



Imperial Valley College
ECONOMIC AND WORKFORCE DEVELOPMENT

**Cooperative Work Experience
 Program Advisory Committee Meeting**

Friday, June 8, 2018
 11:00 am, Board Room

<u>Imperial Valley College (IVC)</u> <u>Representatives Present</u>	<u>Business/Industry/Government/Student</u> <u>Representatives Present</u>
Angie Ruiz, Office Technologies & Work Experience Becky Green, Child, Family, & Consumer Sciences Jeff Enz, Information Technology Jose Carrillo, Institutional Research Leticia Santiago, Financial Aid Lisa Seals, Financial Aid Marissa Izarraraz, Financial Aid Work Study Program Michael Kanyi, Agriculture Omar Ramos, Online Services Architect Patricia Robles, Economic & Workforce Development Tisha Nelson, Business/Ag and Industrial Technology Walid Ghanim, Computer Information Systems	Adrian Gonzalez, SDSU-IV Campus Alexis Araujo, Payless Auto Insurance Alfonso Ruiz, Follett Bookstore Ernesto Zepeda, UCSD EAOP Francisco Menchaca, Follett Bookstore Jorge Rodriguez, Dept. of Social Services Maria Andrade, Imperial Unified School District Maribel Gorosave, Liberty Tax Service Martha P. Garcia, ICOE Tim Kelley, IVEDC

Unadopted Minutes

1. **Call to Order**
 The meeting was called to order at 11:06am pm by Angie Ruiz.

2. **Welcome & Introductions**
 Angie Ruiz welcomed everyone.

3. **Approval of Minutes of February 9, 2017**
 M/S/C Carol/Dr. Michael Kanyi to approve the minutes of February 9, 2017 as submitted.

4. **Program Advisory Committee**

Purpose
 To assist educators in establishing, operating, and evaluating programs that serve the needs of the students, business, and industry, and provide expertise pertaining to organizational change.

Role

To provide an opportunity for discussion, to focus on how to improve our programs; to make the most of the available community resources; to improve the relationship between business, industry, & education; to provide expertise to the program by reviewing curriculum, facilities, budget, student competencies, and student placement in related occupations.

Organization

No discussion.

5. **IVC Programs with Internship Component**

Angie Ruiz had a slideshow that outlined the programs to be reviewed.

Work Experience

Angie Ruiz explained the WE210 and WE 220 courses. She

WE 201 Employment Readiness

In the WE 201 Employment Readiness class, students learn soft skills, such as interviewing tips.

WE 210 General Work Experience

Students enrolled in WE 210 General Work Experience can complete their internship in any type of work, and does not have to be directly related to their major.

WE 220 Internship

Students enrolled in WE 200 Internship must complete their internship in something directly related to their major.

6. **Student Interns' Personal Experiences**

7. **Site Supervisors' Feedback**

Intern supervisors shared their experiences having interns. All said that it is a positive experience and they would like to continue being part of this internship program.

8. **What are the Needs of your Organizations?**

Intern supervisors stressed the need for soft skills and computer skills.

9. **Other**

No discussion.

10. **Next Meeting**

The next meeting is to be determined at a later date, but most likely it will be held during the Spring 2019 semester.

11. **Adjourn**

The meeting was adjourned at 12:36pm by Angie Ruiz.

Handouts:

*Cooperative Work Experience Education Application; Designated Site Agreement;
Student Learning & Job Objectives; On-Site Work Schedule; Time Sheet;
Supervisor Evaluation*