COMMUN**I**TY COLLEGES **WBL Process Map** NIDIEGO & IMPERIAL COUNTIE CAREER EDUCATION 11.04.19 Student entry (self; referral from faculty, Career Faculty requests WBL opportunity for their class from WBLC Center, counselin Inform faculty that student is seeking WBL & Student requests WBL opportunity from WBLC WBLC discusses project ideas & opportunities make connection to curriculum WBLC provides guidance for faculty to utilize existing WBL opportunities WBLC assesses WBLCs work with faculty to develop new WBL project student's background and preferences Career Center, etc. to prepare If needed WBL coordinates and records new Appropriate level of WBL curriculum and opportunity selected data for the project as It is developed Student applies for/selects WBL project is Student searches regional database for existing opportunities Opportunity entered into regional database tested, assessed opportunity from regional and reviewed with the aid of the WBLC database Student participates in/ completes WBL opportunity Employers, Faculty complete WBLC works with student on next step

Faculty Engagement	Student Engagement
How do faculty request	Who do students go to for WBL requests?
employer engagement in their class?	
How is the WBLC responding to faculty	What is the process for determining
requests?	students' preparation level and preferences before engaging in a WBL opportunity?
How are you connecting faculty to WBL	What is the process if no appropriate WBL
opportunities that already exist?	opportunity is available for students?
How do you work with faculty to create	
new opportunities and projects?	
How are opportunities shared with faculty?	
Data:	

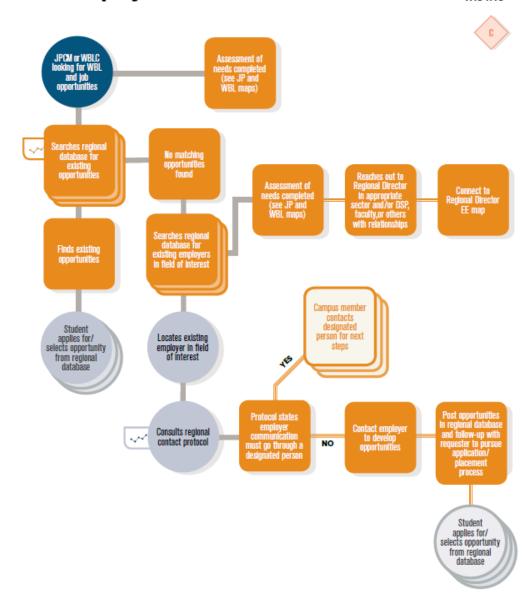
✓ Data:

What information is tracked when a faculty member or student requests WBL? And where are you storing it?

JPCM or WBLC Outreach to Employers



11.04.19



JPCM or WBLC looking for WBL and job opportunities

What resources are you using to identify WBL and job opportunities for students?

Opportunity is found:	Opportunity is not found:
How is the student connected with the opportunity?	Who are you contacting to search for additional opportunities for a student?
	How are you applying the guiding principles to the outreach process?
	What is your process when engaging an employer?

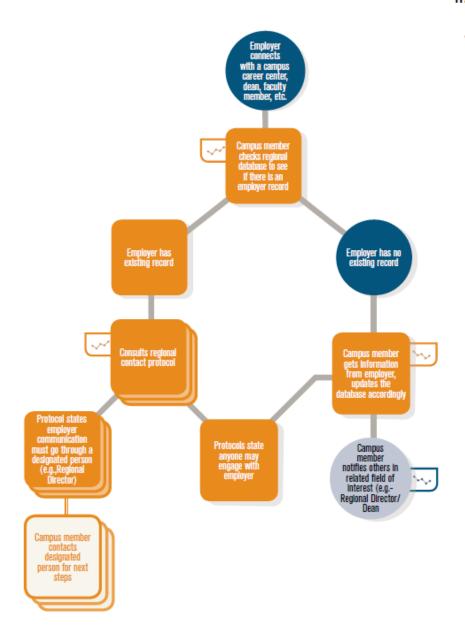
✓ Data:

What information is tracked when a contacting an employer? Who is it shared with? Where are you storing it?

Employer Outreach to Colleges



11.04.19



Employer Contacts a College for support

How are you applying the tenants of the guiding principles when employers contact you?

- Minimize the burden on employers.
- Define communication process between Regional Directors and colleges to ensure employer needs are met and placement data is up to date.
- WBLCs and JPCMs will communicate and coordinate their employer contacts and responses, bringing in other individuals on campus as appropriate.
- Each college will define and document WBL and job placement processes that include technology and communication connections to other related processes.

What protocols have you established with others at your college for working with employers?

Previously Existing Contact:	New Contact:
How do you know what protocols to follow when working with a previously existing contact?	How do you establish protocols for working with a new contact?
	How are other team members involved in the process of establishing a new relationship?

✓ Data:

What information is tracked when an employer contacts you? Who is it shared with? Where are you storing it?

Job Placement Process Map



11.04.19 analyzes Faculty refers student to (self, faculty, data /processes to identify students to career center, JPCM work with Self service branch for students who don' need support Student Is assessed for level of service needed, employmen readiness, and for Jobs receives case JPCM assists student in locati Student receives Student needs employment Student needs exposure to the opportunity matches further case management preparation workplace support Refer to Career Center or Student not Refer to WBLC receiving offers appropriate dept. (e.g. Counseling) Student receives/ Student receives accepts Job offer participates in WBL opportunity JPCM surveys student about JCPM confirms with employer

JPCM

What data and resources are you using to identify students to work with?

How are other departments referring students who need Job Placement services?

How are students assessed for level of service needed and employment readiness?

Student is not ready:	Student is ready:
If a student is not ready for employment, how are they referred for additional support?	Where is a student referred if they are sufficiently prepared to apply for a job?
How are students reassessed for placement after receiving additional support?	How are you maintaining contact with your students throughout the different stages of the placement process?
	Seeking JobsApplying for JobsReceiving OffersNot Receiving Offers

✓ Data:

What information is tracked when a student participates in the Job Placement process? How is that data gathered and where are you storing it?

COMMUNITY COLLEGES **Faculty Outreach to Employers** SAN DIEGO & IMPERIAL COUNTIES for Job/WBL Opportunities 11.04.19 Faculty looking for WBL and Job opportunities for their students Does not have relationships with known employers Has relationships with known employers Pursues opportunities with known employer (or enlists support of WBLC or JPCM to pursue on faculty's behalf) Searches regional database for existing opportunities Works with JPCM/WBLC to Does not find existing opportunities Finds existing opportunities document the opportunities in regional database Student applies for/ Reaches out to JPCM or WBLC

selects opportunity from regional database



COMMUNITY COLLEGES **Faculty Outreach to Employers for** SAN DIEGO & IMPERIAL COUNTIES CAREER EDUCATION **Advisory Board & Curriculum** 11.04.19 Faculty/ program director needs **ADVISORY BOARD** advisory board members Faculty/program director searches database for members Faculty/program director reaches out to existing employers Faculty/program director reaches out to Regional Director, JPCM, WBLC or others for members Candidates found No results in database Faculty/program director discusses with Regional Director as CURRICULUM appropriate Faculty/program director evaluates Faculty needs Input on curriculum candidates Faculty engages with Regional Director for aggregate feedback from employers (i.e., industry profile) Faculty/program director reach out to prospective advisors Faculty reaches out to department No on-campus chair, dean, WBLC, or JPCM for input connections Regional Director, JPCM, WBLC or other staff updates