Annual Program Planning (Program PIE)

Purpose: Review for relevant work done this year on AUOs, SAs, PLOs, SLOs, & SLGs

---

Priority Progress Areas & Best Practices

Education for Older Adults (EOA)

- ACCE award best practices for Healthy Aging Modules & collegial distribution at state & national levels
- New curriculum – Summer /Winter Intersessions (Modular) – Excel 1, 2, 3, PowerPoint 1, 2, Publisher 1
- Expanded Brain Health Program (added "Insight")
- Advocating/Statewide collaboration for CCCEOA (Saving EOA programs)
- Received funding from Outcomes committee to support faculty SLO collaboration

Division Office

- Noncredit certificates- continuing input & working with IT because of accountability. Inputting/tracking/auto notification/certificate production will lead to data to support programs
- Contract Ed (All Americas) / Training Source branding
- WebCMS in use / operational

ABE

- WIN GPA high based on support. Exceeds that of the general population
- Credit by exam for high school diploma classes
- ACCE Award for Adult Diploma progress policy intervention leading to increased completion rate. (Progress Policy measurable outcomes)
- 2 new English courses integrate Common Core with – Adult learner needs (Literature & Writing 1 & 2)
- Tutor training on effective strategies for direct support of students
- SLO cycles more coordinated

ESL

- STAR Project (Student Teacher Action Research), effective collaboration
- CASAS Promising Practice (Student Profile data, VESL Transitions, ESL Career Conference)
- ESL-CAP Test Chancellor approval (6 yr reaffirmation)
- VESL 2 new certificates
- Passport Program in LLC (motivational program leading to increase in language learning and retention)
- Student independent reading increases CASAS scores
- VESL tutoring pilot project in process

CONTINUING EDUCATION ADVISORY GROUP NOTES 5-10-13

<u>Ideas for program future goals and AUOs</u>

Education for Older Adults (EOA)
- Clear, methodical planning
- Shift to focus on revision/creation of certificates to address accountability issues
- Develop ways to meet matriculation guidelines in EOA (Assessment, advisement, ed plan)
- Based on funding changes, community college mission narrowed, then an AUO on transitioning all healthy aging, lifelong learning to fee-based (campus building resources)
- Modify current certificate for Office Computer Apps & new certificates (home-based business, Excel, Office Communications/Presentations, etc)

Division Office
- International Language skills (fee-based) – offering I-20s for 20 hr/wk

ABE
- Due to transiency of students, alternative ways to offer curriculum (non-traditional, modular, etc.)

ESL
- VESL tutoring (Basic Skills Funding)
- Orientation data collection to support matriculation process

<u>Ideas for Division future goals and AUOs</u>

Educators of Older Adults (EOA)
- Shift to focus on revision/creation of certificates to address accountability issues.
- Partnerships will play key role as new programs are developed & transitions to fee-based
- Professional development for faculty re certificate pathways & progress indicator communication to students
- Clear, methodical planning
- Extended dates on Silver Sneakers

Division Office
- Advocacy @ state level
- Outreach to Chambers of Commerce (partnerships)
- IT processes for capturing data for matriculation changes
- Some Banner projects are stalled in IT
- Building 40 remodel

ABE
- High expectations
- SLO data use
- Relevancy / rigor in the curriculum

Division Themes (Division PIE)

Purpose: To brainstorm Division focus areas for PIE.

From a Division perspective . . .

Accomplishments
- Awards for model programs (ACCE, CASAS Promising Practices)
- Focus on rigor/relevancy (revision & creation of new certificates)

Important work that will have an impact on continued progress of Division Goals
- Partnerships with other colleges, internal, & community
- Advocacy ready and participatory
- Methodical planning with big picture in mind
- Accountability depends on development of systems to track data & effective use of IT resources

Division themes (Trends section)

Group 1
- Advocacy
- Best practices and recognition
- Innovation in curriculum & instructional practices
- Improving student learning
- Communication
- Data driving student outcomes & retention
- SLO improvement (closing the loop)
- Involvement (state & local level, Mt. SAC credit division, other educational institutions)

Group 2
- Targeted 1-on-1 tutoring with training support
- Accountability – focus on certificates (revision, development, professional development for faculty, communication to students)
- Matriculation (assessment, orientation, ed plan, progress indicators, certificate tracking)
- Use of data to support decision-making
- Curriculum & outcomes tracking of course outlines/awards using College systems

Group 3
- All had curriculum, assessment improvement
- Advocacy and advocacy ready with data
- Matriculation activity and reporting

Update of Vision Statement

Purpose: To review the recommended update to the CED Vision Statement

Recommended Revised Vision Statement:

"The Continuing Education Division will provide outstanding educational opportunities for ~~diverse~~ students to increase literacy skills, access higher education and employment, and strengthen self-sufficiency."

Integration / Alignment of Action Plan

Purpose: Review and revise the Action Plan

<u>Action Plan Refinement</u>

1.1   Portal accessibility & awareness, = use of application

1.4   Reword Banner projects

1 +   New: Data programming & staffing for SSS mandates, WIA

2   Less need for establishing structure; new emphasis on analysis (2nd part)

2 +   New: Add use of progress indicators and certificate awards

2.1   Is this relevant?

3 +   New: Training Source

3 +   New: SB173 re fee ?