



2019-20 ADMINISTRATIVE UNIT PROGRAM REVIEW
UNIT: Career and Technical Education Office

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

The mission of the Career & Technical Education (CTE) Office is to provide project management to expand, enhance and develop CTE programs offered by Las Positas 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 Career & Technical Education (CTE) Office develops and manages grant funded projects to provide learning opportunities for students while increasing transfer, degree, basic skills, career-technical, and retraining goals throughout execution of the projects.

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

1. Comprehensive development and project management of CTE related grants including but not limited to: Vocational Technical Education Act (aka Perkins), Career Pathways Trust, Strong Workforce Program, CTE Transitions, and miscellaneous contracts as needed.
2. Development and sustainability of regional high school, ROP, and adult school articulation process.
3. Develop and foster relationships with faculty, administrators, business/industry, and regional secondary/postsecondary institutions.
4. Coordinate and supervise CTE Outreach Specialists.

II. GOALS AND OBJECTIVES

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

1. 100% grant certification of budgets and workplans managed.
2. Successful development and award of CVC OEI grant (BANQ).
3. Successful implementation of CATEMA electronic articulation processing 1046 students and 3923 credits.
4. Recruited and hired two CTE Outreach Specialists.

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. Development and Management of Career Technical Education Grants and Contracts	Fall 2019	Ongoing	No	<p>EMP: A. Educational Excellence (A1, A2, A6); B. Community Collaboration (B1, B2, B3, B4) C. Supportive Organizations Resources (C1, C2); D. Organizational Effectiveness (D3)</p> <p>PP: Provide necessary institutional support for curriculum development and maintenance; Expand tutoring services to meet demand and support students success in Basic Skills, CTE, and Transfer courses.</p>
2. Facilitate all Career Technical Education Advisory Boards	Fall 2019	Ongoing	No	EMP: B. Community

				<p>Collaboration (B1, B2, B3, B4)</p> <p>PP: Provide necessary institutional support for curriculum development and maintenance; Establish regular and ongoing processes to implement best practices to meet ACCJC standards (II).</p>
3. Build capacity with the High School, ROP, and/or Adult School Articulation Infrastructure	Fall 2019	Ongoing	No	<p>EMP: A. Educational Excellence (A1, A2, A6); B. Community Collaboration (B1, B2, B3, B4)</p> <p>PP: Provide necessary infrastructure support for curriculum development</p>

				and maintenance.
4. Implement a new collaborative with Strong Workforce Program funds and K12.	Fall 2019	Ongoing	No	<p>EMP: A. Educational Excellence (A1, A2, A6); B. Community Collaboration (B1, B2, B3, B4) C. Supportive Organizations Resources (C1, C2); D. Organizational Effectiveness (D3)</p> <p>PP: Provide necessary institutional support for curriculum development and maintenance; Expand tutoring services to meet demand and support students success in Basic Skills, CTE, and Transfer courses.</p>

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	1	1	1	1	1	1	1
Supervisory	0	0	0	0	0	0	0
Classified Staff FT	0	0	0	0	2	2	2
Classified Staff PT	2	2	2	2	0	0	0
Confidential Staff FT	0	0	0	0	0	0	0
Total Full Time Equivalent Staff	3	3	3	3	3	3	3

B. Staffing Needs

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)

<p>List Staff Positions Needed for Academic Year _____</p> <p>Place titles on list in order (rank) or importance.</p>	<p>Indicate (N) = New or (R) = Replacement</p>	<p>Estimated Annual Total Cost</p>	<p>EMP Goals or Planning Priorities Linked to Position</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>			
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IV. FACILITIES

A. Facilities Needs

FACILITIES NEEDS

<p>List the Facilities Need and the Reason</p>	<p>EMP Goals or Planning Priorities Linked to Position</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>	

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

V. TECHNOLOGY AND EQUIPMENT

A. Technology and Equipment Needs

TECHNOLOGY AND EQUIPMENT NEEDS

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

3. <u>Reason:</u>			
4. <u>Reason:</u>			
5. <u>Reason:</u>			
6. <u>Reason:</u>			

VI. PROFESSIONAL DEVELOPMENT

Professional Development Needs

List Professional Development Needs. 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.	Annual TC			EMP Goals or Planning Priorities Linked to Position
	Cost per item	Number Requested	Total Cost	

1. <u>Reason:</u>				
2. <u>Reason:</u>				
3. <u>Reason:</u>				
4. <u>Reason:</u>				
5. <u>Reason:</u>				
6. <u>Reason:</u>				