



2021-2022 ADMINISTRATIVE UNIT PROGRAM REVIEW
UNIT: CTE Project Manager Office

*****Please submit your completed Program Review by 12 pm on Thursday, 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

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 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 CTE office develops and manages grant funded projects to provide learning opportunities for students while increasing transfer, certificate/degree completion, career-technical, and retraining goals through successful execution of CTE 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: Perkins Title V; Strong Workforce Program; and miscellaneous grants/contracts as needed.

2. Development and sustainability of regional high school, ROP, and adult school articulation processes and awards.

3. Labor Market Information report and analysis for new program development.

4. Coordinate and supervise CTE Outreach Specialists.

5. Coordinate the curriculum recommendation from the Bay Area Community College Consortia.

6. Collaborate with the District Office on Apprenticeship program development.

II. GOALS AND OBJECTIVES

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

100% grant certification of budgets and workplans managed; Go-Live with Program Mapper and Career Coach technology; successful implementation of CATEMA electronic articulation processing; supervision and evaluation of two CTE Outreach Specialists; obtained BACCC recommendation of two new certificates/degrees; facilitated the annual update of Year 2 Career Guide.

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. Development and management of Career Technical Education grants and contracts including Perkins V and Strong Workforce Program; collaborate with college grants development consultant to submit workforce development based grants.	Spring 2022	Ongoing	No	EMP: A. Educational Excellence (A1, A2, A8); D. Organizational Effectiveness (D3) PP: Provide necessary institutional support for curriculum development and maintenance.
2. Partner with District Office Apprenticeship Director on a California Apprenticeship Innovation grant for the Robert Half International Information Security Analyst Apprenticeship program; development of a minimum of two Apprenticeship programs (ECE, Behavioral Health, and TBD) with an emphasis on equity.	Spring 2022	March, 2022	No	EMP: A. Educational Excellence (A1, A2, A8); B. Community Collaboration (B1, B2, B3, B4); D. Organizational Effectiveness

				(D3)
3. Work with Paramedic Professional Specialist and faculty to develop CoAMSP accreditation report.	Spring 2022	March, 2022	No	EMP: A. Educational Excellence (A1, A2, A6); D. Organizational Effectiveness (D3)
4. Work with faculty to develop new certificate programs that may be obtained within one year; Provide oversight with the annual update of the Year 2 Career Guide.	Spring 2022	Ongoing	No	EMP: A. Educational Excellence (A1, A2, A8)
5. Supervise the facilitation of CTE program Advisory Boards; Assist faculty with recruitment of new Advisory Board members; perform needs assessments of workforce needs with local employers.	Spring 2022	Ongoing	No	EMP: B. Community Collaboration (B1, B2, B3, B4)

				implement best practices to meet ACCJC standard's (II).
6. Increase enrollment of CTE programs through effective marketing strategies, specifically the development of program focused videos with an emphasis on equity.	Spring 2022	May, 2022	Yes	Educational Excellence (A1, A2, A8); D. Organizational Effectiveness (D3)

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					2	2.5	2.5
Classified Staff PT							
Confidential Staff FT							

Total Full Time Equivalent Staff	1	1	1	1	3		3.5	3.5
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B. Staffing Needs

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)

<p>List Staff Positions Needed for Academic Year <u>2021-2022</u></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. Marketing Coordinator (50% funded by CTE)</p> <p><u>Reason:</u> CTE specific marketing; District approved job description to be approved for college specific - http://districtazure.clpccd.org/hr/files/docs/jobs/MktgCommAssoc.pdf</p>	<p>(N)</p>	<p>\$48,824.25 (\$32,549.50 Salary; \$16,274.75 Benefits)</p>	<p>EMP: A. Educational Excellence (A1, A2, A6); D. Organizational Effectiveness (D3)</p>
<p>2.</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>	

V. TECHNOLOGY AND EQUIPMENT

A. Technology and Equipment Needs

TECHNOLOGY AND EQUIPMENT NEEDS

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

<p>1.</p> <p><u>Reason:</u></p>			
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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.</p> <p><u>Reason:</u></p>				
<p>2.</p> <p><u>Reason:</u></p>				