



**2019-20 ADMINISTRATIVE UNIT PROGRAM REVIEW**  
**UNIT: Adult Education**

**STATEMENT OF PURPOSE:**

- Review and reflect on the support of student learning, with the goal of assessment and improvement of program effectiveness
- Provide a forum for each unit's findings to be included in institutional planning processes
- Create written records of what is working well, what can be improved, and specific plans for implementing chosen improvements
- Collect information that will contribute to institutional assessment and improvement

**INSTRUCTIONS:** This program review covers the timeframe between fall 2018 and fall 2019. The planning is identified for spring 2020 and academic year 2020-2021.

**I. MISSION**

A. State the current program mission

To develop, enhance, and expand programs and services in coordination with regional partners and in support of statewide initiatives in order to address existing service gaps between agencies and increase access to and success in college.

B. The mission of Las Positas College is the following:

*Las Positas College is an inclusive, student-centered institution providing learning opportunities and support for completion of transfer, degree, basic skills, career-technical, and retraining goals.*

Discuss how the program/service area supports the college mission.

The Adult Education Program helps to expand the inclusiveness of the college by reducing barriers to entry and offering basic skills, career-technical, and retraining programs and services.

C. List the major functions/duties of your unit.

1. Manage adult education related grants and funding sources; track college expenses and coordinate with Chabot and the District for the purpose of completing annual plan, budgeting, and expense reporting in NOVA.

2. Participate in Adult Education Program Consortia planning in the formulation, implementation and evaluation of program objectives and priorities.

3. In collaboration with assigned partners, develop milestones and timelines; track and report goals, outcomes, and deliverables to all program stakeholders.

4. Work with faculty and staff to develop programs, including high school concurrent enrollment opportunities, services and support innovative curricula that assist students to succeed in transitioning from high school to the College's Career Education (CE) and transfer pathways.

5. Establish appropriate linkages to special populations or community groups served; promote project/program through participation in advocacy groups, associations or other local, regional or national organizations.

6. Provide regular reports to management and State agencies as requested; ensure that programs are in compliance with State guidelines.

## II. GOALS AND OBJECTIVES

A. Since the last Administrative Unit Program Review, what objectives, initiatives, or plans have been achieved and how?

- Developed a 3-year plan with the MACC including annual checkpoints; recruited and onboarded a new consortium Director, Tim

Combs.

- Partnered with faculty to develop a noncredit Horticulture certificate program offered to Older Adults and Adults with Disabilities through Pleasanton Adult and Career Education.
- Serves as liaison between the district office and the MACC Consortium, including preparing and entering data on annual plan, budget, and quarterly expenses in NOVA.

B. Major Goals and Objectives for Spring 2020 and AY 2020-21.

Major Goals and/or Objectives	Start Date	Status: Ongoing, date completion anticipated	Need Assistance in order to complete goal or objective (reference applicable resource request page)	Educational Master Plan (EMP) Goals or Planning Priorities linked to this Goal/Objective
1. Streamline a referral process to connect prospective adult school students to LPC; partner with on campus constituents to conduct a “warm hand-off” and facilitate reverse referrals as needed.	May 2020	Ongoing	Partnership with Student Services	A4 B3 D1
2. Develop a task force or committee for the oversight of Adult Education initiatives on campus	Sept 2020	Nov 2020		A1 B1, 2, 3 C2
3. Partner with FCI to reinstate and expand inmate education programs	Sept 2020	Ongoing		A2, 4, 6 B2
4. Collaborate with LPC faculty and area high schools to implement College and Career Access Pathways	March 2020	Jan 2020		A3, 4 B1, 2, 4

(CCAP) Agreements that will expand Dual Enrollment Offerings and increase access to college courses				
5. Conduct research and facilitate a community needs assessment regarding Students with Disabilities.	Sept 2020	Jan 2020	Partnership with Institutional Research Office and DSPS	A2,3,5,6 B1

### III. STAFFING

#### A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2015	2016	2017	2018	2019	2020-2021	2021-2022
Administration	0	1	1	1	1	1	1
Supervisory							
Classified Staff FT							
Classified Staff PT					1		
Confidential Staff FT							
<b>Total Full Time Equivalent Staff</b>		1.0	1.0	1.0	1.5	1.0	1.0

#### B. Staffing Needs

**NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)**

<p><b>List Staff Positions Needed for Academic Year _____</b></p> <p>Place titles on list in order (rank) or importance.</p>	<p><b>Indicate (N) = New or (R) = Replacement</b></p>	<p><b>Estimated Annual Total Cost</b></p>	<p><b>EMP Goals or Planning Priorities Linked to Position</b></p>
<p><b>1.</b></p> <p><u>Reason:</u></p>			
<p><b>2.</b></p> <p><u>Reason:</u></p>			
<p><b>3.</b></p> <p><u>Reason:</u></p>			
<p><b>4.</b></p> <p><u>Reason:</u></p>			
<p><b>5.</b></p> <p><u>Reason:</u></p>			
<p><b>6.</b></p> <p><u>Reason:</u></p>			

**IV. FACILITIES**

A. Facilities Needs

**FACILITIES NEEDS**

<p><b>List the Facilities Need and the Reason</b></p> <p>N/A – There is no need for dedicated facilities for the Adult Education Program, other than the program office.</p>	<p><b>EMP Goals or Planning Priorities Linked to Position</b></p>
<p>1.</p> <p><u>Reason:</u></p>	
<p>2.</p> <p><u>Reason:</u></p>	
<p>3.</p> <p><u>Reason:</u></p>	
<p>4.</p> <p><u>Reason:</u></p>	
<p>5.</p> <p><u>Reason:</u></p>	
<p>6.</p> <p><u>Reason:</u></p>	

**V. TECHNOLOGY AND EQUIPMENT**

A. Technology and Equipment Needs

## TECHNOLOGY AND EQUIPMENT NEEDS

<p><b>List the Technology and Equipment Needs</b></p> <p>Place titles on list in order (rank) or importance.</p>	<p><b>Indicate (N) = New or (R) = Replacement</b></p>	<p><b>Estimated Annual Total Cost of Ownership</b></p>	<p><b>EMP Goals or Planning Priorities Linked to Position</b></p>
<p><b>1.</b></p> <p><u>Reason:</u></p>			
<p><b>2.</b></p> <p><u>Reason:</u></p>			
<p><b>3.</b></p> <p><u>Reason:</u></p>			
<p><b>4.</b></p> <p><u>Reason:</u></p>			
<p><b>5.</b></p> <p><u>Reason:</u></p>			
<p><b>6.</b></p> <p><u>Reason:</u></p>			

## VI. PROFESSIONAL DEVELOPMENT

### Professional Development Needs

<p><b>List Professional Development Needs.</b> Reasons might include in response to assessment findings or the need to update skills to comply with state, federal, professional organization requirements or the need to update skills/competencies. Please be as specific and as brief as possible. Some items may not have a direct cost, but reflect the need to spend current staff time differently. Place items on list in order (rank) or importance.</p>	Annual TC			<p><b>EMP Goals or Planning Priorities Linked to Position</b></p>
	Cost per item	Number Requested	Total Cost	
<p><b>1. Adult Education and/or Administrative related conferences</b></p> <p><u>Reason:</u> to stay abreast the latest trends and current issues as well as best practices and research that will support my work.</p>	\$1500	3	\$4500	<p><b>D3</b></p> <p><b>D4</b></p>
<p><b>2.</b></p> <p><u>Reason:</u></p>				
<p><b>3.</b></p> <p><u>Reason:</u></p>				
<p><b>4.</b></p> <p><u>Reason:</u></p>				



<b>5.</b> <u>Reason:</u>				
<b>6.</b> <u>Reason:</u>				