



2024-25 ADMINISTRATIVE UNIT PROGRAM REVIEW
UNIT: Office of the CTE Project Manager
Writer: Vicki Shipman

*****Please submit your completed Program Review to Rajinder Samra by 5pm on Monday, June 30, 2025.*****

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 2024 through spring 2025 and plans through fall 2025.

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. Collaborate with the District Office on Apprenticeship program development.

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 implementation of CATEMA electronic articulation processing; and, supervision and evaluation of two CTE Outreach Specialists; project management support of CTE faculty projects; collaboration with Employer Engagement Specialist to identify/develop new programs; and, CTE Summer Camp development.

B. Major Goals and Objectives from Summer 2025 through Fall 2025.

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 CTE grants including Perkins V and SWP	Summer 2025	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. Partner with District Office to develop a Comprehensive Local Needs Assessment.	Summer 2025	Fall 2025 Commence for Spring 2026 CLNA Completion		EMP; A. Educational Excellence (A1, A2, A8); B. Community Collaboration (B1, B2, B3, B4); D. Organizational Effectiveness (D3)
3. Supervise the facilitation of CTE program Advisory Boards; Assist faculty with recruitment of new Advisory Board members.	Summer 2025	Ongoing		EMP: B. Community Collaboration (B1, B2, B3, B4)
4. Identify and develop industry driven academic programs in collaboration with Employer Engagement Specialist.	Summer 2025	Ongoing		EMP: A. Educational Excellence (A1, A2, A6); B. Community

				Collaboration (B1, B2, B3, B4);
5.				

III. STAFFING

A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years						Anticipated total staff needed	
	2020	2022	2022	2023	2024		2025-2026	2026-2027
Administration	1	1	1	1	1	1	1	1
Supervisory								
Classified Staff FT	2	2	2	2	2		2	2
Classified Staff PT								
Confidential Staff FT								
Total Full Time Equivalent Staff	3	3	3	3	3		3	3

B. Staffing Needs

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)

<p>List Staff Positions Needed for Academic Year _____</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.</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>			

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>			

<u>Reason:</u>			
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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.</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>				

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