

Present VESL curriculum concept to the Academic Senate for approval to move forward.

- Activity 1.1: Prepare a case statement to include the following information about the VESL curriculum: (a) needed resources, (b) relationship to mission, (c) course sequence, (d) LMI, (e) FTEF required, (f) implementation schedule, (g) PSLOs, and (h) program map.
- Activity 1.2: Request to be placed on the Academic Senate Agenda
- Activity 1.3: Present information to Academic Senate

VESL for Retail is a noncredit, short-term, CDCP certificate of completion designed for high-beginning and intermediate ESL students seeking immediate employment. Students gain knowledge in occupation-specific application and intake processes, terminology and communication skills, as well as an understanding of company culture, such as benefits and promotion opportunities. Upon completion of the VESL for Retail program, students will be provided the opportunity to interview with our retail partners.

(a) needed resources: outreach, including application workshop/registration assistance; use of SCFF and/or CTE funds

(b) relationship to mission:

The Las Positas College ESL program is successful and efficient in preparing students for rigorous academic study and serving the academic and higher education goals of local ESL students. The VESL program, however, will serve a separate, underserved population, the local job-seeking immigrant, refugee and asylee population, with the goal of connecting students with limited English proficiency (LEPs) directly to employers seeking new hires. Currently, there are no similar Vocational ESL courses in the Tri-Valley. The LPC VESL program would fill a need in our local community by serving both our immigrant population, as well as our local business partners.

The COVID pandemic has completely changed the way that we work, and the available employment opportunities. The VESL Certificate program supports the LPC mission of providing “inclusive, equity-focused... educational opportunities...for... students’ career-technical goals”. It also support our Values Statement by, “Responding to the needs of the ever-changing workplace and society.”

(c) course sequence:

(a) Certificate of Completion:

(a) Two courses, 20 hours total: VESL for Retail 1, VESL for Retail 2

(d) LMI:

1. I met with local Community Based Organizations to inquire about client need/interest, and to ensure the program doesn’t overlap with existing programs. Organizations included: International Refugee Campaign offices in Oakland and San Jose; La Familia in Pleasanton; Tri-Valley Career Center; Tri-Valley Adult Schools (Transition Specialist). All groups were enthusiastic about supporting the LPC VESL Program.

2. Please see attached LMI from Whole Foods Partner

- (e) FTEF required: minimal FTEF required, funded by ESL FTEF and/or SCFF/CTE
- (f) implementation schedule:
 - 1. Senate approval February 2021
 - 2. Curriculum submitted to Curriculum Committee April 2021
 - 3. Initial Pilot VESL 1 May 2021
 - 4. Initial Pilot VESL 2 Fall 2021
 - 5. Curriculum approval Spring 2022
- (g) PSLOs:
 - (a) Upon completion of the Certificate of Completion in VESL for Retail, students are able to demonstrate an ability to complete required initial application documents for a retail position.
 - (b) Upon completion of the Certificate of Completion in VESL for Retail, students are able to secure an interview for a retail position.
 - (c) Upon completion of the Certificate of Completion in VESL for Retail, students are able to demonstrate an awareness of company culture, such as benefits and promotion opportunities.
 - (d) Upon completion of the Certificate of Completion in VESL for Retail, students are able to use occupation-specific terminology and communication skills with common phrases for interacting with employers and co-workers
- (h) Program map (course sequence)
 - (a) VESL for Retail 1 (10 hours, 0 units, No prerequisites): application/assessment, conversational support/interview strategies, first day training, benefits training, post-hire support (week 1-4 follow up)
 - (b) VESL for Retail 2 (10 hours, 0 units, Prerequisite - VESL for Retail 1): cross-training, company culture, promotion strategies, conversational support/engaging with co-workers, benefits training

Specific Partner - Whole Foods Market, Dublin

- Committing to guest speakers, current employee diversity training, point person/language partners, connecting us with their regional recruiter
- Benefits: grocery discount, medical, minimum wage (\$15), access to LPC resources (bus pass, etc)