



**Committee Name: Career Education Committee**  
**Meeting Date:** Monday December 9, 2024  
**Meeting Chaired By:** Robin Galas, Terra Lee, Kristina Perkins via Zoom  
**Start time:** 12pm  
**End time:** 1pm  
**Minutes Prepared By:** Carra Moore

(P) = Present; (A) = Absent

Tri-Chair (3)	*Voting Members			Visitors Present	
(P) Robin Galas	(P) Dave Vetrano, ATB	(A) Vacant, Language Arts	(A) Vacant, Classified Senate	(P) Wing Kam	()
(P) Terra Lee	(A) Sean Chew, ATB	(A) Vacant, Science & Math	(A) Vacant, Student Senate	(P) John Salangsang, Career Center	()
(P) Kristina Perkins	(P) Tim Harris, AMC	(A) Thomas Dowrie, Classified Senate	(A) Vacant, Student Senate	(P) Bob Buell, ATB	()
<b>Ex Officio</b>	(P) Daniel Quigley, Math/Science	(P) Nicole Albrecht, Classified Senate	(A) Vacant, CLPFA	(P) Yvonne Wu Craig	()
(A) Matt Kritscher, VP Student Services	(P) Alice Hale, Social Sciences	(P) DeAna Anderson, Classified Senate	(A) Wing Kam, SEIU	()	()
(A) Dale Wagoner, VP Administrative Services	(P) Heather Oshiro, Counseling	(A) Na Liu, Classified Senate		()	()
(A) Safiyyah Forbes, VP Academic Services	(A) Vacant, Health, Kin., & Athletics	(P) Amelia Ngai, Classified Senate		()	()

Agenda Item	Information/Discussion	Action
1. Welcome 1.1 Ohlone Land Acknowledgement	- Introductions led by Robin Galas, Tri-Chair - Ohlone Acknowledgement by Terra Lee, Tri-Chair	

<p>2. Approval of Minutes</p>	<ul style="list-style-type: none"> <li>CE Committee Meeting: Monday, November 18, 2024</li> </ul>	<p>Motion to Approve 1: Dave Vetrano, ATB          Motion 2: Tim Harris, AMC          Yes: 6          No: 0          Abstain: 0</p>
<p>3. <b>SOAR Day Presentation</b> by Heather Oshiro, Counseling</p>	<ul style="list-style-type: none"> <li><b>Senior Onboarding And Registration Saturday April 19, 2025 usually 8am-2pm</b> <ul style="list-style-type: none"> <li>Each April, designed for high school senior from our local feeder schools who plan to attend Chabot College in the upcoming Summer/Fall terms</li> <li>Website: <a href="https://www.chabotcollege.edu/counseling/soar/">https://www.chabotcollege.edu/counseling/soar/</a></li> <li>Volunteers are needed <b>specifically</b> from CE Faculty &amp; Staff: start the relationship <b>early</b> with incoming students</li> </ul> </li> <li><b>Questions:</b> <ul style="list-style-type: none"> <li>How are CE Faculty &amp; Staff going to be woven into SOAR Day to be most effective?               <ul style="list-style-type: none"> <li>Need the specific information that an incoming student should know prior to going into a particular pathway/CE program</li> <li>Training discipline faculty &amp; classified on registration support; different awards paths Associates Degree, Certificates, Transfer, etc.</li> <li>Drawing on discipline faculty expertise</li> <li>Planning for onboarding into all the Chabot programs &amp; pathways</li> <li>Survey for Planning &amp; Availability: <a href="https://forms.gle/XgQocxnuu56H88Cw6">https://forms.gle/XgQocxnuu56H88Cw6</a></li> <li>Planning for SOAR start early next year 2025</li> </ul> </li> <li>Which pathways should have a First Semester Planning Session? (so far, STEME &amp; Business, Economics, IT Pathways)</li> <li>See <b>BEIT Pathway FSPS</b> as an example</li> </ul> </li> </ul>	
<p>4. <b>Chabot Career Education Open House Presentation   Pitch Deck</b> by Yvonne Wu Craig</p>	<ul style="list-style-type: none"> <li>➤ Goal &amp; Target Audiences           <ul style="list-style-type: none"> <li>Recruit new students</li> <li>Increase awareness of Chabot &amp; Career Education Programs and their related careers</li> </ul> </li> </ul>	

- Pilot an annual event that can showcase Chabot Programs
- Target Audience: Prospective, non-traditional aged community members, prospective high school students, etc.

➤ Possible Dates?

- Post-SOAR Day Strategy: SOAR be a follow up to CE interests from Open House; and help with prospective students who are not high school students.
- 2.5-3 hours?
- Thursday, April 24: 4:30-7:00pm
- Saturday, April 26: 10-12:30pm; might be best for outreach
- Thursday, May 1: 4:30-7pm
- Friday: 4:30- 7pm
- Are we open to the Open House being more of an event for students to get more information about their prospective CE programs? Or having the Open House in March instead to give students ample time to register.
  - Given the uptick in fraud, having the event after SOAR Day may give time to clean up course spots that are taken by fraudsters.
  - Prior might be better to prevent frustration with classes already being filled after SOAR Day.

➤ Marketing & Communication Strategy

- Using MS Forms or Eventbrite to capture registration information for future follow-up (in place of Recruit)
- QR codes and brochures placed throughout campus and CE labs
- Event to follow Class Schedule mailing the 1<sup>st</sup> week of April
- Clear call to action that is time bound for easy follow-up:
  - Register with CCCApply & W# refer to Welcome Center in Building 700
  - Develop list of interested students for follow-up to ultimately enroll in courses shortly after or at a future point

➤ Possible Programming

- Who's interested?

	<ul style="list-style-type: none"> <li>• EMS, ESYS, CNC WELDING, AUTO, FIRE TECH, etc.</li> <li>• Invite employers to participate &amp; sponsors</li> <li>• Food/Food Trucks</li> <li>• Music/Entertainment</li> <li>• VIP tickets with VIP tent &amp; experiences</li> <li>➤ Expectations for Participation <ul style="list-style-type: none"> <li>• At least one faculty or classified professional available to work</li> <li>• At least one hands on demo or activity</li> <li>• Lab/area should be open for tours</li> <li>• Advertise event to your personal &amp; professional networks (e.g. email, LinkedIn, FB, etc.</li> <li>• Student Assistants are welcome!</li> <li>• Other program related fun activities are welcome (e.g. Low rider car show)</li> </ul> </li> <li>• Resources &amp; Assets <ul style="list-style-type: none"> <li>• Funding for event planner &amp; VIP experiences &amp; more</li> </ul> </li> <li>➤ What's Next <ul style="list-style-type: none"> <li>• Who is interested?</li> <li>• What are possible needs with participation?</li> <li>• Is it possible to get possible dates before the end of the semester, some classes are on Saturdays? <ul style="list-style-type: none"> <li>○ Possibly</li> </ul> </li> <li>• Shuttle to Hayward Fire Training Center for people to get tour, demonstrations &amp; activities for Fire Tech</li> <li>• Attach to a concert already happening to better align with Music Department</li> <li>• Maybe a CE Open Week in the future</li> </ul> </li> </ul>	
<p>5. Call for Career Education Student Success Stories</p>	<ul style="list-style-type: none"> <li>➤ Please introduce students &amp; submit stories of student success stories to Robin Galas, Tri-Chair</li> </ul>	

6. Good of the Order		
7. Next Meeting	➤ Monday, February 10, 2025 12pm-1pm	
8. Adjournment		

**Mission Statement**

*Chabot College is a dynamic, student-centered community college that serves the educational, career, job skill, and personal development needs of our community. We provide culturally responsive, revitalizing, and sustaining learning and support services driven by a goal of equity. Building upon students' strengths and voices, we empower students to achieve their goals and lead us towards an equitable and sustainable world.*

\*Pending BOT approval with EMP