<ins>TCC Governance - Workforce Solutions Committee (WSC) - Meeting Minutes</ins>

Date: Monday, 02 December 2019
Time: 3:00PM
Location: TCC Green District Administration Building - Conference Room 502, Norfolk, VA

Attendance – WSC Members:
- Gabriela Christie Toletti (WSC Chair), PhD, Liberal Arts Chair & Professor of Spanish, Division of Languages, Mathematics, and Sciences (Arts & Humanities Pathway), TCC-Norfolk Campus
- Dr. Corey L. McCray, Vice President for Workforce Solutions, and Interim Vice President for Academic & Student Affairs (TCC President's Cabinet Member), TCC Green District Administration Building
- Anthony C. Fontes, Sr., Coordinator, Job Skills Training Program, Office of Workforce Solutions / Grants & Special Projects, TCC-Norfolk Campus / Senior Case Manager
- Calvin (Cal) R. Scheidt, Director, Military Contract Programs, Center for Military and Veterans Education (CMVE), TCC-Virginia Beach Campus
- Thomas B. Stout, Pathway Dean Maritime and Skilled Trades, TCC-PO Campus
- Laura W. Hanson, Associate Vice President for Business & Corporate Solutions, Center for Workforce Solutions, TCC Green District Administration Building
- Nancy N. Prather-Johnson, Interim Pathway Dean of Business, TCC-Norfolk Campus
- Karen Miller, Program Coordinator, The Apprenticeship Institute, TCC-Portsmouth Campus (Classified Staff Association)
- Pamela F. Cheek, Library Specialist 1 (Reference Specialist), TCC Libraries, Joint-Use Library, TCC-Virginia Beach Campus (Classified Staff Association)

Attendance – Guests:
- Dr. Karen Campbell, Associate Vice President for Student Affairs, Office of Academic & Student Affairs, TCC Green District Administration Building
- Jeanette Plair, Interim College Registrar, Office of Academic & Student Affairs, Office of the College Registrar, TCC Green District Administration Building

I. **Call to order**
   ➢ Gabriela Christie Toletti, the current Workforce Solutions Committee Chair, called this governance committee to order at 3:05 PM.
   ➢ Cal Scheidt activated a ZOOM interface on the conference room's large monitor screen with video and audio capabilities in case any Committee members wanted to join the face-to-face meeting remotely from their TCC work locations. No additional WSC Members joined the meeting using ZOOM during this session.

II. **Minutes for October Meeting**
   ➢ Print copies of the Minutes recorded by Karen Miller for the Workforce Solutions Committee (WSC) Meeting held on 14 October 2019 were circulated to attendees.
   ➢ WSC voting members reviewed the October Meeting Minutes and unanimously voted for approval.

III. **Selection of new Chair**
   ➢ Today's December Meeting of the Workforce Solutions Committee is the last for current Chair, Gabriela Christie Toletti. A new Chair for this committee needs to be elected.

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➤ Prior to today's meeting, Karen Miller reviewed the Workforce Solutions Committee Bylaws, which were last revised 05-2017 and appear on the TCC Governance Workforce Solutions Committee webpage. She invited this Committee to discuss the Membership Distribution List section of the Bylaws, including statuses of ex officio, voting, representative types, and chair.

➤ Gabriela Christie Toletti nominated Anthony Fontes, Sr. as the new WSC Chair, and all attending WSC voting members seconded and voted approval of the nomination.

IV.   Selection of new Secretary

➤ Karen Miller acted as interim Secretary at the October 2019 meeting.

➤ Pamela Cheek volunteered to take the Minutes of today's meeting.

➤ Dr. Calvin (Cal) Scheidt volunteered a nomination for himself as the new Secretary, and Gabriela Christie Toletti seconded his nomination. All attending WSC voting members unanimously approved the nomination.

V.   Increasing Committee membership

➤ Corey McCray thanked all the TCC employees serving on the WSC, especially since many TCC Governance Committees face challenges to sustain members and meeting attendance.

VI.   Open Business

1.   Cross-walking workforce credentials to the credit side.

➤ GUESTS: Two guests from the TCC Office of Academic & Student Affairs were invited to and attended this meeting to help WSC members continue a conversation about credentials earned in workforce classes being matched/correlated or cross-walked to specific academic courses for awarding academic credits in a transparent, uniform, easily accessible manner. The guests are:

  o Dr. Karen Campbell, Associate Vice President for Student Affairs, Office of Academic & Student Affairs, District, and

  o Jeanette Plair, Interim College Registrar, Office of Academic & Student Affairs, Office of the College Registrar, District

➤ BACKGROUND INFORMATION (10-14-2019 WSC Meeting Minutes): The attendees at the last WSC meeting on 10-14-2019 discussed issues and ideas.

  o Lisa Peterson provided a spreadsheet of identified cross-walked courses that was established by past Registrar, Laura Burnham; however, the spreadsheet does not provide the specific academic courses that the workforce training correlates but rather states "see specific academic department."

  o Workforce classes are not being matched to a specific academic course, and the process of doing so is subjective as it is left up to individual academic departments.

  o Recordings of workforce credentials are entered into TCC-SIS (Student Information System) Emily Richardson but do not show up on unofficial or official transcripts.

  o Academic advisors may not know that a student has completed a workforce class or earned an industry credential.

  o Thomas Stout identified the process he has utilized to award experiential learning credit. A student submits proof of experience, such as through a copy of certification or verified work experience. Mr. Stout then identifies the

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course that is most applicable in terms of learning objectives. The information and documentation verifying the experience are uploaded into the Prior Learning online software system maintained by the registrar office. The registrar enters the course into the student's account in SIS, and the student receives the credit in the form of a transfer course. An actual grade is not awarded.

o Karen Miller suggested a possible solution would be to add credentials into the Transfer Evaluation System (TES) similar to when a student wants to transfer an academic course that was taken elsewhere. Discussion about who maintains TES and who populates the information ensued. The registrar office was identified as being the owner of the system. Karen agree to discuss with the registrar office as to whether this is a viable option to record credentials and workforce courses.

o There needs to be a process developed to track and identify opportunities for experiential learning credit. Lisa Peterson suggested that workforce create a "credential class" and any student who earns that credential be enrolled in that class; then, the Workforce Enterprise System (WES) will sync to SIS, and the "credential class" would be identified on a student's unofficial or official transcript.

➤ TODAY'S MEETING DISCUSSIONS, 12-02-2019

o Corey McCray = Laura Burnham, the previous Registrar, helped some with cross-walking between Workforce Solutions credentials and TCC academic credits.

o Karen Miller will check for a copy of Laura Burnham's spreadsheet. (See above section for background information from the WSC Meeting on 10-14-19.)

o Each TCC Workforce Solutions student completes a form for credential to credit cross-walk.

o Advisors encountering returning credentialed students wanting to progress academically in a program need to see which credentials match with credits.

o TES (Transfer Evaluation System) is organized by college within the Virginia Community College System (VCCS) and shows courses and programs already reviewed and evaluated. TES needs to show Workforce Solutions credentials and matching credits.

o Currently, the TCC i-INCURR curriculum portal system interfaces with the Prior Learning online software system database.

o There is no process for awarding advanced standing credits with open transparency for Workforce Solutions programs; however, non-workforce solutions programs have a process.

o Prior Learning database process = A desire was voiced that Workforce Solutions students be able to initiate the process instead of only faculty or approved coordinators.

o Also, we need a process to award credits in more than one course at a time for a single non-credit credential course instead of only a one-to-one crosswalk, if applicable.

o Cory McCray = How do we advise students in and ensure advanced standing?

o Academic advisors should be able to initiate some of the processes involved with these issues.

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- o Is the Workforce Solutions credential credit or certificate and transcript enough proof? (See above background information about Lisa Peterson's comments on a "credential class" being coded in WES, synchronizing with SIS, and then showing in a transcript.)
- o Fast Forward = A Fast Forward credential is based on performance in addition to completing the required course program hours. There is opportunity for advanced standing in academic courses for credit.
    - There are funding differences between apprenticeships and Fast Forward.
    - Apprentices do not necessarily earn a credential; Fast Forward students do.
- o Credit for Prior Learning & Fast Forward Students (discussion summary provided by Thomas Stout, Dean of Maritime and Skilled Trades, for these meeting minutes) = "We discussed awarding credit for prior learning. Dr. McCray said if you were a Fast Forward student you must have earned the credential to be awarded prior learning credit. If you are an apprentice and not in a Fast Forward, prior learning credit can be awarded. If you are an apprentice and used Fast Forward, you must present the credential to receive the prior learning credit."
- o Now that Workforce Solutions and Academics at TCC are working more together, some of our systems do not interface with transparency and understanding of the codes entered. Workforce Solutions enters a code whereas Academics enter a credit code.
- o Transfer Evaluation Request Form = This form is completed by students, currently.
    - SUGGESTION: Perhaps this form could be renamed Credit Evaluation Request Form?
    - The students can upload certificates, etc. and then, Student Services downloads and sees this.
    - This process can be reviewed and evaluated.

VII. New Business
➢ There was no new business.

VIII. Adjournment
➢ Motion to adjourn the meeting and seconded at 4:13 PM.

Submitted by
Pamela Cheek

Attachment A