

800893

MINNESOTA  
OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

FY '79  
ANNUAL REPORT

MINNESOTA OCCUPATIONAL  
INFORMATION COORDINATING  
COMMITTEE  
690 AMERICAN CENTER BLDG.  
150 EAST KELLOGG BOULEVARD  
ST. PAUL, MINNESOTA 55101



**INTERAGENCY  
COMMITTEE MEMBERS:**

*Assistant Commissioner  
Division of  
Vocational-Technical Education*

*Assistant Commissioner  
Division of Vocational Rehabilitation*

*Assistant Commissioner  
Employment and Training Division*

*Director  
Office of Statewide  
CETA Coordination*

LEGISLATIVE REFERENCE LIBRARY  
STATE OF MINNESOTA

PROJECT STATUS REPORT  
FOR  
FISCAL YEARS 1979 - 1980

*December, 1979*

## I N T R O D U C T I O N

The Minnesota Occupational Information Coordinating Committee (MOICC) was organized in 1978 as an inter-agency effort to coordinate the occupational materials produced and delivered in the State with the informational needs of user groups including counselors, job development and placement staff, program planners and managers. To accomplish this goal MOICC staff has initiated a number of activities and projects including those described in the report.

Each year a part of the grant MOICC receives from the federal government includes discretionary funds to be used to facilitate communication and cooperation among occupational information producers and users. This report describes 3 projects funded with MOICC discretionary dollars and one supported by CETA/Education Linkages funds. The descriptions identify accomplishments during FY'79 and outline project activities during the coming year.

If you are interested in more information about MOICC projects, please call John Cosgrove (612) 296-2072. Your responses will be appreciated.

MOICC  
PROJECT STATUS REPORT

PROJECT TITLE: "Guidebook of Occupational Information Sources"  
COST: MOICC Discretionary Funds (Part B) \$3,000

The major project objective was to inform occupational information users of the availability of supply, demand and characteristics data, and to identify sources for each type. The "Guidebook" emphasizes uses and applications of existing information, and describes the functions of many information services and offices. The "Guidebook" (1500 copies) will be distributed to the offices and service points of the four signatory agencies as well as to secondary and post-secondary institutions and other organizations.

Information on data sources and services were collected by MOICC staff with valuable assistance from Technical Advisory Council members and from the staff of other programs described in the "Guidebook". Although it has not been distributed yet, the data collection and review efforts associated with "Guidebook" preparations have clarified the MOICC coordinative role for many of the participants. We anticipate that "Guidebook" distribution will have similar results with other occupational information user and producer groups. As of October 1, 1979, the "Guidebook" was being printed and will be distributed as soon as possible.

PROJECT TITLE: "Trainers Guide to Understanding and Use of Occupational Information"  
COST: MOICC Discretionary Funds (Part B) \$2,500

The purpose of this project was to wrap a training package around the "Guidebook" described above. The primary audiences for the "Trainers Guide" are the signatory agencies, other user groups and, to a lesser extent, those involved in production of occupational information.

A training consultant prepared the materials working closely with staff and the MOICC training committee. This project paralleled the development of the "Guidebook" utilizing data collected in that project. The "Guidebook" will be used as part of the package during the conduct of training sessions.

The "Trainers Guide" project was completed on October 1, 1979 with the submittal of five sets of guides, participant manuals, and visual aids. Four sets have been distributed to the training officials from MOICC agencies (who also functioned as our training subcommittee) and the last one is being reviewed by MOICC national office staff. All MOICC agencies have identified ways to utilize these training materials during the coming year.

MOICC  
PROJECT STATUS REPORT

PROJECT TITLE: "MOICC User Needs Survey"  
COST: MOICC Discretionary Funds (Part B) \$28,000

Following the identification of occupational information sources in Minnesota, the MOICC determined that user groups would be surveyed to identify their needs for occupational information. The Users Needs Survey will identify the availability and utility of information they receive and help MOICC set priorities for the development of new occupational information and/or information services. Occupational information delivery services, user groups, and ultimately job seekers, students, employers, unions, etc., are the audiences for this project.

The survey will be conducted primarily by mail with selected telephone follow-up where non-response becomes problematic. Survey responses will be reviewed and analyzed during early 1980 with a final report due from the consultant by March 15, 1980. MOICC staff and its Technical Advisory Council have been closely involved in instrument design, pre-test and sample selection and will participate in preliminary review and analysis of project results.

It is expected that survey results will provide agenda items for many training activities and workshops during the coming year. In addition, we plan to refine survey results, findings and recommendations during meetings with a variety of information producer and user groups.

PROJECT TITLE: "MOICC Training Intern"  
COST: CETA/EDUCATION LINKAGE FUNDS \$5,000

The training intern will identify training needs, contact and schedule trainers and resource persons, schedule activities and facilities, and prepare reports on participant evaluations of training activities. Occupational information producers and user groups as well as MOICC agency staff will be the primary audiences.

The training intern will be under the direction of MOICC staff and will work closely with MOICC's training committee. MOICC staff and the training committee reviewed progress on the FY '79 Training Plan and decided it was necessary to assign additional resources if objectives were to be met.

The committee recommended funding a part-time position through the Governor's Intern Program. Three graduate students have been interviewed and an intern selected to work half-time through FY '80. With the assistance of the intern, MOICC training activities emanating from the three projects described above will be accomplished. MOICC efforts are complemented by the addition of this outside funding to implement those activities shown on the FY '80 Training Plan.