



**2024-25 ADMINISTRATIVE UNIT PROGRAM REVIEW**

**UNIT: Educational Partnerships**

**Writer: Traci Peterson**

**\*\*\*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**

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. We fully support Vision 2030 and Equity in Access, Support, and Success for all students!

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. Through continual evaluation and assessment, we make improvements and adjustments where we can to support our students.

C. List the major functions/duties of your unit.

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| 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 (MACC) 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?

- Learn the roles and responsibilities of the EPPM while overseeing the project budgets. Continue to build relationships with stakeholders and partners to collaborate on projects that benefit students and their success. *Proud of the work done with the budgets. Completed the REACH grant down to \$0, spent MACC overage by June 30, 2024 deadline, was able to use some of the MACC funds to support Comm Ed work, helping them end in the black for the first time ever. EPPM continuing to learn the role and now working on writing out policies and procedures for Dual Enrollment and Comm Ed.*
- 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. *CCAP Agreements passed at June 17<sup>th</sup> Board include the TVROP, and extensions via Agreement Appendix updates for DUSD, PUSD, TUSD, and SRVUSD. Offering our first summer CCAP course – CMST 1, through TVROP.*
- 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. *April 2024 brought us the closure of FCI Dublin. This was abrupt and heartbreaking for students and LPC staff alike. It took months to transition the students from class mid-semester and follow up with the students after they relocation. We are now exploring access to Santa Rita Jail and possible options for student there to reduce their sentencing or probation by taking noncredit Business courses.*
- 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. *Successfully completed the grant deliverables down to a \$0 budget.*
- 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. *Both the EPPM and the Comm Ed Coordinator attended multiple webinars, conferences, and trainings related to their positions. Happy to report them out if needed.*
- Build up the support of MACC within our LPC campus for work group participation. *So proud of the work we've done here. Hired a part time MACC Counselor (Jared Howard) who has been amazing in the role. We registered our first two dual enrollment adult ed students this year and had multiple other referrals and meetings (we have a spreadsheet that tracks them). We also added Chris Crone to our Basic Needs committee, and Megan Garcia to our Seamless Transitions committee.*
- 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. *Last October, Comm Ed launched Campus CE, an incredible registration platform that has truly transformed the process for all of the students, the instructors, and the Coordinator as well. There are a variety of new and growing classes, and the Coordinator is extremely successful in all she does!*

B. Major Goals and Objectives from Summer 2025 through Fall 2026.

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. Expand learning while continuing to master the roles and responsibilities of the EPPM while overseeing the project budgets. Continue to build relationships with stakeholders and partners to collaborate on projects that benefit students and their success.				A, B, E
2. Finalize CCAP Agreement with LVJUSD. Continue CCAP Agreement with DUSD, SRVUSD, TUSD, and PUSD. Launch Adult Dual Enrollment with the Adult Schools in the tri-valley. Create policy and procedure documents for this process.	Jan 25	Ongoing		A, B, E
3. Draft a new plan for Rising Scholars that would include exploring the possibilities of Santa Rita Jail.	March 25	Dec 25		A, B, 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 25	Spring 26		D, E
6. Build up the support of MACC within our LPC campus for work group participation. Continue to expand ADE, and work with the ESL department to connect with local districts.	March 25	Spring 26		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. Review policies and procedures for all	Jan 25	Dec 25		A, B, E

aspects of Comm Ed program, and create them if they are not already there.				
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### 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
Supervisory							
Classified Staff FT					1	2	2
Classified Staff PT							
Confidential Staff FT							
<b>Total Full Time Equivalent Staff</b>						3	3

B. Staffing Needs

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

<p><b>List Staff Positions Needed for Academic Year <u>1</u></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</b></p>	<p><b>EMP Goals or Planning Priorities Linked to Position</b></p>
<p><b>1. Either an Admin Asst (part-time for Educational Partnerships to help cover Comm Ed) or an EP Coordinator.</b></p> <p><u>Reason:</u> Dual Enrollment is growing, Comm Ed is growing, Megan and I need help, and having Isa, even temporarily, has helped tremendously.</p>	<p>N</p>	<p>\$100K</p>	<p>A, B, C, D, E</p>
<p><b>2.</b></p> <p><u>Reason:</u></p>			
<p><b>3.</b></p> <p><u>Reason:</u></p>			
<p><b>4.</b></p> <p><u>Reason:</u></p>			
<p><b>5.</b></p> <p><u>Reason:</u></p>			

<p><b>6.</b></p> <p><u>Reason:</u></p>			
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**IV. FACILITIES**

A. Facilities Needs

**FACILITIES NEEDS**

<p><b>List the Facilities Need and the Reason</b></p>	<p><b>EMP Goals or Planning Priorities Linked to Position</b></p>
<p><b>1. Megan (Comm Ed) is not sharing an office with Ashley, our new scheduler. There is a faux wall dividing them.</b></p> <p><u>Reason:</u> The problem lies in the sensor for the light being on Ashley's side, so Megan can be sitting in the dark for some time. Also, Megan's position requires a lot of meetings and conversations with instructors, vendors, and students. Though Ashley wears ear buds, neither of them have privacy.</p>	<p><b>B, C, D</b></p>
<p><b>2.</b></p> <p><u>Reason:</u></p>	
<p><b>3.</b></p> <p><u>Reason:</u></p>	
<p><b>4.</b></p> <p><u>Reason:</u></p>	

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> 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. <u>Reason:</u></p>			
<p>2. <u>Reason:</u></p>			
<p>3. <u>Reason:</u></p>			

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

## VI. PROFESSIONAL DEVELOPMENT

### Professional Development Needs

<p><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.</p>	Annual TC			<p><b>EMP Goals or Planning Priorities Linked to Position</b></p>
	Cost per item	Number Requested	Total Cost	
<p><b>1. Professional Conferences related to Adult Education, Dual Enrollment, Community Education, and Rising Scholar projects that will help reduce barriers and grant access for student success.</b></p> <p><u>Reason:</u> EPP Manager needs continued Professional Development.</p>	\$1000	3	\$3000	A, D, E
<p><b>2. Professional Development and Conference opportunities for EPP staff as well.</b></p> <p><u>Reason:</u> Our Community Education Coordinator needs continued Professional Development.</p>	\$1000	2	\$2000	A, D, E

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