

**College Workplace Program
Committee Meeting**

Date: Feb. 3, 03

Meeting #: 3

Present: Ruth Armstrong, Lita Boudreau, Debra Cava-Pedri, Rebekah Courtney, Don Lovisa, Bob McEwan, Dorothy Roberts, Debbie Sims, Jack Van Kannel

Regrets: Lorraine Boland, Gary Christian, Gary Mauracher

Guests: Cindy Maki

Next Meeting: **February 17 at 3:30 in 282**

Recorder: Jack Van Kannel

Item	Description	Action By	Time Line
1. Introductions	New members of the committee were introduced and welcomed		
2. Minutes	Minutes of the Jan 7 meeting were read and approved		
3. Expanding the committee	A student and parent will be sought to join the committee Dorothy Roberts (Sears) and Wendy Petrone (City TB) have joined. Monique Trudeau (TRB Hospital) and Gary Mauracher (HRDC) are seeking volunteers from their organizations.	Debbie and Bob	Feb 17

Item	Description	Action By	Time Line
4. Curriculum	<p>A proposed one year (two semester) curriculum was presented.</p> <p><i>Language Skills, Math Skills and Life Skills</i> will be taught in both semesters as these areas are deemed the most needed in the workplace. Efforts should be made to make the subject matter practical and applicable to the intended workplace. Where possible efforts should be to individualize subject matter and the use of interest “pods” could be utilized. Computer technology should be embedded in courses wherever possible. The topics of Health and Fitness should be integrated within a course.</p> <p>Subjects in the three broad areas of <i>Human Services, Trades and Business/Hospitality</i> would be appropriate for all students if the focus is on College orientation and career exploration and if the student could quickly branch out into his/her interest area.</p> <p><i>Work Placement</i> in the second semester will probably be for two full days per week and may include evenings and/or weekends, depending on the job demands. Efforts should be made to carry on with the High School co-op where possible and appropriate.</p>		
5. Fly Sheet	<p>The proposed fly sheet was discussed. Several changes were suggested and these will be brought back to the committee at the next meeting.</p>	Debra and Jack	Feb 17
6. Letters of Support	<p>Letters of support were requested and will be sought from the following sources:</p> <ul style="list-style-type: none"> • Lakehead Board • Catholic Board and SEAC • Sears and other retailers • Valhalla Inn 	Debbie Bob Dorothy Ruth	