



2022-23 ADMINISTRATIVE UNIT PROGRAM REVIEW
UNIT: Educational Partnerships

*****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

To develop, enhance, and expand Adult Education, Dual Enrollment, and Rising Scholar programs and services in coordination with regional partners. Support statewide initiatives in order to address existing service gaps between agencies and increase access to and success in college and career outcomes.

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, Dual Enrollment, and Rising Scholars projects offer equity-centered programs and services that expand access and reduce barriers to entry. Through these projects, we collaborate with regional partners to offer basic skills, career training, and high school credit.

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?

- Currently collaborating with the Tri-Valley Partnership Projects group to define the terms of a joint CCAP agreement; a draft has been shared for review and we will reconvene to determine next steps in February 2023.
- VP of Academic Services has identified and set aside dedicated FTEF for Dual Enrollment.
- Engaging in ongoing conversations with the academic deans and student service partners to ensure all policies and practices related to dual enrollment are aligned.
- Completed and listed a dual enrollment handbook on our website.
- Collaborating with the FCI Dublin Faculty Coordinator to edit and enhance the draft handbook for the Rising Scholars program.
- Host ongoing meetings with key partners to amplify the work of REACH
- Partnering with the Mid-Alameda County Consortium (MACC) to host an Adult Education Symposium to highlight REACH’s work
- Explore opportunities for collaboration with the Outreach team by attending regular check-in’s
- Leveraging Community Ed Brochure to promote LPC ed opportunities to a broad audience; partnering with academic programs to showcase non-credit certificates.

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. Finalize CCAP Agreements with Tri-Valley ROP	Jan 23	May 23		A, B
2. Draft a new plan for Rising Scholars including short term programs, and phase out BUS 2.0 ADT	Jan 23	Dec 23		A, B
3. Onboard Non-credit discipline plan	Jan 23	Dec 23		A, C
4. Participate in professional development opportunity to enhance and add to skills related to being an administrator and executive team member.	Jan 23	Dec 23		D, E
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							2
Classified Staff PT			1				
Confidential Staff FT							
Total Full Time Equivalent Staff							3

B. Staffing Needs

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)

<p>List Staff Positions Needed for Academic Year _____ 2 _____</p> <p>Place titles on list in order (rank) or importance.</p>	<p>Indicate (N) = New or (R) = Replacement</p>	<p>Estimated Annual Total Cost</p>	<p>EMP Goals or Planning Priorities Linked to Position</p>
<p>1. Program Coordinator</p> <p><u>Reason:</u> To coordinate and support the work of expanding dual enrollment on campus; engage in outreach and general advising to schools</p>	<p>N</p>	<p>69,740</p>	<p>B</p>
<p>2. Administrative Assistant</p> <p><u>Reason:</u> To provide administrative support to the programs under Educational Partnerships</p>	<p>N</p>	<p>58,596</p>	<p>D</p>
<p>3.</p> <p><u>Reason:</u></p>			
<p>4.</p> <p><u>Reason:</u></p>			
<p>5.</p> <p><u>Reason:</u></p>			
<p>6.</p> <p><u>Reason:</u></p>			

IV. FACILITIES

A. Facilities Needs

FACILITIES NEEDS

List the Facilities Need and the Reason	EMP Goals or Planning Priorities Linked to Position
1. <u>Reason:</u>	
2. <u>Reason:</u>	
3. <u>Reason:</u>	
4. <u>Reason:</u>	
5. <u>Reason:</u>	
6. <u>Reason:</u>	

V. TECHNOLOGY AND EQUIPMENT

A. Technology and Equipment Needs

TECHNOLOGY AND EQUIPMENT NEEDS

<p>List the Technology and Equipment Needs</p> <p>Place titles on list in order (rank) or importance.</p>	<p>Indicate (N) = New or (R) = Replacement</p>	<p>Estimated Annual Total Cost of Ownership</p>	<p>EMP Goals or Planning Priorities Linked to Position</p>
<p>1.</p> <p><u>Reason:</u></p>			
<p>2.</p> <p><u>Reason:</u></p>			
<p>3.</p> <p><u>Reason:</u></p>			
<p>4.</p> <p><u>Reason:</u></p>			
<p>5.</p> <p><u>Reason:</u></p>			

<p>6.</p> <p><u>Reason:</u></p>			
---------------------------------	--	--	--

VI. PROFESSIONAL DEVELOPMENT

Professional Development Needs

<p>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.</p>	Annual TC			EMP Goals or Planning Priorities Linked to Position
	Cost per item	Number Requested	Total Cost	
<p>1. Professional Conference related to adult education, higher education access</p> <p><u>Reason:</u> To remain abreast of trends and policies changes in the field</p>			1500	A, D, E
<p>2.</p> <p><u>Reason:</u></p>				
<p>3.</p> <p><u>Reason:</u></p>				
<p>4.</p>				

<u>Reason:</u>				
5. <u>Reason:</u>				
6. <u>Reason:</u>				