



**LAH3C Director's Meeting - Minutes
October 2, 2015
LATTC
Meeting Commenced at 10:00 a.m**

New Faculty Orientation:

Date: Monday, 10/5/2015
Time: 3-5 p.m.
Location: LATTC: TE 406

Date: Friday, 10/9/2015
Time: 11:30 am – 1:30 pm
Location: LATTC: MA 07

Instructor Quarterly Meeting

- Conduct meetings after semester is over

Digital Badge Update:

- Need to issue new Badges to Students.
- CPR: Will Rename to Health Care Provider.

Moodle Update:

- Add Resources for Students to Obtain Information, such as a Listening Skills Video on Moodle.
- Will add a simulation link.
- Will add Standard content unless otherwise asked.

LAH3C Book Loan Log

- a. LACC is not loaning Textbooks to students.

Events:

L.A Hire Event:

- LA Mayor Eric Garcetti Event
- Provided Resume Building Workshops, Financial Aid Information and LinkedIn booths to attendees.
- Health Care Workshop: 50 Students attended workshop and provided information regarding programs.

Best Practices Discussion:

a. Recruitment & Outreach

- Target Outreach to Lower Level Health Science Classes, such as Biology and Anatomy.
- Embed important information on program website regarding class schedules and opportunities.
- Attend and participate in Career Fairs.
- Send a mass email to all faculty and students on Moodle Campus wide regarding programs to provide program information.
- Non-Traditional Outreach Strategy - Outreach to High School Students and partnering with LAUSD to provide a pathway into the program.
- Partner with departments within the college in providing and assisting with outreach.
- Make Presentation at staff meetings to team up in outreach efforts.

b. Job Placement

- Need to implement a plan to track and report students that have successfully found jobs post-graduation.
- Implement Portfolium to forever track students that transfer into CSU, UC and LinkedIn Sites to track job placement.
- MCS to speak to the students on the first day of class in order to make a personal connection for future opportunities.

c. Work Readiness Certificate Process

- New Mock Interview will be held January of 2016 that are eligible.
- A way to provide experience and provide a stamp of approval for student to be certified as work ready future employees.
- Need to identify number of eligible students to Chambers in order coordinate Mock interview date and staff to hold event.
- Need to offer test for Mock Interview Invitation for students with sufficient time in order to provide information to Chambers for review

and confirm with students results for Mock Interview invitation for Work Readiness Certificate Process.

d. Capturing Follow-Up Date (Job Placement & Continuing PSE for Completers)

- Will Follow-Up and discuss in Future Meetings.

Announcements

- Have been approved for a 6-month extension on programs grant.