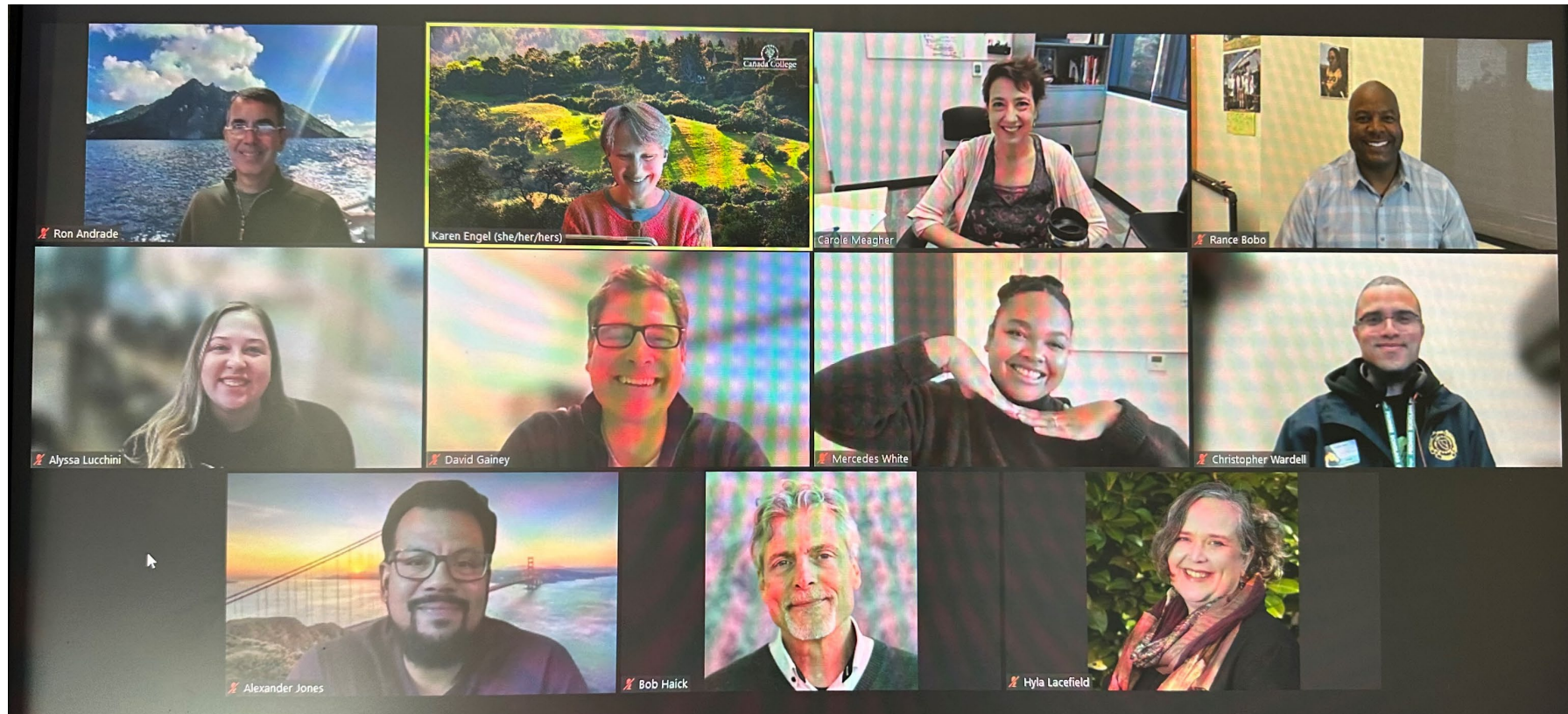




**Reimagining Student Access to
Career Opportunities
Work Group Recommendations to PBC**

December 6, 2023

Work Group Participants



Karen Engel	Dean of Planning, Research, Innovation & Effectiveness	Alyssa Lucchini	Career Center (and Welcome Center)
Hyla Lacefield	Dean of Business, Design & Workforce	Mercedes White	Program Services Coordinator - Menlo Park
Carole Meagher	Interim Workforce Development Director	Ron Andrade	Guided Pathways Director
Max Hartman	Dean of Counseling	Rance Bobo	Program Services Coordinator, STEM Center
David Gainey	Project Director of Apprenticeships	Alex Jones	Adjunct Faculty - Cooperative Education
Bob Haick	Program Supervisor (Career Center)	Stephen Redmond	Executive Director – Middle College
Christopher Wardell	Program Services Coordinator, Financial Aid		

Priority #4: Reimagine how we support students' accessing career opportunities

Who will do what on Priority #4?

Work Group Lead: Dr. Karen Engel

Desired Outcomes: Recommend to PBC on how we can better serve our students (organizational changes, programmatic changes, communication). Consider the bigger picture and make recommendations for aligning our relationships with employers to improve and scale career opportunities for students.

Timing: Report recommendations to PBC before the end of the Fall 2023 term.

What does it mean to reimagine something?



Different outcomes for students

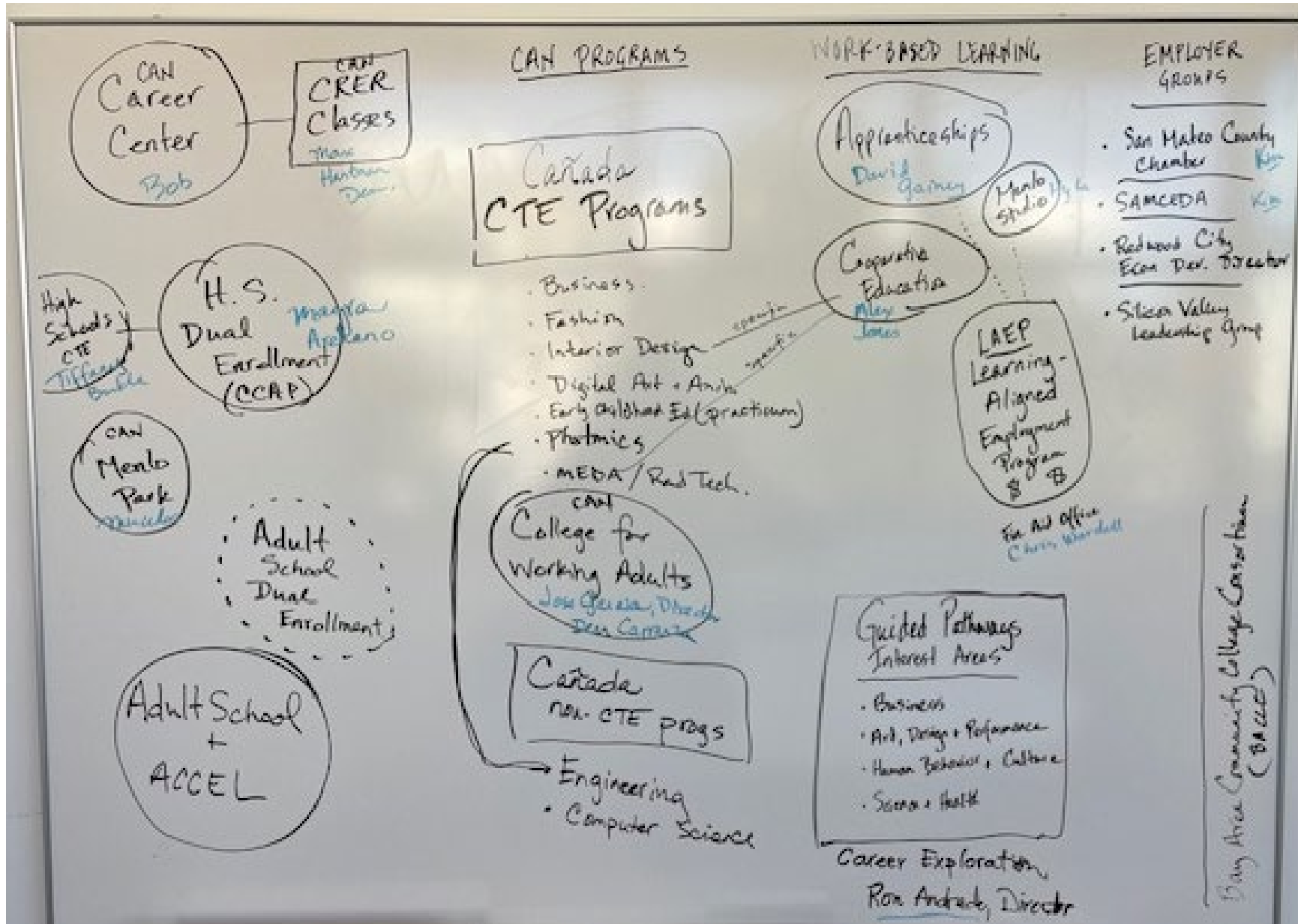
Work Group Process

- Defined terms
- Gathered information about our of current employer engagement practices (and data management)
- Identified all “Career On-Ramp” programs on campus
- Shaped a Vision: “If the College is successful in providing career opportunities for students, what does it look like?”
- Conducted a “focus group” with 7 students to hear their perspectives
- Refined our Vision
- Finalized our recommendations



Career On-Ramp Constellation of Services

Helping students jump-start career exploration



What does it look like if it's working?

The Director of Workforce Development, in close collaboration with the Career Center, ensures all programs that are part of the “career on-ramp” constellation of services at the College work together to:



- share information and data tools
- leverage employer relationships to scale opportunities for students
- leverage and optimize the college job board: College Central
- coordinate their calendars and services
- communicate in a cohesive way
- engage community partners and members (including those who are members of our Community Fitness program) to provide opportunities for students

What does it look like if it's working?

Students are supported in developing their portfolio of work readiness



- a LinkedIn Profile (linked with Cañada College so they can remain part of our alumni network);
- a resume;
- at least one mock interview and “elevator pitch”
- practice in conducting themselves professionally (soft skills), and;
- digital copies of any work products or evidence of capstone projects or other learning outcomes of interest to potential employers.

What does it look like if it's working?

**Students have experienced
several forms of work-based
learning
(career on-ramps)**



- Speakers who are knowledgeable about working in the field(s) in which students have interest
- Informational interviews
- Employer site visits/industry tours
- Field-based research experience
- Service learning and/or volunteer opportunities
- Job shadows
- Internships (paid and unpaid)
- Summer jobs (paid and unpaid)
- Paid on-campus work related to their field of study (perhaps via the Learning Aligned Employment Program (LAEP))
- Cooperative Education (Co-op Ed)
- Pre-apprenticeship and apprenticeship
- Job placement assistance (Career Fairs as well as other opportunities to connect to employers and apply for employment)

What does it look like if it's working?

The college culture shifts so that everyone is aware of the opportunities listed above (career on-ramps) and helps students connect to them.

Such that:



- Career exploration is a seamless experience for students from “undecided” inquiry through meeting with experts in their chosen field and employment: *a collective pipeline of career consciousness*
- Communication about career on-ramps, work, and work-based learning opportunities is clear, consistent, part of our mainstream college experience via our:
 - Outreach and Recruitment Ambassadors
 - Website
 - Catalog
 - Interest Area Canvas Shells
 - Career Center Canvas Shell
 - LinkedIn Pro helps build our alumni network and communicate with students
 - Print materials
 - Event calendar
 - Dual enrollment program
 - Employer partners (Chambers, Business and Industry Associations)

What does it look like if it's working?

Interest Areas are the focal point for career exploration and work-based learning

- Career On-Ramp programs are present in each Interest Area OR
- Each Interest Area is utilizing all of the career on-ramp opportunities and communicating effectively with faculty and students and monitoring student participation in career exploration activities.



What does it look like if it's working?

Academic Counselors refer students to career exploration opportunities in a way that helps inform their education goals

- Career On-Ramp staff and programs (Career Persons) meet with the Counseling Division regularly to provide up-to-date information about career exploration opportunities, educational pathways, and “talking points”



What does it look like if it's working?

Our not-for-credit students have access to all the same career on-ramp services... as well as more support to transition to credit programs



- Menlo Park program students are better connected to the main campus and services.
- Our not-for-credit programs transition to non-credit to ensure student access to District services.
- Our not-for-credit pre-apprenticeship and other programs transition to a for-credit program.
- Not-for-credit program completers transition directly to employment.

What does it look like if it's working?

Career pathway programs start in high school, adult school, and in partner programs



- Career awareness and knowledge of “on-ramps” starts in High School, starting with dual enrollment and summer on-campus opportunities to explore pathways and careers.
- Adult School students have seamless access to career pathway programs at SMCCCD.
- The College works well with our WIOA partners (NOVA Works) to support job seekers, including youth and those with significant barriers to employment, access education, employment and training, and support services to succeed in the labor market.

What does it look like if it's working?

The College Alumni Network is strong and transparent in LinkedIn

- All completers and graduates join the network before they leave.
- College career on-ramp programs are able to tap the network to provide all of the work and work-based learning opportunities listed above.



Recommendations

- Ensure the Director of Workforce Development, in close collaboration with the Career Center, is able to enact the Vision above.
- Align and coordinate all of the “Career On-Ramp” programs and services at the College more formally.
 - Ensure that college career “on-ramp” services are accessible, comprehensive, and coordinated and there is a nexus of information sharing.
 - Develop database tools to facilitate information sharing and employer relationship management between College’s Career On-Ramp programs and services.
- Develop non-credit CTE programs and pathways as a way to provide better college services to our not-for-credit students.
- Inform the College’s efforts with [the Governor’s August 31st Career Education Executive Order](#)