Mt. San Antonio College
Strong Workforce Advisory Committee (SWAC)
MINUTES
May 5, 2021 3:00 – 4:30 pm
ZOOM https://cccconfer.zoom.us/j/360779881?pwd=clJDS3dOQmJPdm9EeHY3MXhaM2Mydz09

X	Sam Agdasi	X	L.E. Foisia	X	Sarah Plesetz	X	Michelle Sampat (Guest)
X	Kristina Allende		Jennifer Galbraith, Co-Chair	X	Lina Soto	X	Carol Stevens (Guest)
X	Mary Beth Barrios	X	Jonathan Hymer	X	Chisato Uyeki		Jacinta Jocson (Guest)
	Jared Burton	X	Matthew Judd		Peter Gend (Guest)	X	Dejah Swingle (Non-voting)
X	Steven Burgoon	X	Mark Lowentrout				**VACANT** (Student Rep)
X	Susan Chavez		Tami Pearson				**VACANT** (Student Rep)
X	Joshua Christ, Co-Chair	X	Chaz Perea				
Recorder: Kymberly Macala							

	Topic	Outcome
1.	**Approval of April 7ᵗʰ Minutes**	• M. Lowentrout motioned to approve • S. Chavez second the motion • C. Uyeki abstained
2.	**21/22 Regional Projects** Dejah/Jennifer	• The region is working on applications for the 2021-2022 funding. When opportunities to participate arise from these projects Dejah contacts appropriate faculty members to gauge interest. C. Uyeki asked if a list of the submitted projects could be shared with the committee. Dejah said yes and will provide the list once the projects are finalized.
3.	**21/22 Application Process** Dejah	• A new criteria was added saying that a previously-funded new program must be complete before a faculty member can reapply for SWP funding, and the milestone was that the program be listed in the catalog. • K. Allende clarified that inclusion in the catalog does not mean that faculty have completed their roles and responsibilities • The wording was revised to better define when faculty could reapply. • C. Uyeki asked for clarification of the new levels incorporated into the application structure. • M. Lowentrout pointed out that on page 5, "levels" infers that Level One would need to precede Level two—which is not always the case. In this case, each level can exist independently of the other. • Level One now reads: New Program Development up to C & I Approval (optional); Level Two now reads: New Program after C & I Approval • Checkboxes will be added to the application for faculty to specify the level for which they are applying. • Facilities project requirements were clarified under the *Enhancements of Existing Program* section on page 5. • D. Swingle to update all verbiage throughout the application documents per Committee suggestions • C. Uyeki clarified whether Strong Workforce is to develop new

		programs. D. Swingle confirmed that this is true.
		• In previous application packets, guidelines of how many LHE the development of courses/programs should take were included. C. Uyeki reminded the group that everyone works at different paces and we should stay away from defining how long a project should take.
		Service Hours
		• The committee agreed that SWP funding for reassigned time for new program development could be provided after a faculty member's service hours to the college are fulfilled.
		• M. Judd suggested finding a way to verify service hours to the college as part of the application process.
		• A new form was suggested to verify service hours, then utilizing the existing Service Hours forms was suggested.
		• J. Christ proposed a level of trust in our Deans to submit items to this committee without having the committee verify details.
		• J. Christ further posed the question, "How do we want to say this on this form?" It was decided that a checkbox would be added for faculty to confirm they have completed their service hours, and then this will be privately verified by their dean(s).
		• C. Uyeki and K. Allende agreed that it is not this committee's role to questions the Deans and their faculty calculations of their service to the college. D. Swingle will adjust the verbiage to address this.
		• C. Perea had questions about quantifying hours. J. Christ directed him to the area of the process that addresses that under Project Development Guidelines and how LHE is calculated.
		Building Curriculum
		• D. Swingle has a question into HR as to if faculty can be paid as a professional experts concurrently with their teaching assignment.
		• The Arts department has hired faculty as Professional Experts when they might expect to surpass the hours in their contract.
		• Committee agrees to meet again on 5/19 from 3:00 – 4:30 to continue this discussion. SWF Supplementary.
4.	**OTHER –**	•

2020-21 Meetings	**Fall 2020**	**Winter 2021**	**Spring 2021**	
3:00-4:30	~~September 2nd~~	~~January 6th~~	~~March 3rd~~	May 19th (Special meeting)
1st Wednesday of the month	~~October 7th~~	~~February 3rd~~	~~April 7th~~	June 2nd
	~~November 4th~~ CANCELLED		<mark>May 5th</mark>	
	~~December 2nd~~			