

Career Technical Education Advisory Committee Meetings

CTE Program: Community Mental Health Certificate Department Chair: Beth Freedman
Name of person completing this form: Edith Guillén-Núñez Date completed: April 13, 2018

Section 1. Overview

All Career Technical Education (CTE) programs are required to:

1. **Ensure the CTE Advisory Committee is comprised of a diverse group of individuals:**
 - a. representatives from within the program (faculty, classified, students); and
 - b. individuals external to the college who are actively involved in a variety of segments related to the workforce industry (e.g. local business leaders, compliance and licensing, industry employment agencies and associations).
2. **Meet with the CTE Advisory Committee** at least once per year;
3. **Document the meeting** by following sections 2 and 3 included in this template; and
4. **Submit the signed documentation** to Academic Affairs through the CCSF Office of Workforce and Economic Development (Cloud Hall 308) within 30 days of the meeting.

All CTE programs are encouraged to use a variety of approaches to engage with industry partners, as regularly as possible, to engage in robust and on-going conversations for continuous program improvement. Failure to meet these requirements may impact a program's ability to qualify for college funding (for example, Strong Workforce Program and Perkins funds).

How to meet the requirement:

1. Confirm Members and Membership on the Advisory Committee (http://www.ccsf.edu/en/educational-programs/cte/cte_advisory_committees.html);
 - a. if updates are needed on the webpage, send details to Emelina Santos esantos@ccsf.edu 415.452.7104;
2. Communicate, confirm, and record below your meeting date, time, and location:

Date: 4/13/2018 Time: 5³⁰pm-7³⁰pm Location: 50 Phelan Avenue, MUB 353 Large Conf. Room

3. Create your meeting agenda to address the required areas in Section 3;
4. Disseminate meeting materials (for example: Agenda, Program Review, SLO assessment data, Perkins Core Indicators, Labor Market Information, Certification Passage Rates);
5. Conduct the meeting, keeping minutes/notes of the discussion, using Section 2 to account for meeting participation by both internal and external attendees;
6. Document your meeting in the following way:
 - a. Record attendance and contact information using Section 2 form, feel free to use more than one page;
 - b. Synthesize the outcomes of the meeting discussion, completely filling out Section 3 of this template (CTE Advisory Committee Meeting Minutes);
 - c. Submit this completed form, sections 1, 2, and 3 with a Department Chair signature, along with a copy of the meeting agenda, within 30 days to your Dean.
 - d. Deans need to sign and then forward to the Office of Workforce and Economic Development to the attention of Emelina Santos esantos@ccsf.edu 415.452.7104.

Faculty resources, including templates and suggested best practices, are available http://www.ccsf.edu/en/educational-programs/cte/cte_advisory_committees.html

Section 2. Advisory Committee Members in Attendance Meeting Date 4-13-2018 CTE Program: Health Certificate Community Mental

(External Members) Employers, Industry Associations, Professionals employed in the field

Name	Position	Business Name	Address	Phone	Email	Signature
Remi Perez	Case Mgr. III	HR 360 - Birds Eye	1016 Howard St SF	415-810-1902	remiperez72@gmail.com	
Mike Donfio	Senior Peer Counselor	RAMS Peer Division	1282 Market SF	415-424-0221	MichaelDonfio@ramsinc.org	
Yvonne Davis Johnson	EMH Consultant	552 Landon St SF. Co. 94112		415-931-2355	y.davisjohnson@gmail.com	
Silvia Ramos	SLC Manager	CHARRIS		415-872-6494	silvia@ramosandsons.com	
Cesar Prieto	MTIS SFEP SFEP			415-336-7415	SN111@P10@gmail.com	
Lorena Dela Rosa	Farm Resource Spec	Instituto Fam de la Rosa		415-678-9632	lorena@delarosa.org	

(Internal Members) Faculty, Administrators, Classified Staff, Students

Name	Position	Faculty/Administrators/Classified/Student	Email	Signature
Sal Nunez	CAHC Director	Faculty	snunez@csf.edu	
Edith Guillin Nunez	OMHC Associate Director	Faculty	eguil@csf.edu	
ANDREW CISCEL	LINK CENTER STAFF	Classified	aciscel@csf.edu	
Dina Redman	mental Health Counselor CSST Student Health	Faculty	dina@csf.edu	
Emily Mannelli	CAH Instructor	Faculty	emman@csf.edu	

Section 3. CTE Advisory Committee Meeting Minutes

CTE Program: Community Mental Health Certificate Meeting Date: April 13, 2018

1. Program Review review and feedback

- Discussed funding decrease by SFDPH due to end of Medicinal Drumming Research. Reviewed Medicinal Drumming research – analysis of surveys administered will begin in summer.
- Curriculum updated – Health 103 Community Group Forums and Health 88 Family Systems updated; courses are now cohort model with only students from CMH.
- Refresher course and continuing education courses are still being envisioned and discussed.
- Peer Career Mentor Supportive Services – interviewing potential CMH for fall 2018 internship; currently have 2 CMH alumni volunteers; discussed CAB members as volunteers for PCM.
- Internship challenges – community collaboration with agencies serving Chinese population (Mandarin/Cantonese language) has been difficult. Explored options in expanding internships.

2. Student Learning Outcomes addressing Program Requirements and Course Content review and feedback

- Health 104 – Internship Preparation and Professional Conduct
Outcome 1: Analyze and summarize the expectations and responsibilities of professional conduct, service delivery and field placement

Discussed professional readiness. Focused on the importance of boundaries as a skill in the internship and profession. In addition to boundaries focused on self-care as an essential skill for academic and professional success. Discussed various tools and strategies to teach and practice boundaries and self-care, ie. Grounding and meditation exercises; conflict resolution skills; crisis intervention; trauma informed care; harm reduction

- Health 91D – Introduction to Recovery Model
Outcome 1: Demonstrate readiness for success in the Certificate program.

Discussed tools to assess readiness and student's ability to learn, identify and apply the principles of the program. Discussed assignments that focus on academic and professional readiness.

3. Perkins Core Indicators including Class Pass Rates, Persistence, Completion and Employment Outcomes; and where applicable, Licensure and State Certification Pass Rates review and feedback

- Discussed CMH graduation rate for fall 2017 – 21 students graduating. Graduates have been employed by internship; continue volunteering at internship agency; continue pursuing AA/AS at CCSF; continue with Drug & Alcohol Certificate at CCSF; apply to graduate school for MPH, MSW, Masters in Counseling (pursuing MFT).

4. Labor Market Information demonstrating program continues to meet Labor Market Demand and doesn't represent unnecessary duplication with other programs in the region, review and feedback

Discussed essential skills for graduates based on what front line service providers (peer support; systems navigators; greeters; care managers; intake workers, etc.) are doing in the community:

- Group facilitation skills – essential to learn how to lead a group because groups are in demand within behavioral health agencies.
- Wellness support groups utilizing principle of WRAP.
- Other essential skills include reflective listening, normalizing experiences in the workplace, being intentional about sharing and making community; being flexible; conveying HOPE; cultural humility; meeting people where they are at; systems navigation; resource and referral; building relationships

5. Overall Recommendations for the program

- Continue focusing on professionalism across curriculum.
- Continue outreaching to behavioral health system regarding internship placement.

6. Planned Action Steps based on feedback

- Plan alumni reunion for next academic year 2018/2019.
- Outreach materials provided for recruitment to CMH Certificate.
- Scheduled meeting for alumni reunion committee in September 2018.

Next Meeting Date 4/12/19 **Time** 5:30PM-7:30PM **Location** MUB 353

Signatures: Department Chair: 

School Dean: _____

Associate Vice Chancellor: _____