Career Technical Education Department
ASP for Academic Year 2022-2023
November 2021

Description Of Section

Connection to College Mission

The Career Technical Education (CTE) section is the instructional body providing Career Technical Education and Workforce Development opportunities for Cerro Coso Community College. The college offers Career Technical Education local and industry recognized certificates as well as associate degrees for transfer and local associate degree programs. Career Technical Education programs are reviewed and validated every two years to meet workforce needs in their service area. Programs are offered either in a traditional (in-person) venue or via online coursework. Several of the programs are offered entirely online to provide educational opportunities for students who may not have the opportunity or means to attend classes at the college's physical sites. CTE programs support the college mission of serving workforce needs within the college service area. There are five CTE departments at Cerro Coso Community College: Allied Health; Business and Information Technology; Child Development; Industrial Arts; and Public Safety/Administration of Justice.

Review And Planning

Performance and Equity Gaps Still to be Addressed

The CTE Section continued through 2019-2020 to plan for continuous quality improvement with each unit focusing on strategic planning and narrowing or closing equity and achievement gaps. 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 including The VTEA Core Indicators to provide programmatic and assessment on the college performance. 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.

ALLIED HEALTH The Allied Health programs continue to struggle with low enrollment of students under 19 and males in the programs as a whole. This is consistent with Allied Health programs throughout the state of California. The national rate shows men comprise roughly 9 percent of nursing. Allied Health will take steps to encourage more male enrollment and younger enrollment through continual outreach at the high schools and various recruitment events. The dual enrollment program at the high school level is increasing and should yield enrollment of younger students. Advisory members will also be included in the enrollment efforts and advertising campaigns.

BUSINESS AND INFORMATION TECHNOLOGY There has been improvement in achievement gaps for business overall and many of the performance indicators are at or above the college average. Equity gaps among African American, Filipino, Asian, Pacific Islander, Hispanic, and American Indian are still to be addressed in Office Technology, Cyber Security and Paralegal programs, as retention and success levels are below college success rates. In the Cyber Security program, progress in success from 2019-20 and 2020-21 increased from 39% to 50%, however in comparison to the college average (69%) there is still room for improvement. Progress in retention from 2019-20 and 2020-21 increased from 55% to 74%, compared to the college average of 86%. In the Paralegal program, equity gaps among African Americans had a large drop in success rates from 75% to 42% and retention also dropped, though not as drastically. Steps have been taken to address high textbook costs, using the Early Alert system in Navigate, and promoting student services programs to assist students in addressing these gaps.

CHILD DEVELOPMENT This department has shown improvement in previously identified equity gaps and continues to make strides to improve the success and retention rates of Hispanic/Latino, socio-economically disadvantaged, and groups between 20-24 years of age. The success rates of economically disadvantaged and the 20-24 years of age groups decreased in 2020-21. While the success rates for Hispanic/Latino groups went up in 2020-21 (to 72%), it is still lower than the college

average overall (77%). The Child Development department continues to implement strategies to address these equity gaps, including the development of low-cost/OER textbooks for courses, embedded tutoring support online, and promoting student services programs to assist students.

INDUSTRIAL ARTS There continues to be a gap in the number of females enrolling in the welding program. The completion rate for females (88%) is lower than males (94%) in the welding program, but is comparable to the collegewide average completion rate for females (88%) overall. The program plans to expand the number of dual enrollment course offerings, which could increase the number of non traditional and female enrollment.

PUBLIC SERVICE/ADMINISTRATION OF JUSTICE There continues to be a gap in the number of female enrollment. Females tend to enroll more in the online courses, but have a lower level of success than males in the same online course (81% to 91%). Steps are being taken to ensure a reflective hiring practice that encourages female participation in the program, along with effective marketing and outreach strategies that include a diverse student population.

Last Year's Initiatives

Refine and Create CTE programs and pathways to include Industry Recognized Certifications and Associate Degrees for Transfer

COMPLETED

The following new programs have been created to address this initiative:

- Digital Media and Marketing Certificate of Achievement
- Welding Processes Certificate of Achievement
- Entrepreneurship Certificate of Achievement
- Cloud Computing Certificate of Achievement
- Linux Operating System Certificate of Achievement
- Medical Billing Certificate of Achievement
- Medical Coding Certificate of Achievement
- Law, Public Policy, and Society Associate of Arts for Transfer
- Police Academy - Modules 1 and 2 (including modification of courses)

IN PROGRESS

The following new programs are in progress or early development:

- Industrial Processes Technician Certificate of Achievement
- Addiction Counseling Studies Certificate of Achievement
- Forestry
- Wildland Fire Technology

CTE departments are taking significant effort to increase dual enrollment offerings in local service area high schools and in collaboration with the Adult Education programs. Collaboration among high school instructors to ensure pathways are in alignment will encourage student success into the transition to college programs.

Modernize and Refine the Industrial Technology Program and Facilities

COMPLETED

- Modernization of the welding lab to meet changing industry standards for equipment and provide more work stations
- Redesign the welding lecture space to be an optimal learning environment
- Update the welding lab to modern standards and pleasing aesthetics for an optimal learning environment

IN PROGRESS

- Industrial Process Technician Certificate of Achievement
- Finalizing the furniture needs for the newly renovated and modernized welding lab

- Welding Processes certificate pathway schedule refinement for the Tehachapi campus

NOT ATTEMPTED

The following program was not attempted and will be <u>removed</u> from future initiatives:

- A transferable Associate degree that leads into transfer to our sister college Bachelor program in Industrial Automation.

Implementation of Student Success Initiatives

Initiative: Directed & Focused

CTE departments chose to focus on "Directed & Focused: Early Communication and Feedback" during this planning cycle, which came at an optimal time during the pandemic. Faculty increased student engagement where possible, reached out and provided timely feedback and communication, and referred students to support services as needed.

Initiatives for Next Academic Year

Increase CTE Program Pathways & Enrollment

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

The dean, in conjunction with the faculty chairs, advisory boards, college administration, lead faculty, local businesses, and students will determine which appropriate program refinement or new program, certification, or degree programs should be offered in the future. This will be a continuing initiative and focus for the CTE department as it is a main objective, duty, and goal of the CTE department to be constantly refining, improving, and aligning its programs, pathways, certificates, and degrees in accordance with the region's economic and workforce needs.

Program alteration will be scrutinized for alignment with the new funding formula, and all programs must meet metrics provided for in SWP/ VTEA goals and outcomes in order to be approved for funding. New programs will be evaluated on the following criteria: Existence of a Labor Market Information showing demand for the program; an existing student population interested in the program; and appropriate resources available to make the program successful (industry support, financial and facility resources as well as a potential instructor pool and appropriate local technical expertise). Additionally, we will concentrate on programs that offer 9 and 16 unit certificates that lead to living wage employment. All programs must meet either degree for transfer, certification, and/ or employment in their field with a living wage. Program curriculum will be developed and taken through both local and state wide curriculum processes.

Early Observational Data, or "Lead" Measure(s):

INCREASE # of CTE PATHWAYS

- Hold annual advisory committee meetings and gather input for new programs, pathways, certificates, and degrees
- Network and develop employer engagement to guide pathway development
- Develop curriculum for new programs, pathways, certificates, and degrees
- Continue progress on the RN Associates degree in Allied Health
- Continue progress towards Addiction Studies certificate and accreditation
- Continue progress on the AWS pilot grant with the Chancellor's office to develop cloud computing courses
- Develop a Forestry and Natural Resources Management program pathway
- Develop a Wildland Fire Technology program pathway with focus on work experience and credit-for-prior-learning
- Develop a Forklift Operating certificate/course

INCREASE CTE ENROLLMENT

- Hold annual advisory committee meetings and market programs to employers to assist with outreach

- Increase employer engagement and work based learning opportunities for students
- Expand Paralegal program to be ABA certified
- Develop dual enrollment opportunities at all sites, also in collaboration with Adult Education
- Articulate high school courses that are not eligible for dual enrollment
- Develop credit-for-prior-learning standards to move students closer to earning CTE awards
- Create and distribute modernized marketing materials that represent a diverse student population
- Attend and create opportunities for career day and outreach events at feeder high schools
- Submit courses through the POCR process for inclusion on the OEI network
- Decrease barriers to students in course materials, moving towards OER when possible
- Implement more diverse curriculum content
- Improved marketing strategies to include representation of a diverse student population
- Revamp the Business Office Technology pathway
- Increase CTE course pathways in the prison program

Does the department request help developing these instruments?

No

Institutional Performance Data, or "Lag" Measure(s):

- Increased enrollment in CTE programs and courses
- Increased completion rates and CTE awards
- Increased number of students employed in a related field after completion
- Increased number of students completing 9+ CTE units in one year
- Increased number of CTE program pathways offered at the college
- Increased number of dual enrollment courses being offered
- Increased number of CTE course sections offered in the prison program
- Development of a credit-for-prior-learning standard for CTE courses, as applicable

Person Responsible:

Dean, Faculty Chairs, Faculty Leads, Faculty, Employer Engagement/Advisory Boards

Unit gap or institutional goals addressed:

It addresses a Strategic Plan goal or objective

Non-credit Course Development

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

As part of a statewide and district initiative, CTE will research and develop potential non-credit opportunities that satisfy Career Development and College Preparation (CDCP) programs.

Early Observational Data, or "Lead" Measure(s):

- Labor market demand research will be conducted
- Current courses will be evaluated for effectiveness as non-credit; including duplicate offerings as both credit/non-credit
- Community need for CTE courses that align with the CDCP program guidelines

Does the department request help developing these instruments?

No

Institutional Performance Data, or "Lag" Measure(s):

- Submission of non-credit course curriculum through CIC
- Promotion and offering of non-credit courses on the schedule

Person Responsible:

Dean, Faculty Chairs, Faculty Leads, Faculty

Unit gap or institutional goals addressed:

It addresses a Strategic Plan goal or objective

Resource Needs

Facilities

ALLIED HEALTH This section plan supports the needs to update common area to increase functionality for student use, including the addition of new cabinetry in skills lab area for storage of at-risk items. Alternative funding can be used.

BUSINESS AND INFORMATION TECHNOLOGY This section plan continues to support the development of a dedicated IT/Cyber Security classroom space at the IWV campus. Alternative funding can be used.

CHILD DEVELOPMENT The section plan supports the Child Development Program's support of the Child Development Center's facilities needs, especially those involving the safety of children and staff. This is a duplicate request from last year.

INDUSTRIAL ARTS This section plan continues to support the upgraded facility requests listed in the INDA unit plan for the welding lab. To the extent possible, alternative funding should be used unless it falls directly under maintenance and safety requests in which general funds should support.

PUBLIC SERVICE/ADMINISTRATION OF JUSTICE This section plan supports the request for dedicated classroom space for the Academy program as explained in the unit plan.

Information Technology

ALLIED HEALTH Nothing additional to note outside of IT's annual unit plan.

BUSINESS AND INFORMATION TECHNOLOGY This section plan supports the development of the IT/Cyber Security lab space to include necessary IT equipment and network services. It also supports the continued subscription to Lexis+ and LinkedIn Learning through alternative funding. Adobe Creative Cloud and Microsoft Office products continues to be needed on classroom workstations.

CHILD DEVELOPMENT This section plan continues to support the subscription to EdFlicks and supports the request to have secure storage for the Swivl and iPads when not in use.

INDUSTRIAL ARTS None at this time.

PUBLIC SERVICE/ADMINISTRATION OF JUSTICE This section plan supports the need to maintain the technology (tablets) and software updating for the Academy program as needed.

Marketing

ALLIED HEALTH This section plan supports the development of new LVN brochures and marketing materials for the anticipated Associate degree in nursing program. Support for marketing through social media and outside news outlets is requested. Alternative funding can be used.

BUSINESS AND INFORMATION TECHNOLOGY This section plan supports the needs for additional brochures and marketing materials to be printed for existing and new programs. Alternative funding can be used. Personnel support is requested to host an open house to showcase the new cyber security/IT lab renovation once completed. Personnel support is needed in social media/press release efforts.

CHILD DEVELOPMENT This section plan supports the duplication of new brochures and outreach materials. Alternative funding can be used. This section plan also support the CHDV initiative to to increase community outreach events. Personnel support is needed in social media/press release efforts.

INDUSTRIAL ARTS This section plan supports the creation of brochures and marketing materials. Alternative funding can be used. Personnel support is requested to host an open house to showcase the new welding lab renovation once completed. Personnel support is needed in social media/press release efforts.

PUBLIC SERVICE/ADMINISTRATION OF JUSTICE This section plan supports the increased marketing and outreach efforts presented in the unit plan. Alternative funding can be used. Personnel support is needed in addressing webpage redevelopment and social media/press release efforts.

Professional Development

The section plan supports all mandated professional development needs across the section as described in the unit plans, whether for certification or licensing requirements on alternative funding first but by any funding source as needed. This plan also supports professional development conferences and events that further the new CTE program development, trainings, and professional learning through alternative funding.

Other Needs

CHILD DEVELOPMENT: The Child Development department seeks additional needs as required through participation of the state CTC pilot program. This section plan supports the request for additional support in the form of student access to equipment, travel compensation, and resources outlined in the unit plan. Alternative funding can be used.

Staffing Requests Not Already Listed In Unit Plans

1000 Category - Certificated Positions

Allied Health

Location:

Ridgecrest/IWV

Justification:

The section plan supports the requested positions:

Director of Nursing - Associate Dean

Justification: This request is for establishing and maintaining the new Associate Degree in Science - Nursing program estimated to begin enrollments Fall 2023. The DON/Associate Dean is required prior to final approval from the Board of Registered Nursing (BRN). BRN rules and regulations requires that a DON be established post-feasibility study approval, estimated to be completed spring of 2022. After acceptance of the feasibility, the DON/Associate Dean will be working closely with the consultant and BRN representative to establish curriculum, facility contracts, policies and procedures, admission requirements, and submission for approval to accept students. It is advised that the position be an administrative position at the level of Associate Dean under the CTE Dean and only over the ADN program.

Business and Information Technology

Location:

CC Online, Ridgecrest/IWV

Justification:

This section plan does not support the requested position at this time.

Business Office Technology Full Time Faculty

Justification: This request will be re-evaluated next year as the BSOT program completes the revisions to increase student retention, enrollment, and success through course pathway redesign.

Business and Information Technology

Location:

CC Online, ESCC Bishop, ESCC Mammoth Lakes, Ridgecrest/IWV

Justification:

This section plan supports the requested position:

Business Full Time Faculty

Justification: This is a replacement position to teach primarily at the ESCC locations, and at IWV and online as needed.

Child Development

Location:

CC Online

Justification:

This section plan supports the requested position:

Child Development/Early Childhood Education (Bi-lingual in Spanish/English) Full Time Faculty

Justification: Specialization for a bi-lingual (Spanish/English) instructor will fulfill the two new Dual Language Learner courses (beginning Fall 2022). These courses have been approved to meet CSU transferability, as well as Cerro Coso's GE requirements and expect to be fully enrolled.

Public Service - Police Academy

Location:

EKC Tehachapi

Justification:

This section plan supports the requested position:

Full-Time Faculty/Coordinator of Academy

Justification: FTEF for the ADMJ program is currently at 7.9 while operating with only two, full time faculty. Adjunct and full time faculty are at, or far above load capacity to accommodate the current schedule of courses being offered. The Director load has supported the needs of the ACAD program at this time, but is not sustainable in the long run as we anticipate further program

growth.

2000 Category - Classified Staff

None at this time

Location:

Salary Grade:

Number of Months:

Number of Hours per Week:

Salary Amount:

Justification: