

**Date:** 5/12/2026

**Division:** SPWD

**Division Dean:** Lindsey Ayotte

**Please respond to the following prompts about AY25-26 by clicking on the grey box:**

**I. List the programs that fall within your Division.**

- Middle College
- Dual Enrollment
- Career Services/Career Counseling
- Work Experience
- Adult Education
- Women's Mentoring and Leadership Academy (WMLA)
- Bay Area Entrepreneurship Center BAEC

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

**Reorganization:** In the past year we have hired a Dual Enrollment Director. In terms of reorganization-The Director of the Bay Area Entrepreneurship Center (BAEC) is now housed in SPWD (formally under the BEPP Division). Two Career Counselors have also been incorporated by the Career Services team.

**New Hires:** SPWD has hired an Employer Engagement Coordinator. Last fall, SPWD hired a FT/TT Work Experience faculty member.

**Vacancies:** SPWD has had a vacant PSC/Grant Coordinator position that has greatly impacted the management and spending of grants.

Once the Grant Coordinator Position has been filled, SPWD will have a fully assembled team.

**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.** (CPRs are due on a 7-year cycle, 2 PRU's are **required** between each CPR.)**

There are no missing PRU/CPR submissions.

Middle College just completed the current CPR cycle in Spring 2026

Upcoming PRU dates:

- Work Experience-PRU 2 Fall 2026
- Middle College- PRU 1 FALL 2028

Upcoming CPR dates:



- Dual Enrollment 2027-2028
- Work Experience Education- 2028-2029
- Career Readiness and Job Placement 2029-2030
- Middle College 2032-2033

**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?****

1. Career Readiness and Job Placement- There currently is no current assessment data. We are meeting this summer for a 2-day strategic planning retreat to work on departmental goals, and mapping out PSLO’s assessment plan.

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

**Major Challenges:**

The SPWD division supports an impressive range of programs and initiatives, reflecting both its strong commitment to students and its broad institutional capacity. At the same time, the scope of responsibilities can make it difficult to maintain a unified focus on workforce and economic development outcomes. While goals such as economic mobility and thriving-wage careers are clearly prioritized, there appears to be a need for stronger systems to measure long-term student success, including consistent tracking of Career Services outcomes, employment, and post-completion wages. In addition, Career Services engagement currently reaches only a small portion of the student body, as many students may not fully understand or access available career preparation resources. Embedding career development more intentionally into the overall student experience could help expand access and strengthen the college’s impact on economic mobility for all students.

Despite these challenges and opportunities for growth, the SPWD division continues to make a meaningful impact through its commitment to student success, workforce development, and community engagement, positively serving both Skyline College students and the broader San Mateo County community.

**Achievements:**

- Expanded Skyline College Career Services through innovative partnerships with K–12 districts, public libraries, community organizations, employers, and campus programs to increase access to workforce development and career readiness resources.
- Planned and implemented large-scale career exploration events, conferences, retreats, and career fairs serving high school students, college students, adult learners, international students, and community members across San Mateo County.



- Strengthened regional educational pipelines by collaborating with South San Francisco Unified School District, Jefferson Union High School District, Sequoia Union High School District, Middle College, and Dual Enrollment programs to connect students to early college and career pathways.
- Increased equitable access to career development services by bringing programming directly into community spaces, high schools, public libraries, and transition programs serving diverse and underserved student populations.
- Designed and facilitated hands-on career readiness workshops focused on resume writing, interview preparation, LinkedIn and networking skills, professional communication, workplace readiness, leadership development, and career exploration.
- Connected students and community members with employers, mentors, faculty, and industry professionals through networking events, employer panels, mock interviews, internships, and on-campus recruitment opportunities.
- Developed and expanded internship and experiential learning opportunities for students through collaborations with the Bay Area Entrepreneurship Center (BAEC), International Student Program, Career Services, and employer partners.
- Successfully organized career fairs and employer engagement initiatives that connected students and community members to internships, part-time and full-time employment opportunities, and workforce agencies.
- Advanced student leadership and empowerment through conferences and workshops focused on professional growth, mentorship, self-advocacy, and leadership development.
- Increased student awareness of postsecondary opportunities, workforce pathways, and Skyline College resources through targeted outreach, career exploration programming, and student-centered events.

**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](#)?**

**1. Expand Equitable Access to Career Readiness Services**

Increase student participation in Career Services and workforce development programming by embedding career readiness milestones into the broader student experience and expanding outreach to underserved student populations, K–12 partners, and community members.

**2. Strengthen Workforce and Employer Partnerships**

Develop and deepen partnerships with employers, industry leaders, workforce agencies, and community organizations to increase internships, experiential learning opportunities, job placement pathways, and career-connected learning experiences for students.

**3. Improve Student Outcome Tracking and Career Success Metrics**

Create clear systems for assessing Career Services outcomes, including shared PSLOs, student engagement data, internship participation, employment placement, and post-completion wage and career outcomes to better measure the division’s impact on economic mobility.



**4. Expand Dual Enrollment Access and Career Pathways**

Increase dual enrollment participation by strengthening partnerships with local K–12 districts, expanding career-connected and workforce-aligned course offerings, and creating clearer pathways that support early college access, career exploration, certificate attainment, and long-term student success.

**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.)**

| <b>Order of Priority</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Resource Request Title</b>           | <b>Type</b>                 | <b>Program(s) Impacted</b> | <b>Amount \$</b> |
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| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Director of Workforce/Grant Coordinator | Classified Professional FTE | Perkins, SWP, Grants       |                  |
| <p><b>Describe how this request impacts program/division operations, and how it will further completion of the Division goals stated above.</b></p> <p>The Grant Coordinator position is critical to ensuring the effective management, compliance, and sustainability of the SPWD division’s growing portfolio of externally funded programs. This position has remained vacant since October 2025, resulting in significant operational and administrative responsibilities being absorbed by the Dean and Division Assistant. Currently, SPWD oversees the management and budgeting of more than 13 grants totaling approximately \$6 million. These grants require ongoing fiscal monitoring, reporting, compliance tracking, coordination with funding agencies, and collaboration with program staff to ensure deliverables and timelines are met. Without dedicated grant support, there is increased risk for reporting delays, compliance issues, staff burnout, and missed funding opportunities. In comparison, both Canada College and CSM have dedicated workforce leadership positions that oversee grant operations and administration. As SPWD continues to expand workforce, community education, and dual enrollment initiatives, the need for centralized grant coordination has become increasingly essential. Filling this position would provide critical operational support, strengthen fiscal oversight, improve grant compliance and reporting processes, and allow division leadership to focus on strategic planning, partnership development, and program growth rather than day-to-day grant administration.</p> |                                         |                             |                            |                  |