**MEMORANDUM: Mid-Year Report to Executive Staff Member**

To:             Dr. Corey McCray, Vice President for Workforce Solutions

From:          Batanya Gipson, Workforce Solutions Committee Chair

Date:          January 16, 2018

Subject:       Governance Committee Mid-Year Report 2017-2018

**Charge:**

For the 2017-2018 academic year, the Workforce Solutions Committee is charged to address the following:

1. Develop a base of knowledge for Workforce Solutions student intake and a knowledge management plan and procedure for student advising of Workforce Solutions offerings and initiatives.
2. Work with the Workforce Solutions team to develop procedures to cross-walk noncredit courses and training into advance standing (credit for non-credit training) opportunities for Workforce Solutions students and ensure adherence to SACSCOC Principles of Accreditation; in particular Comprehensive Standard 3.4.8 – Noncredit to Credit.

**Goals/Planned Actions/Approved Motions:**

The Workforce Solutions Committee (WSC) held meetings monthly from September through December 2017.  WSC is addressing its charges with the following:

1. Charge 1 - A spreadsheet is being developed in SharePoint that provides basic information about active Workforce Solutions certificate programs for use by TCC advisors and call center staff. WSC will use Fast Forward (WCG) and Complete 2021 credentials as the initial programs to populate the document. The document shows how the workforce credential relates to an academic Career Pathway and will include any existing transfer options to TCC credit programs. The document will be populated with the following information:

   - Workforce Program Name
   - Related Career Pathway
   - Financial Assistance Options
   - Program Length
   - Frequency Offered
   - Transfer Credit Options to TCC

   The AVP for Student Success has reviewed the draft spreadsheet and recommended it to be made available on SharePoint for Student Services Deans' review, input, and implementation recommendations.

2. Charge 2 - Workforce Solutions is working with the TCC Registrar to identify all workforce certificate programs with existing equivalencies. WSC will submit certificate programs without existing credit evaluations to the appropriate Dean or program head for review. Initial programs recommended for review include Welding, CNA, Medical Billing and Coding, and Culinary Arts.

**Other:**
WSC is reviewing its bylaws to ensure its wording is aligned with current TCC nomenclature and accurately reflects the college's reorganization of academic programs. Updates will be submitted to the PAPC for review and approval.