

EMP Work Group Implementation Matrix: 2023-24

EMP Work Group: Reimagining Student Access to Career Opportunities

Desired Outcomes: How we can better serve our students (organizational changes, programmatic changes, communication). Consider the bigger picture and make recommendations for aligning our relationships with employers to improve and scale career opportunities for students.

Recommendation	Actions Needed in 2023-24	Responsible Party	Start Date	Outcome by May, 2024
The Director of Workforce Development, in close collaboration with the Career Center, ensures all programs that are part of the “career on-ramp” constellation of services at the College work together	Hire new Director of Workforce Development	Dean of BDW	Jan 1, 2024	New Director in place facilitating collaboration across programs
	Establish tools and standard operating procedures for CAN Career On-Ramp Collaborative to share information on student and employer engagement.	Dean of PRIE	Jan. 29, 2024	Tool(s) and SOP in place and programs are discussing the information monthly
	Convene CAN “career on-ramp” Collaborative every other week	Deans of PRIE and BDW (until new Director is hired)	Feb. 1, 2024	Bi-weekly meetings take place and are effective in enacting the recommended Vision
	Establish a system to optimize and resolve any equity in access issues with the college job board: College Central	Bob Haick, Max Hartman, Alyssa Lucchini, and Chris Wardell	Feb. 1, 2024	Set baseline of student engagement on College Central and have a plan for improving its reach and effectiveness in place
Students are supported in developing their portfolio of work readiness	Engage all 2023-24 degree and certificate completers in signing up for LinkedIn and linking to CAN Alumni	Interim Workforce Development Director , Bob Haick, and Alyssa Lucchini	Jan. 29, 2024	System is in place and shared with other career on-ramp collaborative staff and instructional program coordinators
	Establish a system so the Career Center can monitor and share information regarding services provided to students (resumes, mock interviews, etc.)	Bob Haick, Max Hartman, Alyssa Lucchini, and Chris Wardell	Jan. 29, 2024	System is in place and shared with other career on-ramp collaborative staff and aligned with Vision Aligned Reporting requirements
Students have experienced several forms of work-based learning (career on-ramps)	Identify current and desired inventory of work-based learning opportunities for students	Deans of PRIE and BDW (until new Director and WEE FT Faculty are hired)	Jan. 29, 2024	The Career On-Ramp collaborative creates an inventory and a system for monitoring student engagement and use the data for Vision Aligned Reporting purposes

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The college culture shifts so that everyone is aware of the opportunities listed above (career on-ramps) and helps students connect to them.	Propose to the President the best method for monitoring and maintaining the inventory (including hire of a new, Work Experience Education Faculty)	Deans of PRIE and BDW (until new Director is hired)	Jan. 29, 2024	Recommendation to the President regarding best process for monitoring and maintaining inventory of WBL
	Career On-Ramp Collaborative meets with Marketing Team to develop a website that aligns and creates consistencies with career and WBL info on the rest of the college website and materials	Deans of PRIE and BDW (until new Director is hired)	Jan. 29, 2024	Career exploration opportunities are clearly and consistently communicated online and in public-facing college materials
Interest Areas are the focal point for career exploration and work-based learning.	Career On-Ramp Collaboratives meet with Interest Area personnel to determine best way to incorporate existing efforts into Interest Areas	Max Hartman and Ron Andrade	Jan. 29, 2024	Recommendation to the President regarding best process for incorporating and coordinating career and WBL in Interest Areas
Our not-for-credit students have access to all the same career on-ramp services... as well as more support to transition to credit programs.	Meet with District (Vice Chancellor McVean and others) to determine feasibility of increasing non-credit offerings at CAN	VPI, Deans of BDW and PRIE	Jan. 29, 2024	Recommendation to the President about how to proceed on this issue
	Determine options for improving the connection and services to Menlo Park students with the main campus and explore WEE/Apprenticeship opportunities to convert not-for-credit students to for-credit students	VPI, Deans of BDW and PRIE	Jan. 29, 2024	Recommendation to the President about how to proceed on this issue
Career pathway programs start in high school, adult school, and in partner programs.	Determine which career on-ramps and pathway programs could begin in High School with Dual Enrollment Director	Mayra Arellano, Stephen Redmond, Daryan Chan, Interim Workforce Development Director	Jan. 29, 2024	Recommendation to the President about how to scale career pathway programs starting in High School
	Meet with Adult School representatives and Transitions	Deans of PRIE and BDW (until new	Jan. 29, 2024	Recommendation to the President regarding best process for addressing

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	Coordinator to identify current obstacles to access	Director is hired) and Adult Ed. Team and Stephen Redmond		issues related to Adult School transitions
The College Alumni Network is strong and transparent in LinkedIn.	Identify best process for getting this year's completers on LinkedIn before they leave	Interim Workforce Development Director & Director of Marketing & Director of Student Life and Leadership	Jan. 29, 2024	Determine baseline of how many alumni are currently on the college and program LinkedIn pages. Identify all completers and monitor and facilitate their access/signing up.
	Identify best process for reaching out to Alumni who are on LinkedIn and creating a community there	Interim Workforce Development Director & Director of Marketing	Jan. 29, 2024	Recommendation to the President for how to do this moving forward, including managing the impact of SMCCCD Foundation
Inform the College's efforts with the Governor's August 31st Career Education Executive Order	Career On-Ramp Collaborative reviews this Order and determines how it will affect CAN and support our efforts	Deans of PRIE and BDW (until new Director is hired)	Jan. 29, 2024	Recommendation to the President