



2016-17 ADMINISTRATIVE UNIT PROGRAM REVIEW
UNIT: CTE 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 fall 2015 and spring 2016, inclusive. The planning is identified for spring 2017 and academic year 2017-2018.

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,

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 Technical Education Transitions (aka TechPrep), Career Pathways Trust (three grants), Career Technical Education Enhancement Fund, Proposition 39, Adult Education Block Grant, Strong Workforce Program, and miscellaneous contracts/grants as assigned.
2. Development and sustainability of regional high school, ROP, and adult school articulation policy and procedures.
3. Develop and foster relationships with faculty, administrators, business/industry, and regional secondary/postsecondary institutions.

II. GOALS AND OBJECTIVES

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

Successful project and fiscal management of seven funds; increased articulations with high schools, ROP's, and adult schools; implementation of CATEMA online portal; implementation of College Central Network online portal; and, implementation of a Work-Based Learning Initiative; facilitation of eight advisory board meetings Spring 2015 and Fall 2015; and, leadership for the Strong Workforce Program Local Planning Team.

B. Major Goals and Objectives for Spring 2017 and AY 2017-18.

<p>1. Development and Management of Career Technical Education Grants and Contracts</p>	<p>Spring 2017, AY 2017-2018</p>	<p>Ongoing</p>	<p>No</p>	<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</p>
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				Transfer courses.
2. Facilitate all Career Technical Education Advisory Boards	Spring 2017, AY 2017-2018	Ongoing	No	<p>EMP: B. Community 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	Spring 2017, AY 2017-2018	Ongoing	No	<p>EMP: A. Educational Excellence (A1, A2, A6); B. Community Collaboration (B1, B2, B3, B4)</p> <p>PP: Provide necessary infrastructure</p>

				support for curriculum development and maintenance.
4. Implement a Work-Based Learning Initiative	Spring 2017, AY 2017-2018	Ongoing	No	EMP: A. Educational Excellence (A6) PP: Provide necessary infrastructure support for curriculum development and maintenance.
5. Implement Strong Workforce Program	Spring 2017, AY 2017-2018	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.
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III. PROGRAM ASSESSMENT/ADMINISTRATIVE UNIT OUTCOMES

A. Program Assessments for spring 2016 and fall 2016, (please include the results of the fall 2016 Administrative Offices User Survey).

Administrative Unit Outcome that was Assessed	What assessment methods did you use?	What result did you get?	How will you use the results of the assessment?	Educational Master Plan Goals or Planning Priorities Linked to AUOs
CTE Office	Administrative Office User Survey	Of the 66 respondents, 4% (2.64) were dissatisfied, 11% (7.26) neither satisfied nor dissatisfied, 48% (31.68) satisfied, and 37% (24.42) very satisfied. The comment received included: The CTE Office is very effective and gets things done but could be more personable at times.....	I will attempt to be more personable to campus constituents. It would be nice to know who made the comment and who the 2.64 respondents were so that I could coddle them as needed.	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.
CTE grant and contract reports (qualitative and quantitative) developed and submitted timely.	Audit reports from funders; grant expenditures reimbursed.	100%	Continued performance of efficient budget and work plan management.	C. Supportive Organizations Resources (C1, C2); PP: Establish regular and ongoing processes to implement best practices to meet ACCJC standards.

B. Program Assessment Planning for fall 2016 and AY 2017-18

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	<p>EMP: C. Supportive Organizations Resources (C1, C2)</p> <p>PP: Establish regular and ongoing processes to implement best practices to meet ACCJC standards</p>
CTE Advisory Boards expanded, meetings delivered, and minutes submitted.	CTE faculty survey	Annual	90%	Increase activities based on deficiencies	<p>EMP: B. Community Collaboration (B1, B2, B3, B4)</p> <p>PP: Provide necessary institutional support for curriculum development and</p>

						maintenance; Establish regular and ongoing processes to implement best practices to meet ACCJC standards
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IV. STAFFING

A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years						Anticipated total staff needed	
	2012	2013	2014	2015	2016		2017-2018	2018-2019
Administration	1	1	1	1	1		1	1
Total Full Time Equivalent Staff	1	1	1	1	1		1	1

B. Staffing Needs

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified) – NOT APPLICABLE

V. FACILITIES - NOT APPLICABLE

VI. TECHNOLOGY AND EQUIPMENT

A. Technology and Equipment Needs

List the Technology and Equipment Needs Place titles on list in order (rank) or importance.	Indicate (N) = New or (R) = Replacement	Estimated Annual Total Cost of Ownership	EMP Goals or Planning Priorities Linked to Position
1. CTE Office Workstation <u>Reason:</u> Mine is slow and outdated (model from 2009)	R	\$2500 (onetime)	N/A

VII. 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. Formal Training in Banner FIMS Reporting <u>Reason:</u> A project manager responsible for budgeting should be able to pull their own financial reports from an FIMS.				