



## Workforce Solutions Governance Committee Minutes

**Date:** October 16, 2017

**Time:** 1pm

**Location:** Center for Workforce Solutions

### Attendance:

**In attendance:** Corey McCray (Ex Officio), Leslie Boughton (Ex Officio), Lisa Peterson (Ex Officio), Todd Estes (Ex Officio), Emily Richardson (Ex Officio), Batanya Gipson (Chair), Leona Davis-Daniels, Christopher Fairbanks, Sylvia Ross, Thomas Stout, Laura Burnham, Richard James, David Lee

**Absent:** Heather Kitsis, Calvin Scheidt, William Pearsall, Michael Lyle, Matthew Woods

### I. Call to order

The Workforce Solutions Committee meeting was called to order by Batanya Gipson at 1:17pm.

### II. Minutes

Tom Stout made a motion to accept and approve the meeting minutes for the May 22<sup>nd</sup> and September 18<sup>th</sup> meetings with revisions. The motion was second by Richard James and approved by the committee.

### III. Reports

#### A. Officer Reports:

1. Chair: Batanya Gipson provided the following PAPC Meeting Review for 4/7/2017:

✚ The PAPC plans to:

- ✚ Develop an effective communication strategy to keep all of TCC's constituency groups informed.
- ✚ Review the College's Mission and develop a Vision Statement. A revision to the Mission Statement will be conducted, if necessary.
- ✚ All processes will be documented in the PAPC's minutes
- ✚ Review for accuracy the committee's Bylaws and meeting minutes. Plans to revise the Bylaws to include the General Education Committee.
- ✚ A communication site is being developed by John Morea and CTLTC to address the PAPC's Charge #1.

2. Secretary: No Report

## IV. Open business

### A. WGC Knowledge Base

1. Review of the Information Center's database spreadsheet as a guide to support the need to determine the type of information that should be made available to the student, and how it should be disseminated to maximize efficiency in an electronic version on the Workforce Solutions webpage. It was recommended that the following information be included:
  - ✚ List information in a spreadsheet on a webpage and combine with a code that links to the course that allows the student to see that the course is stackable.
    - ✚ List the programs & duration
    - ✚ List the certificate achieved
  - ✚ List the location (campus, center, etc.)
  - ✚ List financial assistance eligible
2. Suggests reaching out to Marian Anderfuren, Web Communications, for assistance in building out the new page in the website.
3. Determine terminology for the use of "financial aid" or "funding sources."
4. Batanya Gipson suggested including a column for the military education benefits eligibility to the webpage.
5. Laura Burnham suggested that the spreadsheet be setup in accordance with the Pathways to demonstrate stackable credentials as well as the crosswalk from Workforce credit to a degree program.
6. The group suggested that a landing page be created on TCC's Homepage to house the database.
7. When comparing the descriptive information in the College's Catalog, Tom Stout noticed some inconsistencies that needs to be updated on Page 5 for the sections titled "Continuing Education" and "Workforce Solutions."
  - ✚ Laura Burnham will prepare a mockup of the spreadsheet in Sharepoint to present at the next Advising Task Force Meeting on 11/3/17, with plans to share at the next WGC meeting; Emily Richardson will assist with providing information as needed.
  - ✚ Revisions will be made to the spreadsheet as recommended by the Advising Task Force.
  - ✚ Laura Burnham will communicate the plans for the landing page to Web Communications.

### B. Advance Standing Program Review Prioritization

1. Workforce Solutions identified Welding and Clinical Medical Assistant as the first Workforce Programs to be aligned with the Academic Programs as a crosswalk for academic credit. Laura Burnham requested the official name of each certification offered to align the competencies with those in the Registrar's database. The plan is to consider approximately 20 programs for review by a Dean.

- ✚ Emily Richardson to provide Laura Burnham with a list of Workforce Programs.
- ✚ Laura Burnham plans to speak with Christine Damrose-Mahlmann about the initial Advance Standing policy and the need to address updates to the current policy. Dr. DeMarte oversees the current policy, and there will be a discussion with him as well in the very near future.

#### **V. New business**

#### **VI. Other**

#### **VII. Next meeting**

Monday, November 13, 2017 @ 1pm; Workforce Solutions, Conference Rm #105

#### **VIII. Adjournment**

Tom Stout motioned to adjourn the meeting @ 3:10pm, and properly second by Laura Burnham.

Submitted by  
Leona Davis-Daniels, Secretary