

MEMORANDUM: Annual Report to Executive Staff Member

To: Dr. Corey McCray, Vice President for Workforce Solutions
From: Batanya Gipson, Workforce Solutions Committee Chair
Date: May 1, 2018
Subject: Governance Committee Annual Report
Academic Year: 2017-2018

Charge:

For the 2017-2018 academic year, the Workforce Solutions Committee is charged to address the following:

1. Develop a base of knowledge for Workforce Solutions student intake and a knowledge management plan and procedure for student advising of Workforce Solutions offerings and initiatives.
2. Work with the Workforce Solutions team to develop procedures to cross-walk noncredit courses and training into advance standing (credit for non-credit training) opportunities for Workforce Solutions students and ensure adherence to SACSCOC Principles of Accreditation; in particular Comprehensive Standard 3.4.8 – Noncredit to Credit.

Goals/Planned Actions/Approved Motions:

The Workforce Solutions Committee (WSC) held meetings monthly from September through May 2017. WSC addressed its charges with the following:

1. Charge 1 - A spreadsheet was developed in SharePoint that provides basic information about active Workforce Solutions certificate programs for use by TCC advisors and call center staff. WSC is using Fast Forward (WCG) and Complete 2021 credentials as the initial programs to populate the document and will add credentials as they are developed. The document shows how the workforce credential relates to an academic Career Pathway and includes any existing transfer options to TCC credit programs. The document is populated with the following information:
 - Workforce Program Name
 - Related Career Pathway
 - Financial Assistance Options
 - Program Length
 - Frequency Offered
 - Transfer Credit Options to TCC

The AVP for Student Success has reviewed the spreadsheet and it has been made available on SharePoint for Student Services Deans' review, input, and implementation.

2. Charge 2 - Workforce Solutions worked with the TCC Registrar to identify all workforce certificate programs with existing equivalencies. WSC will submit certificate programs without existing credit evaluations to the appropriate Dean or program head for review. Initial programs recommended for review include Welding, CNA, Medical Billing and Coding, and Culinary Arts. The committee agreed that existing procedures for determining course equivalencies and establish crosswalks are effective in achieving this goal.
3. WSC has reviewed its bylaws to ensure the wording is aligned with current TCC nomenclature and accurately reflects the college's reorganization of academic programs. The Committee has:
 - a. re-organized its membership to include a faculty member from each of the career pathways
 - b. clarified voting procedures
 - c. updated language to allow the chair better flexibility in scheduling meetings to maximize the opportunity to achieve quorum.

Updates were submitted to the PAPC for review and approved on May 11, 2018.