

SAN DIEGO COMMUNITY COLLABORATIVE COMMITTEE MEETING

Action Items

Project Management Group

Monday, August 18, 2008, 9:00-11:00

Recap	Action Item	Responsible Person(s)
Overview of Community Collaborative grant		
<p>Goals:</p> <ol style="list-style-type: none"> 1. Demand occupations that reflect the economic and workforce drivers of the region 2. Implement aligned college and career transition programs for high school and Continuing Education students that foster transferable skill attainment across multiple career pathways and sectors. 3. Afford secondary and post-secondary faculty and counselors opportunities to collaborate, build and support integrated CTE programs leading to advanced education and competitive employment 	No action	Project Management Team
Individual Program Updates		
<p>My Dream Career Planning Project Recap: Counselors currently spend most of their time disciplining students instead of providing students with academic and career counseling. The My Dream publication provides a tool for counselors to use in counseling middle school students, and a method for students to develop a greater awareness of their own direction and planning.</p>	<p>Goal: Build counselor awareness and use Action: Disseminate publication to all SDUSD middle schools; provide in-service training to teachers and counselors</p>	Project Site Director
<p>Strengthening Student Career Paths in the Manufacturing Industry Sector Recap: Program enhancements will be focused on duplicating the successful outcomes of prior year SB 70 grant. The success of the strongest model was attributed to the commitment, involvement and enthusiasm of the teachers. They independently recruited</p>	<p>Goal: Increase participation and investment of teachers assigned to project Action: Provide professional development to participating faculty Action: Provide students with job shadowing opportunities</p>	<p>Site Project Director</p> <p>Business Advisors</p>

students from multiple schools to participate in the after school program. Need to improve enrollment in courses offered at Metro high schools. Due to liability issues, internships have not been available to students under age 18.		
Miramar Amgen Teacher Support Center Recap: Program receives positive feedback from participating teachers, but the enrollment for LSSI is not up to capacity (students in 2008:16; desired enrollment: 20; desired capacity: 26; maximum capacity: 30).	Goal: Increase teacher participation Action: More targeted outreach to specific schools. Sandra Slivka will personally present the program to teachers with a teacher who has participated in the program. Action: Contact the Collaborative during recruitment period to assist in the recruitment of teachers	
Interdisciplinary Professional Development in Business and Industry Industry sector area: GIS (including Supplemental funding) Recap: The program's goal is to have 5 schools participating in the workshops and involved in teaching the modules. Each school should have a core group of enthusiastic teachers. Eileen Goff expressed a desire for help in identifying potential school partners.	Goal: Identify teachers and schools for participation	Site Project Director
Building Trades and Construction with an emphasis on Solar Energy Technology (Workforce Innovation Partnerships) Recap: Program is underway, but Trudy Gerald has asked for help in developing strategies to target incumbent workers	Goal: Develop strategies to include the participation of incumbent workers	Site Project Director
Additional funding explanation		
Steve Pinning charged with the role of Co-Chair	No action	
Goals for the Collaborative		
To monitor progress	Determine system for Project Directors to report at Project Management Group meetings	
To make recommendations for sustainability	No action	
To provide planning, coordination and general oversight Recap: All projects should be best practice models that can be replicated in other fields	Define overarching structure for projects: roles and responsibilities of the Project Management Group members	Grant co-chairs
To establish whether or not the initiative is working to meet its three stated goals	Create accountability measures for funded projects: assess long-term sustainability options for model	Project management members at large

Recap: Collaborative should not wait for the state to release reporting expectations. Collaborative should create its own accountability measures and project structure based on how it wants the CTE Community Collaborative to roll out	projects and best practices	
	Determine the overall end product/outcome for when the 18 months are completed	Grant co-chairs
To link funded projects with new funding opportunities, and to determine ways of bringing additional resources to the work being done through the Collaborative	No action	
To disseminate quarterly reports to the Advisory Committee	Newsletter to be produced quarterly	Research Associate
Recap: The Project Management Group needs to report bi-annually on the projects' progress to the Steering Committee. Updates need to be clear and easy for the Steering Committee to digest.	Determine the reporting structure for bi-annual meeting with Steering Committee	Grant co-chairs
To include a level of communication and collaboration as appropriate with other CTE Community Collaboratives	Statewide Collaborative meeting: October 2-3, 2008: Suggest summaries from all Collaboratives in state	Grant co-chairs
Reporting Details		
Collaborative needs a method to include all members' input for determining the reporting structure and accountability measures	Create a template: -Generate a reporting structure for reporting progress and performance outcomes-Depicting commonalities of the CTE projects -Determine accountability measures -Guide Collaborative to provide comments and input to projects	SDCCD Project Director/co-chair
Next meetings		
Monday, September 22, 9-11		Project Management Group
Monday, October 20, 9-11		Project Management Group
Monday, December 8, 9-11		Full Collaborative including Steering Committee