

# Early College Department

## ASP for Academic Year 2025-2026

November 2024

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## Description Of Section

### Connection to College Mission

Cerro Coso Community College Early College Program is committed to providing dual and concurrent enrollment opportunities that enhance a college bound culture in our local service areas. Dual and concurrent enrollment will benefit students by providing them with both high school and college credit. This credit, at no cost to the students, can be an excellent way for students to get a head start on a college degree or certificate and can have a positive impact on a student's participation in higher education.

Within 18,000 square miles of service area, the early college program supports higher education opportunities in 10 high school districts and within 32 high schools. The Early college program provides courses connected to Career Technical Education(CTE) and Liberal Arts transfer degree course work.

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## Review And Planning

### Performance and Equity Gaps Still to be Addressed

Data was provided by using Tableau.

The 2023-2024 headcount reveals that 59.2% women and 38.6% men participating in the program. These results show a slight decrease in the participation of women and a slight increase in the participation of men. A couple of programs that have been added are the Fire Technology and Welding programs which contribute to increase in men participation across the service area. We also have a specific population which is high school students and this is why women are slightly lower.

Gender		2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
% Total	Women	62.4%	63.3%	64.9%	63.0%	63.1%	59.2%
	Men	35.2%	33.8%	33.2%	35.7%	35.2%	38.6%

### Last Year's Initiatives

No prior year initiatives to report on.

### Initiatives for Next Academic Year

#### Male Students: Your Future Begins Now

Is this part of a multiyear initiative?

No

#### Specific Action Steps to be Taken:

We will send postcards to incoming ninth-grade males at each high school, promoting our Welding, Fire Technology, and Digital Media programs. The high schools will provide the addresses, ensuring every student receives one. Postcards will be mailed in January, April, and August. This initiative supports Strategic Goal 1: Maximizing Student Success and Access, and Strategic Goal 2: Narrowing Student Equity Gaps.

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

Look at the male participation at a couple of schools and see if it has increased and make improvements if needed.

**Does the department request help developing these instruments?**

No

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

Look at five schools and see if our improvements that were made increased male participation in dual enrollment.

**Person Responsible:**

Kristin Hanle, Program Director Early College

**Unit gap or institutional goals addressed:**

It addresses a Strategic Plan goal or objective (reminder to the right), It addresses a gap in student equity

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## Resource Needs

### Facilities

N/A

### Information Technology

Printer for Early College Staff - IT supports this item

### Marketing

A marketing campaign for Early College.

### Professional Development

Dual/Concurrent Enrollment is constantly changing and evolving year after year. There are three conferences during the year that worth attending and they are NACEP, CCEMC, and CADEP. Requesting \$5000 to attend. No change in budget from 2024-2025.

### Other Needs

**Outreach Materials - \$6,000** With 30 high schools in the service area, we will need to allocate funds to provide outreach materials and giveaways to each school.

**Increase 5220 (CB & CM) Budgets:**

CB (Bishop) - Adding new position (program coordinator) to Early College. This position will require travel (mileage & hotel room) as well as the Director; therefore, requesting a **\$2000.00** increase. Travel to Bishop is a minimum of four times per year for both Director and coordinator.

CM (Mammoth) - Adding new position (program coordinator) to Early College. This position will require travel (mileage & hotel room) as well as the Director; therefore, requesting a \$1000.00 increase. Travel to Bishop is a minimum of four times per year for both Director and coordinator.

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## Staffing Requests Not Already Listed In Unit Plans

### 1000 Category - Certificated Positions

**N/A**

**Location:**

**Justification:**

N/A

### Reassigned Time - Two Early College Education Faculty Leads (.2 load total for each)

**Location:**

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

**Justification:**

This request is to ask for reassigning a .1 load for two full-time faculty members to dedicate, focus on and assist ALL high school dual enrollment faculty throughout all service areas each academic year. One will be in CTE and the other one is Letters and Science. Even though there are current full-time faculty mentor stipends available to compensate faculty for mentorship, these stipends are only one-time use (limited number of hours) for new dual enrollment faculty only. This stipulation creates limited faculty assistance, limited faculty interaction abilities and the inability for continues quality improvement. Other limits identified regarding the current faculty mentor stipend include the challenge of finding faculty to volunteer/participate in all disciplines, only supports new dual enrollment high school faculty their first semester for a few hours and having no one specific faculty contact to support continues academic needs.

If the college would like to see the Early College program continue to grow, remain sustainable, having ongoing faculty support and in the future potentially get accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP) defined faculty presence and coordination is required.

The Early College Education Faculty Coordinator will assist with planning, analysis, identification of gaps, faculty support, and overall program review/evaluations.

The reassigned time request targets our college's commitment to ACCJC standards, targets "continuous" quality program improvement and strengthens the connection to college mission with students and dual enrollment faculty.

Below are a few identified responsibilities of the coordinator reassigned time:

1. Establishes a connection and communicator between the Early College
2. Program and Faculty Chairs/Academic Senate
3. Onboarding assistance
4. Training and Professional Development
5. Dual Enrollment adjunct coordination, syllabi review, and class survey.
6. Course instructional design assistance
7. Provide mentorship for new adjunct or new-to-early college faculty.

8. Remain up to date and implement appropriate changes in law and policy that impact Early College Programs

## **2000 Category - Classified Staff**

**N/A**

**Location:**

**Salary Grade:**

**Number of Months:**

**Number of Hours per Week:**

**Salary Amount:**

**Justification:**

N/A

Section Plan Budget Worksheet for Early College - FY25

Fund	Org Description	Account Description	Program Title	Activity	Location	2024		2025	2026	Notes	Increase?	If requesting increase of %5 or more			
						Adopted Budget	Actual Expenses	Adopted Budget	Request			In planning document	Data?	Relevance?	Operational Efficiency?
GU001	Early College (Dual Enrollment)	Non-Inst Supplies & Materials	Instnl Support/Academic Admin		CI			\$ 400.00	\$ 400.00		no				
GU001	Early College (Dual Enrollment)	Employee Travel	Instnl Support/Academic Admin		CI			\$ 5,000.00	\$ 5,000.00		no				
GU001	Early College (Dual Enrollment)	Employee Travel DO	Instnl Support/Academic Admin		CB			\$ 1,000.00	\$ 3,000.00	Adding new position (program coordinator) to Early College. This position will require travel (mileage & hotel room) as well as the Director; therefore, requesting a \$2000.00 increase. Travel to Bishop is a minimum of four times per year for both Director and coordinator.	yes	Section	Round trip from Tehachapi to Bishop is 391 miles (.67 X 391 = \$261.97 per trip). The room cost for an overnight stay is \$206.34 per night. One trip to Bishop is 468.31 (not including meals). The Director of Early College travels to Bishop at a minimum 4 times per year (estimated total \$1873.24). When you add the newly hired program coordinator travel, this adds an additional cost of travel even with the use of a college car (hotel stay = \$25.36) and this does not include gas for college car or meals.	The Early College program is responsible for all high schools located in the college service area. There are a total of 11 high schools in ESCC. It will be mandatory that both the Director and Program Coordinator make visits to all high schools.	Trips to the high school locations in ESCC will increase participation and access to our dual and concurrent enrollment courses. The college has a responsibility to provide in-person support to our Early College students.
GU001	Early College (Dual Enrollment)	Employee Travel DO	Instnl Support/Academic Admin		CS			\$ 1,000.00	\$ 1,000.00		no				
GU001	Early College (Dual Enrollment)	Employee Travel DO	Instnl Support/Academic Admin		CM			\$ 1,000.00	\$ 2,000.00	Adding new position (program coordinator) to Early College. This position will require travel (mileage & hotel room) as well as the Director; therefore, requesting a \$1000.00 increase. Travel to Bishop is a minimum of four times per year for both Director and coordinator.	yes	Section	Round trip from Tehachapi to Bishop is 465 miles (.67 X 465 = \$311.55 per trip). The Director of Early College travels to Mammoth at a minimum 4 times per year (estimated total \$1246.20. When you add the newly hired program coordinator travel, this adds an additional cost of travel even with the use of a college car. Including fuel costs for the college car this is why I am asking for a \$1000.00 increase.	The Early College program is responsible for all high schools located in the college service area. There are a total of 11 high schools in ESCC. It will be mandatory that both the Director and Program Coordinator make visits to all high schools.	Trips to the high school locations in ESCC will increase participation and access to our dual and concurrent enrollment courses. The college has a responsibility to provide in-person support to our Early College students.
GU001	Early College (Dual Enrollment)	Employee Travel DO	Instnl Support/Academic Admin		CI			\$ 1,000.00	\$ 1,000.00		no				

Resource Requests							
Type of request	1 time or ongoing?	Requested amount	description/explanation	In planning document	Data?	Relevance?	Operational Efficiency?
Other							
Other	ongoing		With 30 high schools in the service area, we will need to allocate funds to provide outreach materials that specifically say "Early College" to each school to promote the Early College Program. I do not have access to categorial funding; therefore, this needs to be purchased by Outreach.	Section	Would be providing materials to 30 high schools that are throughout the Cerro Coso College service area.	Promotes the Early College Program and gets high school students excited about college so that this may in turn add to our enrollment.	Material provide a name and connection to the college. Without them students may not have an idea who their local community college is or how to contact us.