



**2022-23 ADMINISTRATIVE UNIT PROGRAM REVIEW
UNIT: CTE Project Manager's Office**

*****Please submit your completed Program Review to Sheri Moore by 12 pm on January 31, 2023 to Sheri Moore.*****

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 2022 through fall 2022 and plans for spring 2023 through fall 2023.

I. MISSION

A. State the current program mission

The mission of the Career & Technical Education (CTE) Office is to provide project management to expand, enhance and develop CTE programs offered by Las Positas 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 CTE office develops and manages grant funded projects to provide learning opportunities for students while increasing transfer, certificate/degree completion, career-technical, and retraining goals through successful execution of CTE projects.

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

1. Comprehensive development and project management of CTE related grants including but not limited to: Perkins Vocational Technical Education Act; Strong Workforce Program; and miscellaneous grants/contracts as needed.

2. Development and sustainability of regional high school, ROP, and adult school articulation processes.

3. Labor Market Information report and analysis for new program development or discontinuance of programs.

4. Coordinate and supervise CTE Outreach Specialists.

5. Coordinate the curriculum recommendation from the Bay Area Community College Consortia.

6. Collaborate with the District Office on Apprenticeship program development.

II. GOALS AND OBJECTIVES

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

100% grant certification of budgets and workplans managed; successful development and collaboration of CAI grant (Information Security Analyst); successful implementation of CATEMA electronic articulation processing; achieved recommendation from BACCC on two new programs; and, supervision and evaluation of two CTE Outreach Specialists.

B. Major Goals and Objectives for Spring 2023 through Fall 2023.

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. Development and management of CTE grants including Perkins V and SWP	Spring 2023	Ongoing	No	EMP: A. Educational Excellence (A1, A2, A6); B. Community Collaboration (B1, B2, B3, B4); D. Organizational Effectiveness (D3) PP: Provide necessary institutional support for curriculum development and maintenance.
2. Partner with District Office Apprenticeship Director on CAI grants; Partner with LAUNCH Apprenticeship program to develop a multitude of apprenticeship	Spring 2022	Ongoing		EMP; A. Educational Excellence (A1,

(include pre-apprenticeship) programs in the district's service area.				A2, A8); B. Community Collaboration (B1, B2, B3, B4); D. Organizational Effectiveness (D3)
3. Continue to work with Paramedic Professional Specialist and faculty to develop/update the CoAEMSP accreditation report.	Spring 2022	Ongoing		EMP: A. Educational Excellence (A1, A2, A8)
4. Supervise the facilitation of CTE program Advisory Boards; Assist faculty with recruitment of new Advisory Board members; perform needs assessments of workforce needs with local employers in cooperation with Employer Engagement Specialist	Spring 2022	Ongoing		EMP: B. Community Collaboration (B1, B2, B3, B4)
5.				

III. STAFFING

A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2018	2019	2020	2021	2022	2023-2024	2024-2025
Administration	1	1	1	1	1	1	1
Supervisory							

Classified Staff FT								
Classified Staff PT				2	2		2.5	2.5
Confidential Staff FT								
Total Full Time Equivalent Staff				3	3		3.5	3.5

B. Staffing Needs

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified) NOT APPLICABLE

IV. FACILITIES NOT APPLICABLE

V. TECHNOLOGY AND EQUIPMENT NOT APPLICABLE

VI. PROFESSIONAL DEVELOPMENT NOT APPLICABLE