1. Assessment Plan - Three Column

PIE - Continuing Education: Short Term Vocational Unit

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
Data - Ensure equity, access, completion, and success of educational goals for all students. **Status:** Active **Goal Year(s):** 2018-19, 2019-20, 2020-21 **Date Goal Entered (Optional):** 06/15/2020	**Request - Full Funding Requested -** Director - STV Data Analysis ***Describe Plans & Activities Supported (Justification of Need):** Activities Data will be used strategically to improve programs and student support. Review and revise the process to develop, track, assess, analyze, and report student learning outcomes for STV courses. STV faculty will evaluate SWP and labor market data to improve student outcomes. Collect data to identify the local economy needs and develop new CDCP certificates accordingly. ***Lead:** Director - STV **What would success look like and how would you measure it?:** Criteria for Success 1. A revised system for input, monitoring, and tracking of SLO development and analysis will be established. 2. Trained faculty in the new SLO process. 3. 100% of STV courses will have accurate and relevant SLOs	**Reporting Year:** 2018-19 **% Completed:** 100 We do not have a Director, STV position. While this position has not yet been created, STV staff and faculty continue to build STV programs, analyze data both for success as well as where gaps lie. The department tries to be as responsive as possible but due to the reorganization of the division, there is a critical need for a director. All departments in SCE currently have a director, except for STV. 1. Venus Soriano has developed a system to input, monitor, and track SLOs and work directly with STV faculty. 2. All faculty have been trained on the new SLO process. 3. 100% of current STV courses have accurate and relevant SLOs entered into TracDat. 4. Six new STV certificates were created and approved by the Chancellor's Office: Appliance Repair; General Office Skills; Manufacturing & Electrical Systems; Medical Secretary; Trades Preapprenticeships; Welding Basics. (05/30/2019)

entered into TracDat and cycle developed (2019-20).

4.   At least 3 new STV CDCP certificates will be created.

Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.

Planning Unit Priority: Urgent

On-Going Funding Requested (if applicable): 175000

Total Funding Requested: 175000

Request - Full Funding Requested - Director - STV

Data Analysis_copy

*Describe Plans & Activities Supported (Justification of Need): Activities

Data will be used strategically to improve programs and student support. Review and revise the process to develop, track, assess, analyze, and report student learning outcomes for STV courses. STV faculty will evaluate SWP and labor market data to improve student outcomes. Collect data to identify the local economy needs and develop new CDCP certificates accordingly.

*Lead: Director - STV

What would success look like and how would you measure it?: Criteria for Success

1.   A revised system for input, monitoring, and tracking of SLO development and analysis will be established.

2.   Trained faculty in the new SLO process.

3.   100% of STV courses will

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
	have accurate and relevant SLOs entered into TracDat and cycle developed (2019-20). 4. At least 3 new STV CDCP certificates will be created. **Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees. **Planning Unit Priority:** Urgent **On-Going Funding Requested (if applicable):** 175000 **Total Funding Requested:** 175000	
Teaching and Learning - Expand and support innovation in teaching, learning, academic support, and management within SCE **Status:** Active **Goal Year(s):** 2018-19, 2019-20, 2020-21	**Request - Partial Funding Requested - ** Professional Development ***Describe Plans & Activities Supported (Justification of Need):** Faculty will learn innovating teaching strategies through a variety of trainings both on campus and off. ***Lead:** Faculty **What would success look like and how would you measure it?:** In the classroom, a variety of instructional strategies will be observed allowing all students to access the curriculum and develop their competencies. **Type of Request:** PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees. **Planning Unit Priority:** Medium **On-Going Funding Requested (if applicable):** 2000	**Reporting Year:** 2018-19 **% Completed:** 100 As documented in classroom observations, faculty use a variety of instructional strategies. This strategies provide students with access to the knowledge, skills, and competencies needed for specific career paths. There has been funding to provide faculty with a variety of professional development activities including flex days, division trainings, and external conferences. To date, this has contributed to an increase in pass rates by 5% to 82%. (05/30/2019)
	Request - Full Funding Requested - Facilities - classrooms and labs (health and other areas) ***Describe Plans & Activities Supported (Justification of Need):** In	**Reporting Year:** 2018-19 **% Completed:** 0 Despite not adding any additional classrooms for STV programs, the number of programs, students and FTES have grown. Staff and faculty have developed partnerships with

the past three years, STV programs have grown from 1 to 18 approved programs. In order to offer the courses, classrooms and labs are needed. In addition, current facilities need to be up to code.
*Lead: Tami Pearson
What would success look like and how would you measure it?: 1. 10% increase in the number of courses/programs offered
2. 10% increase in the number of students enrolled
3. 10% increase of FTES

Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.
Planning Unit Priority: High
One-Time Funding Requested (if applicable): 8000000
Request - Partial Funding Requested - Professional Development_copy
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*Lead: Faculty
What would success look like and how would you measure it?: In the classroom, a variety of instructional strategies will be observed allowing all students to access the curriculum and develop their competencies.
Type of Request: PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide

credit faculty which provides both classroom and lab space for our students. We used Rio Verde as an offsite location. This is no longer going to be an option in 2019-20. The Health Careers Sim Lab has been put on an indefinite hold with some options being discussed with the College.
1. STV has increased program offerings by 30%.
2. STV courses/programs have increased enrollment numbers by 42% or over 1,100.
3. To date STV FTES have increased 16% or 36 FTES. This will increase once spring programs are done. (05/30/2019)

professional learning opportunities for Mt. SAC employees.
Planning Unit Priority: Medium
On-Going Funding Requested (if applicable): 2000
Request - Full Funding Requested - Facilities - classrooms and labs (health and other areas)_copy
*Describe Plans & Activities Supported (Justification of Need): In the past three years, STV programs have grown from 1 to 18 approved programs. In order to offer the courses, classrooms and labs are needed. In addition, current facilities need to be up to code.
*Lead: Tami Pearson
What would success look like and how would you measure it?: 1. 10% increase in the number of courses/programs offered
2. 10% increase in the number of students enrolled
3. 10% increase of FTES

Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.
Planning Unit Priority: High
One-Time Funding Requested (if applicable): 8000000

Unit Goals	Resources Needed	1. Where We Make an Impact
Student Support - Increase access to high quality student services to support student goals and promote pathways for a diverse noncredit population. **Status:** Active	**Request - Full Funding Requested -** Nonteaching time Data Analyst Additional financial support for CNA Livescans ***Describe Plans & Activities**	**Reporting Year:** 2018-19 **% Completed:** 75 We are still in the process of developing procedures to gather mirrored and certificate completion data. Currently we rely on one of the Coordinators. Received funding for livescans but not enough to cover the number of students

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
Goal Year(s): 2018-19, 2019-20, 2020-21	**Supported (Justification of Need):** Activities Increase the number of students completing STV mirrored courses and CDCP certificates. First, establish an efficient process for collecting enrollment, drop out, and completion data for mirrored courses. ***Lead:** Faculty Coordinators Counselors Data Analyst **What would success look like and how would you measure it?:** Criteria for Success 1. Increase the number of students meeting with a counselor by 10% (2019-20). 2. All noncredit mirrored courses and programs will be align and updated in WebCMS. 3. The completion rate for the number of students taking mirrored courses will increase by 5% (2019-20). **Type of Request:** OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD. **Planning Unit Priority:** High **On-Going Funding Requested (if applicable):** 10000 **Total Funding Requested:** 10000	enrolled. More funding is needed for livescans. 1. 276 more STV students saw counselors in 18-19 over 17-18 to date. This resulted in a 24% increase. 2. With the addition of Lesley Cheng, all mirrored courses that are in the 4-year review cycle this year were updated in WebCMS. 3. There was an increase of 10% (54 students) enrolling in mirrored courses. This resulted in a 5% increase of students passing mirrored courses (to date - no spring data yet.) (05/30/2019)
	Request - Full Funding Requested - Full-time Health Careers Coordinator ***Describe Plans & Activities**	**Reporting Year:** 2018-19 **% Completed:** 0 We do not yet have a full-time health careers coordinator.

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
	Supported (Justification of Need): STV Health Careers have expanded and now include IHSS, CNA, HHA, Acute CNA, PT Aide, OT Aide, Care Coordinator and coming soon - Pharmacy Technician and LVN. With this being our largest industry sector, a full-time coordinator is needed to set up the logistics of the programs as well as working with the Job Developer and running advisory committee meetings. ***Lead:** Tami Pearson **What would success look like and how would you measure it?:** -A 10% increase in the number of students enrolled in health careers -Increase retention rate by 5% **Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees. **Planning Unit Priority:** Medium **On-Going Funding Requested (if applicable):** 130000 **Total Funding Requested:** 130000 **Request - Full Funding Requested -** Nonteaching time Data Analyst Additional financial support for CNA Livescans_copy ***Describe Plans & Activities Supported (Justification of Need):** Activities Increase the number of students completing STV mirrored courses and CDCP certificates. First, establish an efficient process for collecting enrollment, drop out, and completion data for mirrored courses.	The person who was the project manager for IHSS retired in March. Three other staff members have picked up most of that work as part of their responsibilities until we can get a full time coordinator at the expense of other job responsibilities. 1. There was a 41% increase in the number of students taking Health Career courses. This is mostly due to the EMT program moving to noncredit. There was a decrease in Acute CNA students as we did not offer the course due to challenges with clinical sites. 2. We do not yet have the pass rates for these programs as some courses are still running. (05/30/2019)

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
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Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
	needed to set up the logistics of the programs as well as working with the Job Developer and running advisory committee meetings. ***Lead:** Tami Pearson **What would success look like and how would you measure it?:** -A 10% increase in the number of students enrolled in health careers -Increase retention rate by 5% **Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees. **Planning Unit Priority:** Medium **On-Going Funding Requested (if applicable):** 130000 **Total Funding Requested:** 130000	
Communication - Increase effectiveness and consistency of communication among stakeholders. **Status:** Active **Goal Year(s):** 2018-19, 2019-20, 2020-21	**Request - Partial Funding Requested - Survey** Administrative support ***Describe Plans & Activities Supported (Justification of Need):** Activities STV will increase student input on programs and services via surveys and focus groups. STV staff will also communicate with students to identify strategies for improving retention. ***Lead:** Faculty Coordinator **What would success look like and how would you measure it?:** Criteria for Success 1. One student focus group will be conducted in 2019-20. 2. A new online survey will be created and piloted. 3. Based on student and focus	**Reporting Year:** 2018-19 **% Completed:** 50 We have not hired any additional administrative support. This work is left up to STV staff to complete at the expense of other job responsibilities. STV Coordinators worked with faculty to develop and pilot an online student survey that will be expanded in 19-20. 1. A focus group will be completed in the PT Aide class by the end of Spring, 2019. 2. A new online student survey was developed and piloted in IHSS. 3. Once the focus group is done, the feedback will be analyzed and a plan will be created. (05/30/2019)

group feedback, 1-2 areas of support will be identified and focused on.

Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.

Planning Unit Priority: Medium

On-Going Funding Requested (if applicable): 15000

Total Funding Requested: 15000

Request - Partial Funding Requested - Survey
Administrative support_copy

*Describe Plans & Activities Supported (Justification of Need):
Activities
STV will increase student input on programs and services via surveys and focus groups. STV staff will also communicate with students to identify strategies for improving retention.

*Lead: Faculty
Coordinator

What would success look like and how would you measure it?: Criteria for Success

1.	One student focus group will be conducted in 2019-20.

2.	A new online survey will be created and piloted.

3.	Based on student and focus group feedback, 1-2 areas of support will be identified and focused on.

Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.

Planning Unit Priority: Medium

On-Going Funding Requested (if applicable): 15000

Total Funding Requested: 15000