



## 2023-24 ADMINISTRATIVE UNIT PROGRAM REVIEW

UNIT: Educational Partnerships

Writer: Traci Peterson

**\*\*\*Please submit your completed Program Review to Sheri Moore by 12 pm on March 1, 2024 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 2023 through fall 2023 and plans for spring 2024 through fall 2024.

### I. MISSION

#### A. State the current program mission

Educational Partnerships exists to develop, enhance, and expand Adult Education, Dual Enrollment, REACH, Community Education, and Rising Scholar programs and services in coordination with our many regional partners. We want to support statewide initiatives to address existing service gaps between agencies, while increasing access to students, and also their 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, REACH, Community Education, and Rising Scholar projects offer equity-centered programs and services that expand access and reduce barriers to entry. Through these projects, we collaborate with regional partners to ensure that every student can find a path for success in their journey for lifelong learning.

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 (MACCO planning in the formulation, implementation and evaluation of CAEP program objectives and priorities.
3. In partnership with our colleagues, as well as developing new collaborations, develop milestones and timelines; track and report goals, outcomes, and deliverables to all project stakeholders.
4. Work with faculty and staff to develop programs, including high school dual 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 projects and programs are in compliance with State guidelines, Ed Code, and Board Policies.

## 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. *Two classes at Dublin High School were started on February 23, 2024 through a CCAP Dual Enrollment agreement.*
- VP of Academic Services has identified and set aside dedicated FTEF for Dual Enrollment. *This will continue.*
- Engaging in ongoing conversations with the academic deans and student service partners to ensure all policies and practices related to dual enrollment are aligned. *Although there has been a change in staffing, this will continue as well.*
- Completed and listed a dual enrollment handbook on our website. *A working draft handbook has been given to the current students. The workbook will be on our updated website by 3/1/24.*
- Collaborating with the FCI Dublin Faculty Coordinator to edit and enhance the draft handbook for the Rising Scholars program. *This is in progress as of February 2024.*
- Host ongoing meetings with key partners to amplify the work of REACH. *This will be continued as of February 2024.*
- Partnering with the Mid-Alameda County Consortium (MACC) to host an Adult Education Symposium to highlight REACH's work. *This did not happen in 2023, but we will plan some kind of Adult Ed Event with MACC for the Seamless Transitions work group.*
- Explore opportunities for collaboration with the Outreach team by attending regular check-in's. *This will be continued as of February 2024.*
- Leveraging Community Ed Brochure to promote LPC ed opportunities to a broad audience; partnering with academic programs to showcase non-credit certificates. *Hired a full time Community Education Coordinator in August and she is developing new classes and updating our policies and procedures.*

B. Major Goals and Objectives for Spring 2024 through Fall 2024.

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. Learn the roles and responsibilities of the EPP Manager while overseeing the project budgets. Continue to build relationships with stakeholders and				A, B, E

partners to collaborate on projects that benefit students and their success.				
2. Finalize CCAP Agreements with Tri-Valley ROP for Summer Academy, LVJUSD and PUSD for Fall 2024. Continue CCAP Agreement with DUSD. Launch Adult Dual Enrollment with the Adult Schools in the tri-valley. Create standardized documents for this process.	Jan 24	Ongoing September 2024		A, B, E
3. Draft a new plan for Rising Scholars including a short-term certificate for GE (16 units that would transfer after transfer or release), and phase out BUS 2.0 ADT. Develop solid policies and procedures.	March 24	Dec 24		A, B, E
4. Complete the REACH Initiative by December 2024 and spend the funding to benefit adult learners by increasing the attainment of high-value non-degree credentials.	Jan 24	Dec 24		A, C, E
5. Participate in professional development opportunities to enhance and add to skills related to being an administrator. Encourage staff I supervise to attend PD as well.	Jan 24	Dec 24		D, E
6. Build up the support of MACC within our LPC campus for work group participation.	March 24	Dec 24		A, B, D, E
7. With our Community Education Coordinator, continue to build programs and expand our base while trying new ideas with new colleagues as we walk with students along their journey of lifelong learning.	Jan 24	Dec 24		A, B, E

### III. STAFFING

#### A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years						Anticipated total staff needed	
	2019	2020	2021	2022	2023		2024-2025	2025-2026
Administration	1	1	1	1	1		1	1
Supervisory								
Classified Staff FT					1		1	1
Classified Staff PT								
Confidential Staff FT								
<b>Total Full Time Equivalent Staff</b>								2

B. Staffing Needs

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

<b>List Staff Positions Needed for Academic Year <u>2024-25</u></b> Place titles on list in order (rank) or importance.	<b>Indicate (N) = New or (R) = Replacement</b>	<b>Estimated Annual Total Cost</b>	<b>EMP Goals or Planning Priorities Linked to Position</b>
<b>1.</b> <u>Reason:</u>			
<b>2.</b> <u>Reason:</u>			
<b>3.</b> <u>Reason:</u>			
<b>4.</b> <u>Reason:</u>			
<b>5.</b> <u>Reason:</u>			
<b>6.</b> <u>Reason:</u>			

#### IV. FACILITIES

A. Facilities Needs

**FACILITIES NEEDS**

<b>List the Facilities Need and the Reason</b>	<b>EMP Goals or Planning Priorities Linked to Position</b>
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><b>List the Technology and Equipment Needs</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 of Ownership</b></p>	<p><b>EMP Goals or Planning Priorities Linked to Position</b></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>			



## VI. PROFESSIONAL DEVELOPMENT

### Professional Development Needs

<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.	Annual TC			<b>EMP Goals or Planning Priorities Linked to Position</b>
	Cost per item	Number Requested	Total Cost	
<b>1. Professional Conferences related to Adult Education, Dual Enrollment, REACH, Community Education, and Rising Scholar projects that will help reduce barriers and grant access for student success.</b>  <u>Reason:</u> EPP Manager is new to her position as of January 2023. Any conference or workshop to help her learn her job would be beneficial and eventually increase student success rates.	\$1000	3	\$3000	A, D, E
<b>2. Professional Development and Conference opportunities for EPP staff as well.</b>  <u>Reason:</u> Our Community Education Coordinator is less than a year into her job as well. In order to ensure her success, she can build her network and learn new ideas about the Community Ed world.	\$1000	2	\$2000	A, D, E
<b>3.</b>  <u>Reason:</u>				
<b>4.</b>  <u>Reason:</u>				