

**2015-16 ADMINISTRATIVE UNIT PROGRAM REVIEW**

**UNIT: Career Technical Education Office**

**DUE DATE TO VPs/President: March 22, 2016**

**DUE DATE FOR VP/President Summaries: April 7, 2016**

**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 time frame AY 2014-2015 and Fall 2015, inclusive. The planning identified is for Spring 2016 and academic year 2016-2017.

# MISSION

## State the current program mission

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| 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. |

## The mission of Las Positas College is,

*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.

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| 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. |

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

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| 1. Comprehensive development and project management of CTE related grants including but not limited to: Vocational Technical Education Act (aka Perkins), Career Pathways Trust, Trade Assistance Act CCCT , Career Technical Education Enhancement Fund, Proposition 39, Adult Education Block Grant, and miscellaneous contracts (e.g. Alameda County Workforce Investment Board). |
| 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. |

# GOALS AND OBJECTIVES

A. Major Goals and Objectives for Spring 2016 and AY 2016-17.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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) | EMP Goals or Planning Priorities linked to this Goal/Objective |
| 1. Development and Management of Career Technical Education Grants and Contracts | Fall 2015 | Ongoing | No | EMP: A. Educational Excellence (A1, A2, A6); B. Community Collaboration (B1, B2, B3, B4) C. Supportive Organizations Resources (C1, C2); D. Organizational Effectiveness (D3)  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. |
| 2. Facilitate all Career Technical Education Advisory Boards | Fall 2015 | Ongoing | No | EMP: B. Community Collaboration (B1, B2, B3, B4)  PP: Provide necessary institutional support for curriculum development and maintenance; Establish regular and ongoing processes to implement best practices to meet ACCJC standards (II). |
| 3. Build capacity with the High School, ROP, and/or Adult School Articulation Infrastructure | Fall 2015 | Ongoing | No | EMP: A. Educational Excellence (A1, A2, A6); B. Community Collaboration (B1, B2, B3, B4)  PP: Provide necessary infrastructure support for curriculum development and maintenance. |
| 4. Implement a Work-Based Learning Initiative | Fall 2015 | Ongoing | No | EMP: A. Educational Excellence (A6)  PP: Provide necessary infrastructure support for curriculum development and maintenance. |

# PROGRAM ASSESSMENT/ADMINISTRATIVE UNIT OUTCOMES

Program Assessment Planning for Spring 2016 and AY 2016-17

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| --- | --- | --- | --- | --- | --- |
| Administrative Unit Outcome to be Assessed | What assessment methods do you plan to use? | When will assessment be conducted and reviewed? | What result, target, or value will represent success at achieving this outcome? | How do you anticipate using the results from the assessment? | Educational Master Plan Goals or Planning Priorities Linked to AUOs |
| CTE grant and contract reports (qualitative and quantitative) developed and submitted timely. | Audit reports from funders | Quarterly and/or annual basis | 100% | N/A | EMP: C. Supportive Organizations Resources (C1, C2)  PP: Establish regular and ongoing processes to implement best practices to meet ACCJC standards |
| CTE Advisory Boards expanded, meetings delivered, and minutes submitted. | CTE faculty survey | Annual | 90% | Increase activities based on deficiencies | EMP: B. Community Collaboration (B1, B2, B3, B4)  PP: Provide necessary institutional support for curriculum development and maintenance; Establish regular and ongoing processes to implement best practices to meet ACCJC standards |

# STAFFING

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position** | **Staffing Levels for Each of the Previous Five Years** | | | | | | **Anticipated total staff needed** | |
| **2011** | **2012** | **2013** | **2014** | **2015** |  | **2016-2017** | **2017-2018** |
| Administration | 1 | 1 | 1 | 1 | 1 |  | 1 | 1 |
| **Total Full Time Equivalent Staff** | 1 | 1 | 1 | 1 | 1 |  | 1 | 1 |

# NEW OR REPLACEMENT STAFF (NOT APPLICABLE)

# FACILITIES (NOT APPLICABLE)

# TECHNOLOGY AND EQUIPMENT (NOT APPLICABLE)

# 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** | | |
| Cost per item | Number Requested | Total Cost |
| **1. Formal Training in Banner FIMS**  Reason: A project manager responsible for budgeting should be able to pull their own financial reports from an FIMS. | **0** | 1 | **0** |