

Eastern Sierra College Center Department

ASP for Academic Year 2023-2024

January 2023

Description Of Section

Connection to College Mission

ESCC's mission is to improve the life of every student it serves. Through traditional and distance delivery (online, scheduled Zoom, and iTV). ESCC brings transfer preparation, workforce education, certificate, and associate degree learning opportunities that develop ethical and effective citizenry to the rural communities and unincorporated areas of Inyo and Mono counties. In doing so, ESCC promises clarity of educational pathways, comprehensive support services, and a commitment to equity. ESCC's mission mirrors the College's mission as it relates specifically to students and community members in Inyo and Mono counties. ESCC offers certificates, the Cerro Coso local general education pattern, and the CSU and IGETC transfer general education patterns that pair well with terminal and transfer degree programs. Our Early College (concurrent and Dual Enrollment) continues to thrive and grow among our 10+ area high school settings. ESCC has the ability to offer community and contract education courses available to the public. ESCC hosts and co-sponsors events, programs, and courses, and rents out our facilities to support community events and programs. ESCC also offers the following student services on ground: Access Programs, Admissions & Records, Learning Support Services, and Counseling. All other student services are provided online or via the IWV campus services.

Review And Planning

Performance and Equity Gaps Still to be Addressed

ESCC Performance Gaps

1) LRC and Student Services Coverage

Current ESCC LRC and Student Services coverage is not adequate to meet student needs of our two campuses. The outside funding that helped in past years to pay for the LRC Adjunct Faculty will likely not continue past Spring 2023. We will need to find a different way to fund our LRC on campus faculty and staff.

LRC

At the height of our pre-pandemic enrollment we had 1 librarian and 2 Adjunct Faculty providing in person LRC services Monday through Thursday at both campuses while classes were in session.

At the end of Fall 2022 we are down to 1 part-time LRC Adjunct STEM faculty that works in Bishop 10 hours per week, and in Mammoth 6 hours per week. He recently put in a request to work only in Bishop and move the rest of his hours online. This will start Spring 2023. His online hours will not be exclusive to ESCC.

We unexpectedly lost our other part-time LRC Adjunct Faculty mid Fall 2022 semester due to a surgery and move to the Bay Area to care for her aging mother. Spring 2023 she will be available for a few hours online. Her online hours will not be exclusive to ESCC. We did not hire to replace her position in Fall 2022. It is hard to find adjunct faculty at ESCC, since we live in a very remote area. We do have a lead on a potential Professional Tutor or Professional Expert that we can use Spring and Fall 2023.

ESCC flew the Librarian position several times without success. It is still an open position.

Students do have access to LAC and Library support online, and we have a few applications pending for student tutors that were recommended by our English faculty for Fall 2022. We will need somebody to refer and connect students to these part time services.

Our on campus students prefer on campus services, as opposed to remote/Zoom sessions when they seek assistance. Access Programs has several Bishop and Mammoth DSPS students that require extensive hands on help. Our Access Counselor states that remote or online services are not a viable option for these particular students.

Staff Requests:

We are requesting an 11-month full-time Program Coordinator to link students to our in person and online LRC/LAC/Library services, and help with local scholarship check-ins. In the off season, when students are not in session this position will crossover and help our student services staff with outreach and registration events, Early College enrollment, and to help expand our enrollment in CTE programs through targeted social media, advertising campaigns, and assisting CTE to organize our local informational sessions.

We are also requesting either an Adjunct Faculty, Professional Tutor, or Professional Expert to assist students part-time in our Mammoth LRC.

Student Services

ESCC serves two remote campuses that are 40 miles apart. It provides outreach and Early College (concurrent and dual enrollment) to 10+ high schools from Lone Pine to Coleville. Our service area is a 3 hour drive from end to end when the weather is good.

Current Student Services Staff Monday through Thursday:

- 11 Month FT Department Assistant 2 - Bishop
- 11 Month FT Department Assistant 3 - Mammoth
- 11 Month FT Educational Advisor - Bishop/Mammoth (2 days each site) Currently vacant - person starts January 3, 2023.
- 9 Month FT Counselor from August to May - Bishop/Mammoth (2 days each site)
- 9 Month PT Adjunct Access Counselor from August to May - Bishop/Mammoth (2 days each site)

Department Assistants stay at their local site all week, and Counseling commutes to each site twice per week. The Counselor and Educational Advisor are at opposite sites. When faculty are off contract, the opposite site does not have in person Counseling available. The same holds true for any of our Classified staff when they are out sick, on vacation, or out in the community providing services to our local high schools.

Our Department Assistants provide local A&R services, schedule the bulk of our Counseling appointments, help with Early College enrollment, and assist with outreach efforts and are the first contact for people at our campuses. They also perform all other DAII and DAIII functions for our campuses.

Financial Aid is provided remotely by IWV. There is a telephone at each campus for students to call the department with questions.

ESCC has one 11-month Director that works two days in Bishop and two days in Mammoth that helps support staff, faculty, and the efforts of Early College, outreach, student service events, M&O, IT, and instruction.

At one point ESCC had a Campus Manager, that was not replaced. We are not requesting replacement of the Campus Manager. What is desperately needed is another on campus student services staff person to link students to services and provide support to our students. They would also be key to helping us increase overall enrollment and expand our involvement in CTE programming. We are going to promote and encourage more Early College participation and enrollment in Inyo County. Our counseling team and department assistants will need extra hands to accomplish that.

Staff Request (Same Position/Person as Above for LRC):

ESCC is requesting an 11-month full-time Program Coordinator to connect students to the programs and services they need to be successful. They would assist Counseling and ESCC Director with Early College and enrollment outreach and events. It additionally provide coverage in the LRC on our campuses when the adjunct faculty or staff are not available.

Equity Gaps

18-19 Year Olds Success Rates

Increase local concurrent enrollment for students headed to Cerro Coso after high school. Many local graduates that attend from local high schools have not done even 1 concurrent enrollment class.

18-19	Graded Counts	537	587	538	22	282
	Measure Counts	399	400	415	20	195
	Measure Rate	74%	68%	77%	91%	69%

Support for Hispanic/LatinX

Hispanic/ Latino	Graded Counts	654	651	593	83	343
	Measure Counts	507	481	454	74	260
	Measure Rate	78%	74%	77%	89%	76%

Combined data for 21-22 show an equity gap 63.2% success rate for 18 to 19 year old Hispanic/Latinx Students compared to 76.2% success rate overall for Cerro Coso.

Last Year's Initiatives

Initiative #1: Increase outreach to 25-39 Year-Old and Male Students to increase FTEs at ESCC (See Equity Gaps)

Existing CTE on-ground Programs:

ESCC still offers Clinical Medical Assisting, EMT, and Vocational Nursing on ground.

Expansion Efforts to other CTE Programs:

Expansion efforts to other CTE programs offered on ground stalled. ESCC in 2021-2022 did not expand further with on-ground ADMJ, POST, or Drug/Alcohol Counseling.

ADMJ:

We do offer ADMJ C101 and ADMJ C105 on-ground, alternating every other semester. We would like to offer ADMJ C101 and C105 in year one, and two AREA B classes in year two. AREA B classes: ADMJ C115, C121, C125, C131, C151, and/or C230 iTV or Scheduled Zoom. It might make sense to partner these classes with other sites such as East Kern and IWV. ESCC on ground students do not like the strictly online format of the AREA B classes.

POST:

Not sure if department has plans to offer POST at ESCC. Last time this was offered was 2017 or 2018.

Drug/Alcohol Counseling:

Drug/Alcohol Counseling (now called Addiction Counseling Studies Certificate) is currently offered completely online. For ESCC we would wait to see if it gains traction online before trying to offer it on ground or Scheduled Zoom/iTV.

Entrepreneurship:

ESCC students wanting to pursue this certificate can do two classes online and two classes on ground: BSAD C100 and IT C101.

Wildfire:

Will be offered at the Bishop Union High School as Dual Enrollment Spring 2023. There is talk of expanding the program to an accelerated certificate at our ESCC campuses, but probably not until 23-24 or 24-25. Dual Enrollment at the high school is a bit under the age group we are targeting for this initiative, but progress is being made to expand.

OVCC - Owens Valley Conservation Camp

Owens Valley Conservation Camp in 2021 had approximately 54 inmates. The camp provides inmate fire crews for fire suppression from Pearsonville to the Nevada border. For Fall 2022 we offered a few evening classes to about 20 students, and in Spring 2023 we will offer 3 business related classes. The camp now has nearly 70 inmates, and we have a potential to increase in enrollment. The classes offered so far have been business related, and the population is all male.

This does increase part time enrollment, but with that said, the population will likely only be with us in this setting for a short time. These are not long term inmates. We do have the potential to serve them after they are released if they stay in the area.

Initiative #2: Increase Success and Completion Rates and Narrow Equity Gaps for Latinx and Economically Disadvantaged Students (See Equity Gaps)

This initiative appears to align with the goals of the GPAP Grant (Guided Pathways Alignment Program), which is a strategic partnership between community college and high schools with a focus on equity. The group working on the GPAP partnership completely dissolved. Members of the high school left, as well as the team members from our college. It sounds like we will have the opportunity to pick up where the group left off (possibly with a different focus and new strategies), but we will need to look at and recreate the whole works with fresh eyes and vision.

Initiative #3: Maintain and Increase On-Ground Curricular and Program Options at Both Bishop and Mammoth Campuses (See Equity Gaps)

The Fall 2022 and Spring 2023 schedules and programming were carried forward without adding anything new. In the Spring 2023 we will hold CTE community meetings with local employers to see where there are needs for employment and/or training.

Local Recruiting and Advertising continues to be a challenge. Current strategies and efforts are ineffective to net quality applicant pools at ESCC. We tend to get faculty by word of mouth and local referral.

When applicants do apply to our site adjunct pools, they sit in the NeoEd pools waiting for review. This needs to be a more timely process. We can't afford to lose the few people that do apply. The person eventually hired also needs time to develop their class(es).

Initiatives for Next Academic Year

Increase CTE Offerings at ESCC

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

- 1) Hold community meetings with CTE and corresponding local employers to see what training and employment interest/needs exist in our ESCC communities.
- 2) Offer CTE classes using Zoom or iTV for: ADMJ, CHDV, HMSV, IT, Digital Media and Marketing, and Business/BSAD. What we offer will ultimately depend on community need and faculty availability.
- 3) Ensure that classes we offer lead to employment, advancement opportunities, or skill building for existing employment.
- 4) Investigate what CTE classes and programs are currently offered at the high schools. See if there is an interest in providing college credit via Dual Enrollment.

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

Monitor enrollment numbers throughout the enrollment period for Fall 2023 and Spring 2024.

For Early College CTE numbers, compare existing Dual Enrollment to new Dual Enrollment classes added to the Fall 2023 and Spring 2024 schedules.

Does the department request help developing these instruments?

No

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

Track CTE class enrollment and completion numbers.

New Program Coordinator can connect students to Counseling to complete education plans and track progress towards goal.

Person Responsible:

ESCC Director

Unit gap or institutional goals addressed:

It addresses a Strategic Plan goal or objective

Increase Early College Concurrent and Dual Enrollment Opportunities for Inyo County

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

Concurrent Enrollment

Continue positive partnerships and high touch support to local high schools throughout the concurrent process using local staff. We want them to know our Director, Department Assistants, LRC Staff/Faculty, Program Coordinator (if approved), Educational Advisor, and Counselors. It makes the transition from the local high school to the community college much easier when the student knows somebody on campus. ESCC will visit every high school in our service area every March and October to provide technical and student enrollment and support services.

We have a robust concurrent program in Mono County. Mammoth High School, Lee Vining High School, and Coleville High School all embrace and actively encourage concurrent enrollment to their students, and they are well supported and successful.

Concurrent enrollment in Inyo County is gaining traction, but has a long way to go. We need to do some work with the high schools explaining what concurrent enrollment is and what it is not. Concurrent enrollment is not meant to replace high school classes. It is meant to introduce college and expand offerings to highly motivated, talented, and curious high school students.

Dual Enrollment

Identify and gauge high school interest in offering college classes/credit on their high school campus in subjects where they

have instructors that meet minimum qualifications to be college Adjunct Faculty.

Partner with Bakersfield College to potentially offer Culinary, Business Agriculture, and Animal Science for Inyo County High Schools. We will also introduce Culinary to Mono County.

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

Monitor enrollment and class additions throughout the registration process.

Does the department request help developing these instruments?

No

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

Side by side comparison of Fall 2022/Spring 2023 and Fall 2023/Spring 2024 Concurrent and Dual Enrollment numbers for Inyo County.

Person Responsible:

ESCC Director

Unit gap or institutional goals addressed:

It addresses a Strategic Plan goal or objective

Resource Needs

Facilities

All other ESCC facilities requests are included in the Facilities/M&O Unit Plan.

- L-Shaped Desk for LRC - Mammoth
- Desk Privacy Panel & Cube Walls for new Educational Advisor - Mammoth Office.
- 6 or 8 Seat Soft Seating for Students Quiet Space/Lounging - Bishop and Mammoth
- Door Signs for Bishop and Mammoth (ones you can see from the hallway - attaches to door frame).
- Shelving for Mammoth storage area.
- Heat tape for the sink areas - kitchen and bio/chem lab.

Information Technology

All ESCC information technology requests are included in the Information Technology Unit Plan.

Marketing

Local Advertising for Local Positions

Provide local advertising for any local employment opportunities. Without it, the recruitment campaigns fail miserably, and we waste a lot of valuable time to replace mission critical people.

CTE Advertising

We need to expand awareness of what CTE programs ESCC can offer on site, iTV, online, or Scheduled Zoom. We will likely need financial support from CTE for advertising.

At a minimum we would like to get on the screens of the Bishop and Mammoth Theaters. Jason Brown at Laughing Parrot Productions can do a short video for around \$700.00. We would retain the rights to the video to use on our website and social media accounts, as well as it playing on the big screen before movie time. Bishop Theater cost to advertise is \$250.00-350.00 a month. We're still reaching out to Mammoth Theater.

Facebook CTE boosts throughout the year to reach local populations and populations outside Bishop/Mammoth. Budget: \$1,500.00

Postcard Mailings - \$16,000. ESCC requests \$4000.00 per site, per semester for saturation mailing in Inyo and Mono counties. Would like to have a CTE focus to them to reach our 25-39 year old population and to introduce new programs.

Printed Schedules

It would be great to have printed schedules that have our Bishop, Mammoth Lakes, and Scheduled Zoom classes listed out. It should also have the online classes listed with the CRN and class titles only (without descriptions). Omitting the descriptions would save on the paper/size of the printed schedule.

Billboard or Signage - Likely Cost Prohibitive

Everywhere from Lone Pine to Coleville gets a lot of traffic on Highway 395. It wouldn't hurt to invest in a billboard that we could swap out every few months with fresh content. Will propose a shared electronic monument sign at the Bishop Tri-County Fairgrounds with several organizations.

Professional Development

Professional Development - \$1500.00 for Administrator to attend conferences/trainings focusing on CTE/Early College/Student Success/Equity.

Other Needs

Staffing Requests Not Already Listed In Unit Plans

1000 Category - Certificated Positions

ESCC supports faculty requests as submitted by other departments in their AUP.

Location:

Justification:

2000 Category - Classified Staff

Program Coordinator: LRC, CTE, OVCC, Local Scholarship, Early College, and Counseling Outreach

Location:

ESCC Bishop, ESCC Mammoth Lakes

Salary Grade:

42.5

Number of Months:

11

Number of Hours per Week:

40

Salary Amount:

\$4227.69 Step 1

Justification:

1) Why it cannot be assigned to current staff:

Lack of enough in person support staff/faculty to provide quality services to our students. Existing staff/faculty are busy with their current work tasks and responsibilities. We are also trying to fill a few key positions where staff/faculty have left.

We have 2 Department Assistants, 1 Counselor, 1 Educational Advisor (comes on board January 2023), 1 part-time Access Counselor, and 1 part-time LRC STEM faculty member. That is a maximum of 2-3 student services/LRC staff/faculty per campus at any given point.

We have 1 Director providing support and oversight for student services, M&O, IT, and instruction for 2 sites that are 40 miles apart. We do not have a Campus Manager.

IT and M&O staff cannot be used to cover student services. They can't make appointments, refer to services, or help them register.

We do not have a librarian, and with only 1 LRC Adjunct Faculty 1 site goes without on ground coverage every day. Online services are available, but students might not be aware of how to access them.

We do not have Financial Aid on site.

We have remote support from IWV Outreach and Counseling, which will be more useful if we have somebody on ground that can locally assist them in their efforts.

2) Impact if position is not filled:

Without an available on ground staff person to ask questions, the students will not be connected to the student services, financial aid, or LRC/LAC/Library services they need to be successful in a timely manner.

The two campuses already feel incredibly empty, especially when somebody is off contract, out sick, on vacation, or off site providing services to the high schools or community.

3) Is a temporary employee currently performing the work?

No. Existing student services staff refers as they are meeting with students for another purpose.

4) How is work assigned to the position presently accomplished:

It is being done if the student brings it up at the front desk or during their Counseling appointment.

Outreach & Early College Educational Advisor (Counseling/Outreach)

Location:

EKC Edwards/Cal City, EKC Tehachapi, ESCC Bishop, ESCC Mammoth Lakes, Ridgecrest/IWV

Salary Grade:

46.5

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

\$5105.03-\$7278.27

Justification:

Outreach & Early College Educational Advisor (Counseling/Outreach)

Location:

EKC Edwards/Cal City, EKC Tehachapi, ESCC Bishop, ESCC Mammoth Lakes, Ridgecrest/IWV

Salary Grade:

46.5

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

\$5,105.03-\$7,278.27

Justification:

This work is currently assigned to multiple positions at multiple sites. Due to growth of the Early College program and the need for focused and targeted community outreach at the sites and for online, there is a need for a dedicated position.

This position will enable Counseling/Outreach to have a larger presence in the community and during outreach activities in an advising capacity. This position would advise students for the Early College program at their local schools on academic and career planning. While Counseling does this throughout the year, it is in a limited capacity on specific days during the month or year.

No.

Educational Advisors, Counselors, and other staff at the various sites participate in outreach activities throughout the year. The Counseling department attends these activities but there are additional opportunities for outreach which could be filled by this position. For example, in East Kern, the counselor and advisor will go to local high schools a couple times per month to meet with current students but this has been limited to the larger schools and limited time due to other commitments. At ESCC, high school and community outreach to partners like OVDC could be expanded with additional support. With expansion of the Early College program and other outreach activities, it would be beneficial to meet students where they are at more often in more venues. The needs of students are for someone who can provide information from the point of application to graduation and transfer.

Job Duties

Provides paraprofessional advising services to prospective and current students including Early College students. Advises students in multiple modalities including in-person at multiple sites, community, online, and by phone.

This position will travel to different sites and communities on a coordinated schedule with outreach and counseling.

Provides guidance in the onboarding, enrollment, scheduling, and overall matriculation process.

Provides information to students on degrees/certifications, programs, transfer, education planning, career searches, and graduation.

Directs students to information and resources such as financial aid, college policies, and support services.

Conducts orientations, workshops, and other presentations for prospective and current students and community partners.

Develop, design, and participates in outreach activities for targeted populations at Cerro Coso and in the Early College program.

Utilize existing technology and participate in the implementation of new technologies to support students.

Collaborate in activities with the K-12 system to develop pathways, meet A-G requirements, and build education plans.