

Career Technical Education Department

Annual Planning for Academic Year 2015-2016

Planning Year 2014

Description Of Section

Mission/Connection to College Mission

The Career Technical Education (CTE) section's is the instructional body providing career technical education and workforce development. Career technical Education offered are validated every two years to meet workforce needs in the service area. Programs are offered both in traditional (on ground) and on-line delivery. Sever of our programs are offered entirely online to provide educational opportunities for students in the college service area which might not have the opportunity or means to attend classes in person. CTE programs support the college mission of serving workforce needs in our service area.

Departments:

Administration of Justice Child Development
Allied Health Industrial Arts
Business & Information Technology

Programs, primary responsibility:

Administration of Justice Human Services
Business Licensed Vocational Nursing
Business Office Technology Management
Child Development Medical Assisting
Computer Science Paralegal

Review And Planning

Summary of Areas of Improvement

The CTE Section continued through 2014-15 to plan for continuous quality improvement with each unit focusing on strategic planning. Throughout the year each unit reviewed the incoming data to identify gaps in performance and to make needed adjustments to improve student success and retention. The section utilized a variety of data and other reports to guide in the evaluation of gaps being indicated per unit. The VETA Core Indicators provide programmatic and assessment on the college performance in Sill Attainment (Student Success-Core Indicator1), Student Completion (Core Indicator 2), Persistence (Core Indicator 3), Employment (Core Incubator 4) and Non-traditional Participation (Core Indicator 5) The data being considered is based on cohorts of students that take 12 units in a specific TOPS code. This information was used to evaluate and improve performance at the college. Internal KCCD ODS reports were utilized to capture CTE students at Cerro Coso Community College and provide an overall view of all CTE students and not just segmented cohorts. The information gained has been very useful in showing gaps over the past year, allowing us to address specific gaps in student success.

Progress Made on Prior Year Initiatives

Focus on CTE Student Success and Retention

Progress Made:

Student success and retention has been a focus of Cerro Coso's CTE programs for many years with multiple strategies being tried in the effort to improve student success, retention and outcomes in the section. Identifying students close to completion and/or at completion has been challenging and student have not been completing the process to obtain their certificates and/or degrees. The completion rate for CTE has been a long standing issue and a partnership with the counseling dept. to manually undertake student audits in all CTE areas on order to identify, notify and coach students close to completion or at completion. CTE is continuing to work closely with counseling to identify these students and continue to improve in this area.

Faculty have attended professional conferences, FLEX training, Lynda.com training as well as other online training opportunities in

order to implement best practices in their areas of expertise. It is difficult to quantify the effectiveness of professional development in terms of effectiveness of professional development in terms of direct correlation to student success/retention/completion. Yet it is possible to observe student success/retention/completion via student interest, participation, and educational satisfaction in their educational experience.

There has been implemented a new program review model, based on data driven evidence, advisory committee feedback and trends identified by faculty needs to continue and expand to all programs within the CTE section. Program review data, training and guidance has been available to CCCC faculty throughout the year.

Develop and expand CTE Marketing & Recruitment

Progress Made:

The CTE sections has worked closely with the CCCC Public Information Officer to develop program specific materials, redevelop the CTE brochure, publish public interest stories both on faculty and student and participate in county fairs/community events in order to market the CTE programs.

Expand High School Outreach and Transition into College

Progress Made:

Outreach to the middle and high schools with the service area of Cerro Coso College have continues. VETA and CTEATE grants provided funding to customize CCCC with an opportunity to provide customized presentation to middle and high school students with the information as to the various CTE opportunities CCCC can provide as to the types of CTE careers are available and to provide a context to learning that will recruit students desirous of entering the workforce verses a four year college pathway.

Initiatives for Next Academic Year

Increase the percentage of students who successfully complete 12 units within one year using 2011-12 as the baseline year.

Strategic Plan Goals Addressed:

1

Action Plan:

Action Plan

- Provide tutoring opportunities with CCCC tutoring personnel.
- Provide professional development opportunities for Best Practices.
- Provide opportunities for student participation in college wide events.

Measure of Success:

Objective 1.1: Increase the percentage of students who successfully complete 12 units within one year using 2011-12 as the baseline year.

Expected Completion:

Spring 2016

Person Responsible:

Mike McNair, Department Chairs

Designed:

Student Experience:

2nd Year/Program Completion, First Year, Remediation

The College (CTE Section) will increase its scores on all benchmarks by 2-3% as measured by the Community College Survey of Student Engagement (CCSSEE) 2011 baseline

Strategic Plan Goals Addressed:

2

Action Plan:

- * Work closely with CCCC Institutional Research in determining and following how CTE students have/are scoring.
- * Work closely with Department Chairs in determining where their individual departments are at and how to improve their results.

Measure of Success:

The College (CTE Section) will increase its scores on all benchmarks by 2-3% as measured by the Community College Survey of Student Engagement (CCSSEE) 2011 baseline

Expected Completion:

Spring 2016

Person Responsible:

CTE Dean & Department Chairs

Designed:

It is designed to improve internal unit operations

Student Experience:

2nd Year/Program Completion, Post-Graduation

All programs will reflect community needs as identified by various scanning data, unit plans, and measured by program review

Strategic Plan Goals Addressed:

3,4

Action Plan:

- CTE Dean & Dept. Chairs will evaluate each of the CTE Program reviews.
- CTE Dean & Dept. Chairs will enlist direct support and advice from community/business members participating on each advisory committee.
- * CTE Dean & Dept. Chairs will review Student Learning Outcomes for CTE Programs.
- Utilization of all data bases available to determine the current and estimated future workforce needs in the college service area, district, region and state of California.
- Develop greater partnerships with the various economic committees in the CCCC service area.

Measure of Success:

Objective 3.1: All programs will reflect community needs as identified by various scanning data, unit plans, and measured by program review.

Objective 4.3: Annual assessment of progress on program review, student learning outcome assessment and institutional planning as measured by the Institutional Effectiveness Committee Report Card.

Expected Completion:

Spring 2016

Person Responsible:

CTE Dean & Department Chairs

Designed:

It is designed to improve internal unit operations

Student Experience:

2nd Year/Program Completion, First Year, Intake, Post-Graduation, Remediation

Actively pursue college and district-wide grants that align with the district and college mission and Strategic Plan as measures by the application for minimum of one new grant per college annually

Strategic Plan Goals Addressed:

5

Action Plan:

- CTE Dean and Dept. Chairs partner with Region 5 Deputy Section Navigators in the locating and development of CTE type grants which can benefit colleges in the region.
- CTE Dean and Dept. Chairs partner with KCCD grant writer in locating grants which can benefit the health of the CTE Section.
- CTE Dean and Dept. Chairs research and obtain grants opportunities which will benefit CCCC individually

Measure of Success:

Objective 5.2: Actively pursue college and district-wide grants that align with the district and college mission and Strategic Plan as measures by the application for minimum of one new grant per college annually.

Expected Completion:

Spring 2016

Person Responsible:

CTE Dean & Dept. Chairs

Designed:

It is designed to improve internal unit operations

Student Experience:

2nd Year/Program Completion, First Year, Intake, Post-Graduation, Remediation

Resource Needs

Facilities

Child Development • Continue to need classroom space in the evenings. • Maintenance of CCCCDC classrooms accordingly to the developmentally appropriate guidelines that represent best practices in the field. CIS – Business • The CIS and Business area would benefit from having more than one classroom space. • The screen in 709 needs to be repaired or replaced Administration of Justice

- There is a need for dedicated space where equipment can be stored, set up and left in place for student use. Industrial Arts
- Desks (tables) & chairs to accommodate thirty students for the new welding lab. (RM 147) • A water line ran for the new plasma

cutter. • Additional 120 and 208 volt receptacles for equipment on north wall of Rm 147. • Canopy on Industrial Arts yard splint and part moved to existing welding lab yard (RM 192) • Metal storage rack for new welding lab (Rm 147-198) • Lockers for new welding lab. • Material storage units for welding supplies and consumables (RM 147) • Remove vacuum exhaust from north wall of new welding lab (RM 147) Funding for some of these items can come from various grants. Allied Health • Tables, chairs, and cabinet upgrade for new nursing lab. • Polycom instructor desk (replacement) Rm. 2 Funding for some of these items can come from various grants

Information Technology

Child Development • Two complete computer systems to accommodate two new faculty in fall 2015 • Upgrade for Lisa Fuller's telephone to accommodate phone conferences. CIS – Business • Digital phone with speaker in business office to accommodate phone conferences. • Technology required for classrooms and or online student use in the labs include: Office 2013 including Word, Excel, Access, PowerPoint, and Outlook (at a minimum) for classes and also OneNote is desired as an instructional tool and for student use. Acrobat 11 Professional is requested on at least a pod of computers for use by online students. Plug-ins to support Cengage products such as CengageNow, Aplia, KBPO, and SAM 2013. Internet Explorer, Firefox, and Chrome No changes to SAM 2013 requirements are anticipated for the coming year but existing requirements to support SAM include: For the computer: Processor: Intel Pentium 4 or higher processor required; Intel Centrino or an equivalent multi-core processor recommended Memory: 512 MB RAM required; 1 GB RAM recommended Operating Systems: Windows 7 32- or 64-bit or Windows 8 32- or 64-bit; Macintosh OS X 10.6 Snow Leopard or higher For Audio and Video: Graphics: SVGA Resolution: Minimum recommended 1024 x 768 Color: 32-bit Video Memory: 64 MB minimum; 128 MB recommended Video Card: Modern DirectX compatible For the Network: Internet Connection: 56K modem minimum; broadband connection (cable, DSL, T1 or ISDN) recommended; persistent connection required. For Software and Disk Storage: Web Browsers: 4 MB ? Adobe Flash Player 11 recommended; versions 10.2 or higher have been tested and are supported; versions prior to 10.1 are not supported: 2 MB ? Adobe Reader 8 minimum; 9 recommended: 22.4 MB ? For SAM 2010 Projects: Microsoft Office 2010 Professional for Windows ? For SAM 2013 Projects: Microsoft Office 2013 Professional for Windows, Professional Plus, RT and Office 365 (Home Premium, University) Keyboarding Pro Deluxe Online is web based but requires the following for user functionality: ? KPDO Client Tools ? KPDO WORD 2013 Add-In ? Flash Player 10.3.0 or higher ? Visual Studio Tools for Office 3.0 or higher ? WORD 2013 presence on local drive The Web Professional faculty member needs a subscription to Adobe Creative Cloud for instructional purposes and to stay current in related digital media skills areas. The college used to purchase Adobe licenses for faculty when software was installed from licensed disc media. However, all of Adobe's software is cloud-based now. She is currently paying for this out of pocket. The cost is \$240.00 per year. Visual Studio 13 is also required for the classroom. Administration of Justice * None Industrial Arts • Video projection equipment with wireless connection from computers for rooms 145, 147, 192, & 198. • Instructor stations with computers and document readers. • Computer (Laptop) for fulltime instructor. Allied health • 20 laptop computers with charging cart.

Marketing

Child Development • Marketing of program both online and in print. • Brochures need to be updated. CIS – Business • Creation of separate unit brochures. • Facebook advertising for all units • Bill board advertising. Administration of Justice • Direct marketing to specific targeted groups. Industrial Arts • Update brochures for Industrial Arts • Design a new brochure for the Welding unit. • Create a promotional video for linking to college website. Allied Health • None requested Dean's office A new focus on marketing the CTE section is needed! • Greater exposure in service area, all campuses. o Newspapers o Theaters o Facebook o Twitting o Banners in/across towns o Billboards o Radio • Demographical focused marketing. o Each campus has a different demographic. ? * Community oriented. ? * Student oriented. ? * Business oriented.

Professional Development

Child Development • ESAEYC Conference • Adjunct Summit • State wide conferences. CIS – Business Faculty are recommended to use flex day and various presented "lunch and learn" type professional development activities including Moodle training throughout the year. The department area would like to have a retreat, possibly in Mammoth, to meet with ESCC advisory members and also to work together as a team to share teaching strategies, SLO assessment, strategies for student success/retention and development of Moodle tools for the learning environment. A retreat would also facilitate program and course outcomes assessment related conversation prior to various upcoming program review completions. The department would like to include adjuncts where this is feasible. Additionally, department members will attend conferences, workshops, and retreats, pending funding, as individuals or in groups to expand teaching and technology skills and strategies. Conferences include those such as Cengage Learning, National or California Business Education Association, and others relevant to various program areas, or home built or in-house workshops and/or retreats. Since we cannot always know a year ahead what conferences, workshops, or retreats might be available or appropriate to attend, or know what events might become available, the department requests to have funds set aside to the amount of a minimum of \$2000 per full time faculty for use at department discretion throughout the year. Usually these funds will come as a result of VTEA planning/Perkins funding, but not limited to same if alternate funding may be available. Faculty will write a report outlining the benefit to the students/college/teaching methodologies upon return from a conference or paid off campus event of any nature. Administration of Justice The faculty will use the Public Agency Training Council opportunities to attend certification courses and conferences to maintain field related expertise. Industrial Arts Department members wish to attend conferences,

workshops, or events related to trade skills or teaching/learning skills, as opportunity arises and funding is available. For example: Certified Welding Inspector training for full-time faculty (if qualified) would enable the Welding Program to offer a nationally recognized certificate in Gas Metal Arc Welding (GMAW, MIG). Attend Fabtech/AWS International trade show for welding and fabrication to keep current with the latest technologies, attend workshops, and establish contacts with vendors for materials and equipment. Attend conferences such as California Business Educators Association to gain knowledge of topics such as new strategies for student success/retention, building industry partnerships, aligning pathways with the K-12 system, and using technology in the classroom. Attend Flex Day activities. Allied Health • None requested Deans office Professional development is essential for all staff, faculty and managers to have. • Pedagogical development for faculty. • Best practice development for faculty, staff and managers. • Conferences, symposiums, summits, retreats that benefit both the health of the section as well as the growth of all involved in the delivery of CTE opportunities with Cerro Coso College.

Staffing

Child development • 2 – Child Development faculty members CIS – Business • 1 – Paralegal faculty member • 1 – Computer faculty member Administration of Justice • None requested Industrial Arts • None requested Allied Health • 2 – Nursing faculty members

Resource Requests Not Already Listed In Unit Plans

2000 Category - Classified Staff

Administrative Secretary

Location:

Ridgecrest/IWV

Priority:

High

Strategic Plan Goals Addressed:

1,2,3,4,5

Salary Grade:

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

, Ongoing from General Fund.

Detailed Rationale:

Administrative Secretary position is vacant Dean is in desperate need of help.

Administrative Secretary

Location:

Ridgecrest/IWV

Priority:

High

Strategic Plan Goals Addressed:

1,2,3,4,5

Salary Grade:

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

, Ongoing from Other.

Detailed Rationale:

An Administrative Secretary is disparately needed to assist the dept. chairs in charge of Administration of Justice and Allied Health with the expansive amount of paperwork needed to be continually updated.

This individual can also be utilized by the Office of the Dean to assist with the paperwork pertaining to the various grants for which the office is responsible.

Expenses can be divided by 3.

4000 Category - Supplies and Equipment

Supplies and Equipment for CTE Section

Location:

CC Online, College-wide, EKC Edwards/Cal City, EKC Tehachapi, ESCC Bishop, ESCC Mammoth Lakes, Kern River Valley, Ridgecrest/IWV

Priority:

High

Strategic Plan Goals Addressed:

1,2,3,4,5

Estimated Amount of Funding Requested:

\$102,230.00, Ongoing from General Fund.

Detailed Rationale:

- Child Development - \$ 31,200.00
- Advisory Committee Meetings - \$1,500.00
- Telephone upgrade - \$500.00
- Office supplies – 200.00
- Professional Development - \$14,500
 - o ESAEYC Conference - \$ 3,500.00
 - o Specialized Adjunct training - \$ 6,000.00
 - o Statewide conferences/meetings - \$5,000.00

- CIS – Business - \$ 9,390.00
- o Cisco Partnership - \$500.00

- o Adobe Creative Cloud Subscription - \$240.00
- o Office Supplies - \$200.00
- o Headsets for classroom use - \$450.00
- o Professional Development - \$8,000.00

Administration of Justice \$ \$10,000.00

- o 2015-2016 Public Service: Administration of Justice Annual Planning - \$2000.00
- o Funds to supply office, classrooms, and ranges.
- o Lab supplies - \$2000.00
- o Professional Development - \$2000.00
- * Travel - \$2000.00

Industrial Arts - \$ 39,000.00

- o Instructional materials - \$35,000.
- o Professional Development - \$4000.0

Allied Health -\$ 36,040.00

- o Instructional Supplies - \$ 6,100.00
- o Office Supplies - \$ 1,550.00
- o Conferences - \$ 9,000.00
- o Advisory/Director meetings - \$ 8,540.00
- o Travel - \$ 2350.00
- o Live Scan Reimbursement - \$ 8,500.00

Dean's Office - \$12,000.00

- o Office Supplies \$ 1,000.00
- o Professional Development \$9,000.00
- o Travel - \$ 2,000.00

Total for section - \$ 102,230.00

Administration of Justice - Shooting Simulator

Location:

Ridgecrest/IWV

Priority:

High

Strategic Plan Goals Addressed:

2

Estimated Amount of Funding Requested:

\$ 65,000.00, One-time from Other.

Detailed Rationale:

Purchase of a shooting simulator will provide the department with greater flexibility in expanding opportunities for Administration of Justice student.

Benefit to students: Cost savings on the cost of ammunition. More importantly students can become proficient with fire arms in a much safer manner than currently experienced at a live range.

Administrative of Justice - Training Equipment

Location:

College-wide

Priority:

Medium

Strategic Plan Goals Addressed:

2

Estimated Amount of Funding Requested:

\$15,000.00, One-time from Other.

Detailed Rationale:

In accordance with the revisions to Title 22 Chapter 1.5, First Aid Standards for Public Service Personnel, the Public Service Department will require a substantial increase in medical training equipment to ensure that the department can provide adequate training in adherence with the new guideline provided by the Emergency Medical Services Administration and the Commission on Peace officer's Standards and Training for Learning Domain #34.

5000 Category - Service, Utilities, and Operating Expenses

Heating/Cooling/Pollen in West Bridge Faculty Area

Location:

Ridgecrest/IWV

Priority:

High

Strategic Plan Goals Addressed:

2

Estimated Amount of Funding Requested:

?, Ongoing from General Fund.

Detailed Rationale:

Heating and cooling problems have long been a problem in the west bridge area and needs to be remedied. In addition, there is a pollen problem as it creeps through the HVAC vents of the offices and ends up all over the desk and furniture.

Squad Care Restoration

Location:

Ridgecrest/IWV

Priority:

High

Strategic Plan Goals Addressed:

2

Estimated Amount of Funding Requested:

\$1,000.00, from .

Detailed Rationale:

Maintain the squad cars in working order to ensure the safety of Academy recruits and instructors.

Administration of Justice - Contract Education

Location:

College-wide

Priority:

High

Strategic Plan Goals Addressed:

1,2,3,4,5

Estimated Amount of Funding Requested:

\$ 120,000.00, Ongoing from General Fund.

Detailed Rationale:

To pay professional experts to instruct in the academies.

Administration of Justice - Due's/ Membership

Location:

Ridgecrest/IWV

Priority:

High

Strategic Plan Goals Addressed:

5

Estimated Amount of Funding Requested:

\$200.00, Ongoing from General Fund.

Detailed Rationale:

To pay professional dues and memberships

Location:

Priority:

Strategic Plan Goals Addressed:

Estimated Amount of Funding Requested:

, from .

Detailed Rationale:

Administrative of Justice - Portable Latrine

Location:

Ridgecrest/IWV

Priority:

High

Strategic Plan Goals Addressed:

2

Estimated Amount of Funding Requested:

\$ 400.00, Ongoing from General Fund.

Detailed Rationale:

To provide facilities at shooting range.

6000 Category - Capital Outlay

Allied health - Tables, chairs, cabinets w/locks and Polycom instructor desk

Location:

Ridgecrest/IWV

Priority:

High

Strategic Plan Goals Addressed:

2

Estimated Amount of Funding Requested:

\$38,000.00, One-time from Other.

Detailed Rationale:

To provide adequate tables, chairs, cabinets and polycom instructor station in the new nursing classroom.