2020-21 ADMINISTRATIVE UNIT PROGRAM REVIEW
UNIT: _____Adult Education_____

STATEMENT OF PURPOSE:
- Review and reflect on the support of student learning, with the goal of assessment and improvement of program effectiveness
- Provide a forum for each unit's findings to be included in institutional planning processes
- Create written records of what is working well, what can be improved, and specific plans for implementing chosen improvements
- Collect information that will contribute to institutional assessment and improvement

Timeframe: This program review reflects on the time period between spring 2020 through fall 2020 and plans for spring 2021 through fall 2021.

I.   MISSION
A. State the current program mission

> To develop, enhance, and expand programs and services in coordination with regional partners and in support of statewide initiatives in order to address existing service gaps between agencies and increase access to and success in college.

B. The mission of Las Positas College is the following:

Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Discuss how the program/service area supports the college mission.

The Adult Education Program helps to expand the inclusiveness of the college by reducing barriers to entry and offering basic skills, career-technical, and retraining programs and services.

C. List the major functions/duties of your unit.

1. Manage adult education related grants and funding sources; track college expenses and coordinate with Chabot and the District for the purpose of completing annual plan, budgeting, and expense reporting in NOVA.

2. Participate in Adult Education Program Consortia planning in the formulation, implementation and evaluation of program objectives and priorities.

3. In collaboration with assigned partners, develop milestones and timelines; track and report goals, outcomes, and deliverables to all program stakeholders.

4. Work with faculty and staff to develop programs, including high school concurrent enrollment opportunities, services and support innovative curricula that assist students to succeed in transitioning from high school to the College's Career Education (CE) and transfer pathways.

5. Establish appropriate linkages to special populations or community groups served; promote project/program through participation in advocacy groups, associations or other local, regional or national organizations.

6. Provide regular reports to management and State agencies as requested; ensure that programs are in compliance with State guidelines.

II. GOALS AND OBJECTIVES

A. Since the last Administrative Unit Program Review, what objectives, initiatives, or plans have been achieved?

- Partnered with CTE and Business faculty to continue non-credit certificate programs at FCI in the midst of a pandemic and in a correspondence education format.
- Coordinated with FCI Director of Education to facilitate a survey of inmates' interest in programs at LPC. Captured data to inform inmate education offerings in the near future.
- Applied for and was awarded a competitive grant from the Federal Bureau of Prisons to offer a certificate and associate's degree to 20 inmates at FCI.
- Streamlined a referral process to connect area adult school students with various offices at LPC. This process includes allowing Transition Specialists from adult schools and the Tri-Valley ROP to enter a request for referral on an online form and track its progress. Through collaboration with service providers on campus, students are directly referred to the appropriate office, and, if necessary, referred back to area adult schools.
- Collaborate with Chabot College to review and reconcile quarterly and annual expenses. Developed an annual plan and projected budget in line with CAEP requirements.

B. Major Goals and Objectives for Spring 2021 through Fall 2021.

Major Goals and/or Objectives	Start Date	Status: Ongoing, date completion anticipated	Need Assistance in order to complete goal or objective (reference applicable resource request page)	Educational Master Plan (EMP) Goals or Planning Priorities linked to this Goal/Objective
1. Develop a task force or committee for the oversight of Adult Education initiatives on campus	June 2021	Ongoing		1.c.i., 1.c.ii

2. Collaborate with LPC faculty and area high schools to implement College and Career Access Pathways (CCAP) Agreements that will expand Dual Enrollment Offerings and increase access to college courses.	February 2021	Ongoing			1.a.i, 1.a.iii, 1.c.i., 1.c.ii
3. Conduct research and facilitate a community needs assessment regarding Students with Disabilities.	March 2021	August 2021			1.c.i., 1.c.ii
4. Conduct research and facilitate a survey of the demographic makeup of students in the Tri-Valley area; assess interest of Black/African-American students in LPC.	March 2021	August 2021			1.c.i., 1.c.ii.
5.					

III.   STAFFING

A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years						Anticipated total staff needed	
	2016	2017	2018	2019	2020		2021-2022	2022-2023
Administration	1	1	1	1	1		1	1
Supervisory								
Classified Staff FT								
Classified Staff PT				1				

Confidential Staff FT							
Total Full Time Equivalent Staff	1.0	1.0	1.0	1.5	1.0	1.0	1.0

B. Staffing Needs

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)

List Staff Positions Needed for Academic Year_____ Place titles on list in order (rank) or importance.	**Indicate (N) = New or (R) = Replacement**	**Estimated Annual Total Cost**	**EMP Goals or Planning Priorities Linked to Position**
1. Reason:			
2. Reason:			
3.			

Reason:			
4. Reason:			
5. Reason:			
6. Reason:			

IV.   FACILITIES

A. Facilities Needs

FACILITIES NEEDS

List the Facilities Need and the Reason	EMP Goals or Planning Priorities Linked to Position
1. Reason:	
2. Reason:	

3. Reason:	
4. Reason:	
5. Reason:	
6. Reason:	

V. TECHNOLOGY AND EQUIPMENT

A. Technology and Equipment Needs

TECHNOLOGY AND EQUIPMENT NEEDS

List the Technology and Equipment Needs Place titles on list in order (rank) or importance.	**Indicate (N) = New or (R) = Replacement**	**Estimated Annual Total Cost of Ownership**	**EMP Goals or Planning Priorities Linked to Position**
1. Reason:			

2. Reason:			
3. Reason:			
4. Reason:			
5. Reason:			
6. Reason:			

VI.   PROFESSIONAL DEVELOPMENT

Professional Development Needs

	Annual TC			EMP Goals or Planning Priorities Linked to Position
List Professional Development Needs. Reasons might include in response to assessment findings or the need to update skills to comply with state, federal, professional organization requirements or the need to update skills/competencies. Please be as specific and as brief as possible. Some items may not have a direct cost, but reflect the need to spend current staff time differently. Place items on list in order (rank) or importance.	Cost per item	Number Requested	Total Cost	

1. Adult Education and/or Administrative related conferences Reason: to stay abreast the latest trends and current issues as well as best practices and	$1500	3	$4500	D3 D4
2. Reason:				
3. Reason:				
4. Reason:				
5. Reason:				
6. Reason:				