Administrative Leadership Unit Review (ALUR) Template for AY 2025-26

Date: 3/8/2026

Division: BEPP

Division Dean: **Michael Kane**

Please respond to the following prompts about AY2025-26 by clicking on the grey box:

I. List the programs that fall within your Division.

Accounting, Automotive Technology, Barbering, Business, Business and Computer Systems Management, Cosmetology, Early Childhood Education, Education, Esthetics, Human Resources, Hospitality/Tourism Management, Management, Real Estate, Wellness, Child Development Center.

II. Briefly describe any major changes to the Division or Programs' purview and functions during the past year.

The Bay Area Entrepreneur Center moved to the SPWD Division.

Given issues with available funding for computer resources and the aging of the lab, the BCM computer lab will be closing June 30th, this impacted two longtime, part-time classified staff who are now in the managed hiring process.

III. Review the Improvement Platform's "General Information Summary" dashboard for program review completion and **note which programs within your division are (a) missing a CPR/PRU for their designated year, and are (b) scheduled for a CPR and/or PRU next year.**

PRU are optional, programs in CPR are up to date.

IV. Review the Improvement Platform's "Course SLO/ PSLO Assessment" dashboard for your division and **note progress on course SLO assessment (for instructional/ student service programs with courses) or program SLO assessment (for student services programs) for the current three-year cycle? Which programs may need your support, and how will you support them?**

A number of departments have identified but not yet fully assessed courses. The programs have significant resources via Karen Wong but need the will to move forward and complete the assessments.

V. Briefly describe the major challenges and achievements for your Division over the past year.

The Wellness Program continues to fully develop the program, two new certificates have been added and the program enrollments have been increasing.

We have seen significant turnover in the past year. We have had full-time faculty retirements and faculty who have moved on to other positions, as well as a large number of classified staff changing positions, leaving or retiring. This has meant a large number of hiring committees for the division to staff.

We have had some success this year in beefing up our part-time faculty pools particularly in the Automotive program.

The Automotive Program has continued to struggle in getting it's ASE accreditation completed but looks on track to have it complete this spring/summer.

The Early Childhood Education Program was awarded a 3 year, $500,000 apprenticeship grant to develop the Early Childhood Apprenticeship Program (ECAP) it will be sunsetting this year and we will need to be reliant on RSI funding to support the program which will mean some cutbacks in terms of programmatic support.

We have seen a modest increase in the Hospitality and Tourism Management Program, enrollments have been higher than in previous years and hopefully this is a trend that will continue.

Work continued on the AI PIF, led by Hui Pate, the project has made solid progress and will be bringing another speaker to campus this spring.

VI. List and describe the major goals for your Division – What will the Division focus on achieving over the next 1-3 years? How do your Division goals align with the College's M-V-V and Education Master Plan?

Our Division, as the primary workforce development and career technical education academic division for the campus will continue to work to do the following:

1. Work to keep our programs to industry standard including developing automated driving and electric vehicle training courses in automotive, further development of ECAP apprenticeship program, expansion of the ECE program to meet high community needs for childcare staffing in order to give students the best possible preparation to be job ready and get hired in their field.

2. Continuing to grow and expand our successful programs while critically evaluating programs that are struggling. We have continued to expand and support the new Wellness Program, as well as implementing a new Excel for Accounting course that will be offered for the first time in fall.

3. Continuing to support and incorporate college initiatives into our programs and Division.

VII. **Using the boxes below, list the resource requests for FY26-27 that the Division is moving forward for consideration. Please note that the resource requests should be in declining order**

of priority, as indicated in the upper left corner of each box. For each resource request, describe how it connects with your Division goals, and the potential consequences of not securing the requested resource. In sum, please explain why filling this request should be a priority for the College. (To see a list of requests submitted by your programs, please follow the separate instructions for downloading from the Nuventive Platform.)

Order of Priority	**Resource Request Title**	Classified Professional FTE **Type**	**Program(s) Impacted**	**Amount $**
1	Cosmetology Budget Augmentation	Budget Augmentation	Cosmetology, Esthetics, Barbering	$15,000
Describe how this request impacts program/division operations, and how it will further completion of the Division goals stated above.				
These are the fastest growing programs in the division, the program is grown over %200 percent in the last five years with no supply budget augmentation. The combination of increased enrollment, clients and product need, along with increasing prices due to inflation is impacting the budget and the quality of education in the programs.				

Order of Priority	**Resource Request Title**	**Type**	**Program(s) Impacted**	**Amount $**
2	Instructional equipment and technology	Equipment	All	$80,000
Describe how this request impacts program/division operations, and how it will further completion of the Division goals stated above.				
This is our standard request in terms of instructional equipment and technology needs that programs have to remain at industry standards and are usually met via Perkins and Strong Workforce Program funding. These are necessary funds for continuing to keep our CTE programs at industry standard levels so that our students have the best chance at employment. Additionally, funds are needed to finalize the computer lab replacement related to the Windows 10 to 11 upgrade.				

Order of Priority	Resource Request Title	Type	Program(s) Impacted	Amount $
3	Cosmetology Aide	Classified Professional FTE	Cosmetology, Esthetics, Barbering	$100,000
Describe how this request impacts program/division operations, and how it will further completion of the Division goals stated above.				
These are the fastest growing programs in the division, I've shifted every available classified FTE into the department, but with programs running from 9AM to 10PM we still need additional classroom instructional support.				

Order of Priority	Resource Request Title	Type	Program(s) Impacted	Amount $
4	PSC in Business	Classified Professional FTE	All 8 Business programs	$100,000
Describe how this request impacts program/division operations, and how it will further completion of the Division goals stated above.				
The Business umbrella is significantly large and encompasses eight programs while have extensive involvement in SPWD events, recruiting and entrepreneurship. Program is currently forced to rely on student assistants.				