



**2020-21 ADMINISTRATIVE UNIT PROGRAM REVIEW**  
**UNIT: CTE Project Manager Office**

**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

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.

## 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 management and compliance of BANQ CVC OEI grant; successful implementation of CATEMA electronic articulation processing; supervision and evaluation of two CTE Outreach Specialists; launched Program Mapper tool; launched Career Coach career exploration tool; obtained BACCC recommendation of seven new certificate/degrees.

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. Development and management of Career Technical Education grants and contracts	Spring 2021	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. Career Coach go-live	Spring 2021	Spring 2021	No	EMP: A. Educational Excellence (A1, A2, A6); B. Community Collaboration

				(B1, B2, B3, B4); D. Organizational Effectiveness (D3)
3. Program Mapper go-live	Spring 2021	Spring 2021	No	EMP: A. Educational Excellence (A1, A2, A6); B. Community Collaboration (B1, B2, B3, B4); D. Organizational Effectiveness (D3)
4. Work with faculty to develop new certificate programs that may be obtained within one year	Spring 2021	Fall 2021	No	EMP: A. Educational Excellence (A1, A2, A6)  PP: Provide necessary institutional support for curriculum development and maintenance.
5. Supervise the facilitation of CTE program Advisory Boards	Spring 2021	Fall 2021	No	EMP: B. Community Collaboration (B1, B2, B3, B4)  PP: Provide necessary institutional

				support for curriculum development and maintenance; Establish regular and ongoing processes to implement best practices to meet ACCJC standard's (II).
6. Increase enrollment of CTE programs through effective marketing strategies	Spring 2021	Ongoing	Yes	Educational Excellence (A1, A2, A6); B. Community Collaboration (B1, B2, B3, B4); D. Organizational Effectiveness (D3)

### 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					2	2.5	2.5
Classified Staff PT							
Confidential Staff FT							
<b>Total Full Time Equivalent Staff</b>	1	1	1	1	3	3.5	3.5

B. Staffing Needs

**NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)**

<p><b>List Staff Positions Needed for Academic Year <u>2021-2022</u></b></p> <p>Place titles on list in order (rank) or importance.</p>	<p><b>Indicate (N) = New or (R) = Replacement</b></p>	<p><b>Estimated Annual Total Cost</b></p>	<p><b>EMP Goals or Planning Priorities Linked to Position</b></p>
<p><b>1. Marketing Coordinator (50% funded by CTE)</b></p> <p><u>Reason:</u> CTE specific marketing; District approved job description to be approved for college specific - <a href="http://districtazure.clpccd.org/hr/files/docs/jobs/MktgCommAssoc.pdf">http://districtazure.clpccd.org/hr/files/docs/jobs/MktgCommAssoc.pdf</a></p>	<p>(N)</p>	<p>\$48,824.25  (\$32,549.50 Salary; \$16,274.75 Benefits)</p>	
<p><b>2.</b></p> <p><u>Reason:</u></p>			

**IV. FACILITIES**

A. Facilities Needs

**FACILITIES NEEDS**

<p><b>List the Facilities Need and the Reason</b></p>	<p><b>EMP Goals or Planning Priorities Linked to</b></p>

	<b>Position</b>
1. <u>Reason:</u>	

**V. TECHNOLOGY AND EQUIPMENT**

A. Technology and Equipment Needs

**TECHNOLOGY AND EQUIPMENT NEEDS**

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

**VI. PROFESSIONAL DEVELOPMENT**

Professional Development Needs



<p><b>List Professional Development Needs.</b> 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.</p>	Annual TC			<p><b>EMP Goals or Planning Priorities Linked to Position</b></p>
	Cost per item	Number Requested	Total Cost	
<p>1.</p> <p><u>Reason:</u></p>				
<p>2.</p> <p><u>Reason:</u></p>				