



## Advisory Board for Workforce Development Annual Report 2017-2018

Dr. Barbara Kopp Miller, Dean of University College, was charged by Dr. Andrew T. Hsu, Provost and Executive Vice President for Academic Affairs, to lead the University's efforts to coordinate workforce development. In this role, Dr. Kopp Miller will oversee the coordination between the University and our community, industry and business partners to ensure the advancement of the success of our region through workforce development. In support of this initiative, Dr. Kopp Miller has created the Office of Workforce Development to be the main contact point for all University-related workforce development activities. Additionally, she serves as the chair of the Advisory Board for the Task Force on Workforce Development.

Dean Kopp Miller began convening the Advisory Board on a monthly basis starting in August 2017.

The Advisory Board has broad representation from all the colleges along with key stakeholders across the University. The charge to the Advisory Board is twofold. First, members serve in an advisory role to the Dean of University College on the workforce development activities within the University of Toledo. Additionally, the Advisory Board provides updates on local, regional and state opportunities to advance the University's workforce development initiatives.

In September, the Advisory Board addressed the need to create the Office of Workforce Development. This Office, located within University College, was identified as the entry portal into the University. Mark Ray, Director of Off-Campus and Extended Programming, agreed to serve as the primary contact for the Office. A website was created with the URL shared across colleges and both campuses.

Following the creation of the Office of Workforce Development, Dean Kopp Miller asked the Advisory Board to create a mission statement. The mission statement was approved by the provost in at the end of September.

In October 2017, the Advisory Board began work on a survey intended to identify the current and planned workforce activities across the University. To be inclusive, the survey utilized a broad definition of workforce activities. *"A workforce initiative is being defined as any partnership, formal or informal, involving a UT employee and an outside for-profit or non-profit*

*organization; for example, teaching at Jeep, training at Cooper Tire, leadership classes, or grant writing partnerships with local businesses.”*

Workforce activities may include instruction and/research, although these activities are not the primary focus but internships, co-ops, field experiences, practicum, or clinical rotations should not be included in this working definition.

Working with the Office of Institutional Research, the survey was sent out to all on both campuses along with professional staff serving in administrative roles (director level and higher) on the main campus. The survey with ninety-one (91) respondents, identified twenty-nine (29) workforce activities currently underway. With almost all of the colleges represented in the responses, faculty and staff identified workforce activities with business and industries, such as the Jeep, Dana Corporation and First Solar, along with non-profits, such as the East Toledo Family Center, Lucas County Jobs and Family Services, the Toledo Museum of Art, the Toledo Repertoire Theatre, education organizations, such as Career Tech Prep, SKILLSUSA, and the Toledo Public Schools, just to name a few. The responses from the survey are being followed up with individual interviews intended to serve as the basis for a broader review by the Provost, College Deans and other senior administrators. After this broader review, the workforce activities identified in the survey became the foundation for the Workforce Initiatives Database under development.

In January, at the direction of the Provost, the Advisory Board created a Working Group to begin to develop procedures for establishing workforce activities at the University. The Working Group also reviewed University policies for application to workforce development activities. Modeled on the Office of Research and Sponsored Programs, the Working Group, led by Dr. Kopp Miller presented draft procedures along with a submission form. The goal is to monitor and coordinate workforce development activities across the University.

After approval by the Advisory Board, the submission form and procedures were reviewed and approved by the Provost. Dr. Kopp Miller presented the submission form and procedures for Workforce Development to the Deans along with a presentation to the Provost's Staff and the Faculty Senate Executive Committee. The Deans approved the procedures and the submission form in late April 2018.

As the year closes, the database on Workforce Development Activities at the University is in its final stages prior to wider release. The Advisory Board has reviewed a draft Communication Plan to begin with the fall 2018 term. Presentations at New Faculty Orientation, Faculty Senate, and Graduate Council along with press coverage is intended to increase awareness of the Office of Workforce Development and contribute to further collaborations across campus.

At the final meeting for 2017-2018 academic year, the Advisory Board will be establishing both short term and long term goals align with the University's Strategic Plan.