

# INSTITUTIONAL ADVISORY COMMISSION

## Virtual Meeting Minutes

September 22, 2020  
10:00 AM – 11:30 AM

Zoom Meeting

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*West-MEC's Institutional Advisory Commission serves as a valued, consultative committee to ensure the district's continual strive to meet the educational and talent pipeline needs of the community.*

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Stephen Weltsch, Assistant  
Superintendent

Katie Mehin, Director of Career  
Services

Preparing Students Today for Tomorrow's Careers

Empower all students to participate fully in the economy by providing and enhancing Career and Technical Education

### MEMBERS PRESENT

Community & Industry Representatives: Dr. Lara Ferry, ASU; Kevin Dumcum, Arizona @ Work; Mayor Tom Schoaf, City of Litchfield; Courtney Ophaug, Banner Estrella Medical Center; Maria Edwards, Mayo Clinic; Audrey Skidmore, MAG; Matthew Clark, Verizon; Christina Oh, Abrazo Health

West-MEC Attendees: Greg Donovan, Jack Erb, Stephen Weltsch, John Mulcahy, Spencer Isom, Chris Cook, Katie Mehin, Lizeth Fils-Aime, Rahsaan Bartet, Joel Wakefield and Layne Perales

### AGENDA

#### Our **WHY**

- Superintendent's Welcome
  - Greg Donovan, *Superintendent*

Superintendent Donovan welcomed Community and Industry Representatives and Mr. Weltsch facilitated introductions. The meeting opened with a focus on West-MEC's WHY - connecting young people to career pathways by providing learners with the technical and professional skills to achieve economic independence.

- West-MEC's Mission and Vision
  - Stephen Weltsch, *Assistant Superintendent*

Mr. Weltsch provided a district overview which included CTEDs (14) from around the state, member district satellite programs (105) and partner programs (4), along with Adult Education opportunities. The CTE delivery model was presented. Mr. Donovan emphasized that all programs are aligned with industry certifications.

- Virtual Tour
  - Chris Cook, *PR Administrator*

Mr. Cook navigated the group through a highly interactive virtual tour of the Aviation Maintenance Technology program among others. Resources were provided for additional virtual tours.

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Our **WHAT**

- Student 2020 Industry Certification & 2019 Placement
  - Katie Mehin, *Career Services Director*

Katie provided a summary of the 2020 student industry certifications along with data captured on students post-secondary placement for 2019 (employment, education and military) related to their field of study. A trend report showing West-MEC is reaching unresponsive students is declining.

Our **HOW**

- Advisory Commission Purpose, Structure, & Program of Work
  - John Mulcahy, *Assistant Superintendent*
  - Rahsaan Bartet, *Community Liaison*
- Scan of Program Advisory Councils
  - Mr. Bartet provided the group with an overview of Advisory Councils (one council per program will establish, operate and evaluate programs). Additionally, council members will offer support with industry best practices, supplies, tools and equipment. Opportunities to engage with the program involve CTSO experiences, work-based learning, guest speaking and internships.
- Growing the Commission & Program Advisory
  - Dr. Mulcahy shared the commission purpose statement and asked for feedback which was expressed among the group. “West-MEC’s Institutional Advisory Commission serves as a valued, consultative committee to ensure the district’s continual strive to meet the educational and talent pipeline needs of the community”.

Mr. Bartet inquired as to the Commissions’ input of program advisories and what is being missed that needs to be addressed. Thank you for your consideration of industry colleagues to serve on our

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Program Advisory Councils. The programs with current openings for representation include:

- Biomedical  
<https://west-mec.edu/biomedical-science/>
- Coding  
<https://west-mec.edu/coding/>
- Energy and Industrial Technology  
<https://west-mec.edu/energy-industrial-technology/>
- Pharmacy Technology  
<https://west-mec.edu/pharmacy-technician/>
- Powersports  
<https://west-mec.edu/powersports/>
- Strategic Plan
  - Joel Wakefield, *PD Director*

Mr. Wakefield provided an overview of West-MEC's strategic plan, including the critical work in each vision element. Commission members were invited to provide feedback on the plan. The district will be concluding the current plan next year and seeking community input on the next strategic plan. Institutional Advisory Commission members were invited to make recommendations on the goals and objectives for the next strategic plan.

- Adult Education Program Review and Update
  - Lizeth Fils-Aime, *Adult Ed*

Lizeth Fils-Aime shared the adult education programs that are currently being offered. She expressed that programs are continuing to grow with FAFSA being offered for Aviation and Welding and will expand to other programs in the future.

#### Our **ASK**

- Meaningful ways to be stay engaged
  - Katie Mehin, *Career Services Director*

Katie Mehin asked Commissioners' what additional partners that they know within or outside of their

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organizations that would like to be engaged with West-MEC Advisory Councils. She provided a link to share with others that would like to get involved:

<http://bit.ly/wm-involve>

General **FEEDBACK**

- Workplace behavior and cultural norms, in addition to technical skills.
- Responsible technology use in the workplace, as well as emphasis on people skills given the prevalence of technology in the future workforce
- Integration of skills and application across programs
- Work-based Experience
- Response of COVID to various industries, particularly health care
- Critical thinking skills
- Articulation to Higher Education
- 8 of the top 10 skill needs are the soft-skills (teamwork, communication, integrity, etc.)
- Resume writing and interviewing skills

Next **STEPS**

- An update on West-MEC's profile for a program completer. Specifically, we will focus on our pilot of the AZ Career Ready Credential and professional skills. As a pre-cursor, please find attached the AZ Department of Education Professional Skills embedded into all of our programs.
- West-MEC's involvement with various city and state efforts, including Superintendent Donovan's seat on MAG's Economic Development Committee.
- A presentation on West-MEC's success in connecting students with post-secondary learning opportunities and creation of articulation agreements.