

# Continuing Education Department

## Annual Planning for Academic Year 2015-2016

Planning Year 2014

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### Description Of Department/Unit

#### Mission/Connection to College Mission

The Continuing Education Department at Cerro Coso Community College offers innovative educational and cultural opportunities for our community and offers customized training solutions for local employers. This department actively seeks to identify community interests and training needs and to be acknowledged as the provider of choice for high quality training and professional development programs. This department directly supports the college mission by serving our clients and communities with relevance, timeliness, and excellence.

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### Student Equity

#### Student Equity

The Office of Continuing Education did not receive any disaggregated data pertaining to the population we serve. Through the implementation of the on-line registration tool, coming Spring 2015, the data to be collected will only reflect age and gender which will allow an analysis to be completed in future plans.

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### Review And Planning

#### Progress Made on Program Review

##### Continuing Education

##### Year of Last Program Review:

The first program review to be completed Spring 2015.

##### Progress in the last year on Three-Year Strategies:

N/A

##### Progress in the last year on Six-Year Strategies:

N/A

#### Progress Made on Outcome Assessment

AUOs and Assessment plans not yet developed.

##### Type:

AUO

##### Semester Assessed:

##### Target Missed/Gap Detected:

##### Analysis and Plan:

## Progress Made on Prior Year Initiatives

### Initiatives for Next Academic Year

#### Do a Program Review of Continuing Education Programs

**Strategic Plan Goals Addressed:**

4

**Action Plan:**

Complete a Program Review for Continuing Education Program so to examine the program as a whole (services, organization, efficiency, growth), evaluate the strengths and weaknesses, and identify opportunities for improvement.

**Measure of Success:**

Program Review will be completed and gaps identified to drive short and long term initiatives based upon the information received.

**Expected Completion:**

Spring 2015

**Person Responsible:**

College Campus Manager of Continuing Education

**Designed:**

It is designed to improve internal unit operations

**Student Experience:**

#### Develop Learning Outcomes for Continuing Education Programs

**Strategic Plan Goals Addressed:**

3,4

**Action Plan:**

Through completion training with the SLO coordinator, program outcomes and assessment plans will be completed for both the Contract and Community Education offerings.

**Measure of Success:**

Program learning outcomes and assessment plans will be developed and implemented.

**Expected Completion:**

Spring 2016

**Person Responsible:**

College Campus Manager of Continuing Education

**Designed:**

It is designed to increase student success

**Student Experience:**

First Year, Intake, Post-Graduation

### **Identify Gaps in Continuing Education Programs**

#### **Strategic Plan Goals Addressed:**

3

#### **Action Plan:**

Contract Education needs to have a broader outreach to the companies in the surrounding areas Cerro Coso Community College serves, and needs to identify those in positions to schedule training workshops for their employees. To meet this need, the department will actively call and meet with the companies to identify a contact person and present the scope of our training, and continually make contact with the companies to assess training needs and stay relevant.

The department will develop an online Community Education presence that supplements our current credit based offerings.

Community Education needs to have continued planning and implementation of additional course offerings at all of our campuses. The department will develop a course catalog of Community Education offerings for the public.

#### **Measure of Success:**

Success will be measured by the amount of Request for Proposals the department receives as well as an increase in revenue by 25% over the previous year.

Growth of enrollment in courses and the addition of course selections among all campuses and online will measure the success of Community Education.

#### **Expected Completion:**

Fall 2015

#### **Person Responsible:**

College Campus Manager of Continuing Education

#### **Designed:**

It is designed to improve internal unit operations

#### **Student Experience:**

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## **Resource Needs**

### **Facilities**

There are none at this time.

### **Information Technology**

A laptop would be extremely beneficial to take with me when I travel. It will aid with presentations and data tracking. Also, an additional computer screen would be beneficial since I am continuously moving between documents and websites, and Contract and Community Education data.

### **Marketing**

With the development of specialized Community Education courses and a more diverse employee training program, the Continuing Education Department will need to utilize marketing avenues more in the coming year. The use of inserts, advertisements, catalogs and brochures will be beneficial and aid the progress of the program.

## Professional Development

There are two important conferences the College Campus Manager of Continuing Education attends every year. The California Community College Association Occupational Education (CCAOE) and the Central/Mother Lode Regional Consortium conferences provide valuable networking, and the ability to share ideas on market and program trends.

## Staffing

Last year's unit plan called for a Department Assistant. Due to Leadership turn-over, this was postponed. Due to program growth the need is still valid for a part time assistant.

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## Resource Requests

### 1000 Category - Certificated Positions

**Location:**

**Priority:**

**Strategic Plan Goals Addressed:**

**Estimated Amount of Funding Requested:**

, from .

**Detailed Rationale:**

### 2000 Category - Classified Staff

**Department Assistant**

**Location:**

Ridgecrest/IWV

**Priority:**

High

**Strategic Plan Goals Addressed:**

4,5

**Salary Grade:**

**Number of Months:**

12

**Number of Hours per Week:**

19

**Salary Amount:**

\$12,000.00, Ongoing from Other.

**Detailed Rationale:**

1. Describe how the position is linked to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's strategic plan.

In order for the College Campus Manager of Continuing Education to spend time on the development and expansion of the Continuing Education Department, clerical assistance is required to answer phones, manage and order materials, process contract and community education paperwork, and provide general office support.

2. Explain why the work of this position cannot be assigned to current staff.

Current staff is overloaded and cannot provide the support needed to provide the College Campus Manager of Continuing Education time to expand the program offerings and contracts.

3. Describe the impact on the college if the position is not filled.

The department has already experienced growth, and the continued expansion and organization of department will be limited and will not meet the goals.

**4000 Category - Supplies and Equipment**

**Instructional Supplies**

**Location:**

Ridgecrest/IWV

**Priority:**

High

**Strategic Plan Goals Addressed:**

5

**Estimated Amount of Funding Requested:**

\$5,000, Ongoing from Other.

**Detailed Rationale:**

Materials for courses and department use.

**Instructional Supplies**

**Location:**

Kern River Valley

**Priority:**

Medium

**Strategic Plan Goals Addressed:**

5

**Estimated Amount of Funding Requested:**

\$800, Ongoing from Other.

**Detailed Rationale:**

Materials for courses.

**Instructional Supplies**

**Location:**

ESCC Mammoth Lakes

**Priority:**

Medium

**Strategic Plan Goals Addressed:**

5

**Estimated Amount of Funding Requested:**

\$500, Ongoing from Other.

**Detailed Rationale:**

Materials for courses.

**Instructional Supplies**

**Location:**

ESCC Bishop

**Priority:**

Medium

**Strategic Plan Goals Addressed:**

5

**Estimated Amount of Funding Requested:**

\$1,500, Ongoing from Other.

**Detailed Rationale:**

Materials for courses.

**5000 Category - Service, Utilities, and Operating Expenses**

**Continuing Education Trainers and Experts**

**Location:**

Ridgecrest/IWV

**Priority:**

High

**Strategic Plan Goals Addressed:**

2,3

**Estimated Amount of Funding Requested:**

\$8,000, Ongoing from Other.

**Detailed Rationale:**

Provide services and training to community and employers.

**Continuing Education Trainers and Experts**

**Location:**

Kern River Valley

**Priority:**

High

**Strategic Plan Goals Addressed:**

2,3

**Estimated Amount of Funding Requested:**

\$1,500, Ongoing from Other.

**Detailed Rationale:**

Provide services and training to community and employers.

**Location:**

**Priority:**

**Strategic Plan Goals Addressed:**

**Estimated Amount of Funding Requested:**

, from .

**Detailed Rationale:**

**Continuing Education Trainers and Experts**

**Location:**

ESCC Mammoth Lakes

**Priority:**

High

**Strategic Plan Goals Addressed:**

2,3

**Estimated Amount of Funding Requested:**

\$500, Ongoing from Other.

**Detailed Rationale:**

Provide services and training to community and employers.

**Continuing Education Trainers and Experts**

**Location:**

ESCC Bishop

**Priority:**

**Strategic Plan Goals Addressed:**

2,3

**Estimated Amount of Funding Requested:**

\$5,000, Ongoing from Other.

**Detailed Rationale:**

Provide services and training to community and employers.

**Travel**

**Location:**

College-wide

**Priority:**

Medium

**Strategic Plan Goals Addressed:**

2,3

**Estimated Amount of Funding Requested:**

\$4,000, Ongoing from Other.

**Detailed Rationale:**

Professional Development

**Travel**

**Location:**

Kern River Valley

**Priority:**

Medium

**Strategic Plan Goals Addressed:**

2,3

**Estimated Amount of Funding Requested:**



\$200, Ongoing from Other.

**Detailed Rationale:**

Program Growth

**Travel**

**Location:**

ESCC Mammoth Lakes

**Priority:**

Medium

**Strategic Plan Goals Addressed:**

2,3

**Estimated Amount of Funding Requested:**

\$200, Ongoing from Other.

**Detailed Rationale:**

Program Growth

**Travel**

**Location:**

ESCC Bishop

**Priority:**

Medium

**Strategic Plan Goals Addressed:**

2,3

**Estimated Amount of Funding Requested:**

\$200, Ongoing from Other.

**Detailed Rationale:**

Program Growth

**6000 Category - Capital Outlay**

**Laptop**

**Location:**

Ridgecrest/IWV

**Priority:**

Medium

**Strategic Plan Goals Addressed:**

5

**Estimated Amount of Funding Requested:**

\$1,500, One-time from Other.

**Detailed Rationale:**

A laptop would be extremely beneficial to take with me when I travel. It will aid with presentations and data tracking.

**Computer Screen**

**Location:**

Ridgecrest/IWV

**Priority:**

Medium

**Strategic Plan Goals Addressed:**

5

**Estimated Amount of Funding Requested:**

\$500, One-time from Other.

**Detailed Rationale:**

An additional computer screen would be beneficial since I am continuously moving between documents and websites, and Contract and Community Education data.