



Program Review Report

Community Advancement: Career Pathways

Facilities & Equipment Assessment

What resources does the office/program currently have? Attach any documents in the next field.

The department has no permanent offices for staff or facilities for instruction. Director's office is located in the Science building in an existing instructor's office and is on loan from the Dean of Natural Sciences. Part-time staff is located in the ITEC Start Center with permission of the Dean from I & T.

All personnel have computers/laptops and District issued software.

What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.

Currently the Director's office is vacant, and job is posted. Two SSP managers, and various part-time individuals are on staff to work on the deliverables of various grants related to the duties of the department. The department needs permanent dedicated centralized office space for director and staff. The space required includes director's office and 3 cubicles located on the main campus.

Of the current resources of the office/program, what resources are not being utilized to its fullest extent or as they are intended to be used? How could these resources be repurposed to support the goals and outcomes of the office/program? Attach any documents in the next field.

None applies. Operation is lean and is funded by grants so resources are consumed per "statement of work" of grant.

Technology & Software Assessment

What resources does the office/program currently have? Attach any documents in the next field.

All personnel have computers/laptops and District issued software.

What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.

The department needs two portable computer labs and hot spots to help with adult school programs and provide students the necessary technology to succeed in their courses of study. The laptops and cart needed to be portable to allow them to be moved from classroom to classroom to supplement instruction as needed. In addition, they are also used to assess adult learners using various online tools.

Of the current resources of the office/program, what resources are not being utilized to its fullest extent or as they are intended to be used? How could these resources be repurposed to support the goals and outcomes of the office/program? Attach any documents in the next field.

None applies. Operation is lean and relies on grants to purchase what is necessary to execute the grant.

Staffing Assessment

What resources does the office/program currently have? Attach any documents in the next field.

Currently the Director's office is vacant, and job is posted. Two SSP managers, and various part time individuals are on staff to work on grants as needed. Part time staff is hired as new grants are received.

- The Director provides leadership in establishing, delivering, and expanding educational programs for the District, including adult education, apprenticeships, and other work-based learning programs. Liaises with strategic partners,

including the South Bay Adult Education Consortium, employers, and others. Applies for and secures grant funds that are designed to prepare and support learners in gaining education, experience, and skills which will help them reach their education and career goals. The director oversees the SSP managers and part-time staff.

- The SSP managers are responsible for managing and supporting the career pathway adult school student population and working with faculty and staff to improve or enhance educational outcomes. The managers are responsible for fostering a student-centered, customer-service oriented environment within the department and for promoting cross collaborative efforts with other student-support offices across the campus.
- Part-time staff are hired as needed per grant scope of work.

What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.

A permanent administrative assistant is needed to help Director with administrative duties. A clerical assistant is needed to perform a variety of routine clerical, general office duties within the department and provide customer service to the students served and do other related work as required. Since program lacks administrative help, department relies on others for administrative support and these efforts hinder the operation of the department. In effect, it makes the department less efficient and impacts timely service to students.

Of the current resources of the office/program, what resources are not being utilized to its fullest extent or as they are intended to be used? How could these resources be repurposed to support the goals and outcomes of the office/program? Attach any documents in the next field.

As mentioned above, office is understaffed and only hires staff as needed to serve grants under management.

Goal Description: Improve the Adult School-to-College Model

Re-engineer the adult school-to-college model for the South Bay Adult Education Consortium.

* **Goal Status:** Not Started

* **Goal Cycle(s):** July 2021 - June 2025

Actions

Action - The director will work with the Adult School Directors and CTE departments on campus to re-engineer existing bridge programs that will result in increased student enrollments, needed student support services, and success in matriculating students to ECC. (Active)

* **Performance indicator/accomplishment:** Number of students that matriculate from the Adult Schools to ECC.

* **Target:** An increase of 10% in the number of students that matriculate annually.

Goal Description: Expand Apprenticeship Programs

Expand apprenticeship programs in Industry 4.0 careers (i.e. IT, Cyber, Cloud, smart manufacturing, AR/VR, etc.).

* **Goal Status:** Not Started

* **Goal Cycle(s):** July 2021 - June 2025

Actions

Action - The director will seek out companies that will support new Industry 4.0 apprenticeship programs and create those programs that connect to employment for students. Industry 4.0 apprenticeship pathways would include: IT, Cyber, Cloud, Smart Manufacturing, AR/VR, etc. Use existing staff to recruit employers. These efforts will be ongoing from year 1 thru 4. (Active)

* **Performance indicator/accomplishment:** Students that enroll in an apprenticeship program will have industry 4.0 career option that connects to employers in the region.

* **Target:** Add one Industry 4.0 apprenticeship program connected to regional employers annually.

Action - The director and CTE faculty will develop the apprenticeship program curriculum for each Industry 4.0 apprenticeship occupation embraced by industry using contracted curriculum designers. These efforts will be ongoing from year 1 thru 4. (Active)

* **Performance indicator/accomplishment:** Instructional content/programing developed for the apprenticeship program.

* **Target:** One apprenticeship program fully completed annually.

Action - The director with the help of the ECC marketing department will develop and launch a marketing campaign to recruit students for Industry 4.0 apprenticeships using existing staff. Marketing campaign will be completed year 1 and run year 2 thru 4. (Active)

* **Performance indicator/accomplishment:** Marketing materials/campaign created and launched.

* **Target:** 85% of students in a related Industry 4.0 field of study will receive a marketing message on available apprenticeship programs for them.

Goal Description: Work-based Learning Model

Create a work-based learning model designed to supplement and enhance classroom and lab-based learning.

* **Goal Status:** Not Started

* **Goal Cycle(s):** July 2021 - June 2025

Actions

Action - The director will develop with industry a work-based learning model program that will give students on the job learning experience that enhances their education. Develop this program with existing staff. This program will be developed in year 1. (Active)

* **Performance indicator/accomplishment:** A work-based learning model will be created that is embraced by employers in the region.

* **Target:** 25 employers will utilize a work-based learning model .

Action - The director with the help of the ECC marketing department will develop and launch a marketing campaign to recruit employers to adopt a work-based learning model using existing staff. Marketing campaign will be developed in year 1 and run year 2 thru 4. (Active)

* **Performance indicator/accomplishment:** Marketing materials/campaign created and launched.

* **Target:** 2,800 employers in the region will receive the marketing campaign.

Action - Director will develop and launch an awareness campaign to recruit students for work-based learning experience opportunities using existing staff. The awareness campaign will be developed in year 1 and run years 2 thru 4.(Active)

* **Performance indicator/accomplishment:** Awareness campaign developed and launched.

* **Target:** 85% of students in targeted CTE pathways will receive a marketing message on available work-based learning opportunities.

Goal Description: Seek Out Sources of Funding

Seek out sources of funds (i.e. grants, corporate and other) to fund goals.

* **Goal Status:** Not Started

* **Goal Cycle(s):** July 2021 - June 2025

Actions

Action - The director will seek out and apply to grants and other funding that will support the goals of this plan. Utilize existing staff and grant office to accomplish this action. These efforts will be ongoing from year 1 thru 4. (Active)

* **Performance indicator/accomplishment:** Seek out and write proposals for funding from various government, foundations and corporate sponsors to support the goals of this plan.

* **Target:** Eight proposals will be written annually.

Outcome Description: Adult School Student Matriculate to ECC

Students that enroll in the adult school-to-college program will matriculate to ECC.

*** Outcome Status:** Not Started

*** Outcome Cycle(s):** July 2021 - June 2025

Actions needed to achieve outcome: Work with the Adult Schools and various departments on campus to re-engineer existing bridge programs.

Performance indicator/accomplishment: Number of Adult School students that successfully matriculating to ECC.

Target: An annual increase of 10% in the number of students that matriculate to ECC.

Data Used to Assess AO

Enrollment records of adult schools.(Active)

Performance Indicator/Accomplishment: Students that successfully enroll at ECC from the adult

Target: An annual increase of 10%.

Outcome Description: New Apprenticeship Programs Developed

Students will have the option of taking new apprenticeship programs in Industry 4.0 careers (i.e. IT, Cyber, Cloud, smart manufacturing, AR/VR, etc.).

*** Outcome Status:** Not Started

*** Outcome Cycle(s):** July 2021 - June 2025

Actions needed to achieve outcome: New apprenticeship programs developed.

Performance indicator/accomplishment: Number of apprenticeship programs.

Target: one apprenticeship program completed annually.

Data Used to Assess AO

DAS or DoL registration records(Active)

Performance Indicator/Accomplishment: Number of apprenticeships registered with DoL or DAS.

Target: One program annually.

Outcome Description: Work-based Learning Model Adopted

Students will enter a work-based learning model that supplements and enhances their classroom and lab-based learning.

*** Outcome Status:** Not Started

*** Outcome Cycle(s):** July 2021 - June 2025

Actions needed to achieve outcome: A work-based learning model will be created that is embraced by employers in the region.

Performance indicator/accomplishment: A work-based learning model adopted.

Target: 25 employers will utilize a work-based learning model.

Outcome Description: Sources of funding Secured

4-Year Administrative Outcomes

Funding secured to develop programs like apprenticeships and work-based learning opportunities for students.

*** Outcome Status:** Not Started

*** Outcome Cycle(s):** July 2021 - June 2025

Actions needed to achieve outcome: Seek out and write proposals for funding from various government, foundations and corporate sponsors to support the goals of this plan.

Performance indicator/accomplishment: Number of proposals written and submitted.

Target: Write eight proposals annually.

Data Used to Assess AO

Grants submission records(Active)
Performance Indicator/Accomplishment: Number of proposals written and submitted
Target: Eight proposals will be submitted annually.