disciplines, and *areas with more than one representative may have only one voting member.*

**Proposed Committee Composition:**

**4 faculty** appointed by the Academic Senate preferably reflecting representation among the following areas: Counseling, ESL, Career Technical Education faculty (e.g., Business, Nursing, Education, Automotive, Theatre Tech)

**2 classified staff** appointed by the official classified staff appointing body

**2 students** appointed by ASCOM

**2 administrators** appointed by the Superintendent/President

**Non-voting Resources** (if not already appointed)

- Coordinator(s) responsible for BSI, SSSP, Student Equity and HSI planning
- School & Community Partnerships, Outreach, EOPS, Student Accessibility Services
- Research and Planning representative
- IT and/or Maintenance and Operations representative
- The chair or co-chairs will be elected from the group.

**Proposed CTEC Working Group for SWAC:** Perkins/SWP RFP and Allocation Leads (formerly the charge of SWAC still SWAC: Strong Workforce Allocation Cycle) will have a standing share-out within the CTE Committee and should form an elected/volunteer workgroup from CTEC members to carry out the regular charge of RFP review, dissemination, rubric creation, and application review and determinations. Programs, disciplines, and areas with more than one representative may have only one voting member and are encouraged to recuse when reviewing proposals for which there may be a conflict of interest.