



2021-22 ADMINISTRATIVE UNIT PROGRAM REVIEW
UNIT: Adult Education

*****Please submit your completed Program Review to Sheri Moore by 12 pm on January 20th, 2022 to Sheri Moore.*****

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

Timeframe: This program review reflects on the time period between spring 2021 through fall 2021 and plans for spring 2022 through fall 2022.

I. MISSION

A. State the current program mission

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

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

Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

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?

- Facilitated several meetings with key campus partners from Student Equity and Achievement, CalWORKS, and Outreach to determine points of collaboration.
- Collaborated with STEM instructional faculty and Livermore High School to offer CS 7: Computer Programming to students in spring 2022.
- Corresponded with STEM instructional faculty to plan to offer CS 1: Computing Fundamentals and other courses at Livermore High School in Fall 2022. Continuing to explore creating a CS pathway from LVJUSD to LPC.
- Reviewed the California Department of Education Data Quest and Livermore Valley Joint Unified School District sites to gather preliminary data about Black/African American identified students.
- Consulted with WestEd to produce an Economic Workforce Development Strategic Plan to align and guide the education, workforce, and economic planning goals of the college. This work resulted in a comprehensive SWOT analysis, an analysis of labor market trends and outlook, and synthesized goals and strategies to be implemented institution-wide.
- Met with MEB Consulting to discuss the needs of Black students in Livermore Schools and to explore a potential partnership with the African American Scholars Program.

B. Major Goals and Objectives for Spring 2022 through Fall 2022.

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. Expand CCAP Agreements with HS and Adult School partners to increase SCFF metrics	Jan 22	Ongoing		A, B
2. Develop dual enrollment and prison education handbooks including processes, FAQs, and faculty resources	Jan 22	Aug 22		D

3. Amplify the REACH initiative; collect, assess, and discuss data related to historical marginalized student groups; implement an action plan to close equity gaps	Jan 22	May 24		A, E
4. Collaborate with learning community coordinators and outreach specialists to connect affinity groups with LPC ed opportunities	Jan 22	Ongoing		A, B, E
5.				

III. STAFFING

A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2017	2018	2019	2020	2021	2022-2023	2023-2024
Administration	1	1	1	1	1	1	1
Supervisory							
Classified Staff FT							
Classified Staff PT				1			
Confidential Staff FT							

Total Full Time Equivalent Staff	1.0	1.0	1.0	1.5	1.0		1.0	1.0
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B. Staffing Needs

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)

<p>List Staff Positions Needed for Academic Year _____ 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. <u>Reason:</u></p>			
<p>2. <u>Reason:</u></p>			
<p>3. <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>			

IV. FACILITIES

A. Facilities Needs

FACILITIES NEEDS

List the Facilities Need and the Reason	EMP Goals or Planning Priorities Linked to Position
<p>1.</p> <p><u>Reason:</u></p>	
<p>2.</p> <p><u>Reason:</u></p>	
<p>3.</p> <p><u>Reason:</u></p>	

4. <u>Reason:</u>	
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

<p>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.</p>	Annual TC			EMP Goals or Planning Priorities Linked to Position
	Cost per item	Number Requested	Total Cost	
<p>1. <u>Reason:</u> to stay abreast the latest trends and current issues as well as best practices and</p>	\$1500	3	\$4500	D3 D4

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