



Imperial Valley College
ECONOMIC AND WORKFORCE DEVELOPMENT



Work Experience Program Advisory Committee Meeting

Tuesday, November 28, 2023
1:00pm – 2:00pm
IVC Board Room
(Working lunch meeting)

Unadopted Minutes

1. Call to Order

The meeting was called to order by Angie Ruiz at 1:12pm.

2. Welcome & Introductions

Angie welcomed everyone and thanked all for coming. Attendees introduced themselves.

3. Approval of Minutes of 06/02/22

M/S/C Alexis Araujo/Alicia Rahiotis to approve the minutes of June 2, 2022.

4. Work Experience Courses

Angie Ruiz reviewed the recent changes to the Work Experience courses. One of the internship courses has been deactivated. The one remaining does not require that the job be directly related to their major. This will allow for easier internship placements.

Attendees agreed that 3-4 units is desirable over 1-unit, so that students complete more internship and work experience hours.

5. New Non-Credit Program: Essential Skills for the Workplace

The new non-credit internship course is pending curriculum approval. It will provide education on essential skills for the workplace. Students would be able to enroll in it multiple times, as opposed to the credit class, which can only be taken once.

6. Internship Site Supervisor Feedback

Employers shared their positive feedback from hiring interns from this program. Paola Lucas is an IVC alumni who now hires interns.

7. Internship Student Feedback

Students shared their internship experiences.

8. Other

Importance of Internships

Angie stressed the importance of hiring interns. She said that it is not only interns helping employers, but employers giving the opportunity to students for real world hands-on training. There was discussion on the importance of teaching students soft skills, as well.

Career Paths

There was discussion on the importance of students learning about different career paths and what they can do with their degrees.

Preferred Skills

Some people mentioned that employers, like the prisons and courts, are requiring typing skills and preferring that applicants have typing certificates.

Students can take the Microsoft Office certificate exams. Some employers mentioned that they test applicants themselves to ensure they have the required skills. They said that most applicants do well with Word and PowerPoint, but struggle with Excel.

New Class Suggestions

Alexis Araujo suggested that a class in Access be added. Patricia Robles commented that the class should preferably be in databases in general and not just Access, and that a class on online skills would be beneficial since a lot of jobs require some type of research and online navigation.

9. Next Meeting

The next meeting is TBD.

10. Adjourn

The meeting was adjourned by Angie Ruiz at 2:11pm.