2018-19 Center for Career and Workforce Programs Annual Program Plan

I.A.   Program Profile: Purpose
Describe the program(s) to be reviewed. What is the purpose of the program and how does it contribute to the mission of Skyline College?

Narrative
Skyline College's Center for Career and Workforce Programs purpose is to:

- Support the alignment of state, federal and local workforce investments, education (K12, Adult Ed & Skyline College), and economic development systems in support of a comprehensive, accessible, and high-quality workforce development strategy in San Mateo County.
- Improve the quality and labor market relevance of career education courses, certificates and degrees in programs that advance economic development efforts and provide bay area workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide bay area employers with the skilled workers the employers need to succeed in a global economy.
- Increase, particularly those individuals with barriers to employment, access to and opportunities for the employment, education, training, and support services they need to succeed in the labor market.
- Act as a catalyst in the bay region in leading sector specific workforce development strategies that support the advancements of educational programming and activities that swiftly and effectively meet the needs of bay area employers.

The Center for Career and Workforce Programs contributes to the mission of Skyline College through its deliberate planning, key program strategies and alignment of core program objectives to that of the college and San Mateo Community College District.

I.B.   Program Planning Team

Annual program planning is intended to be a collaborative process which promotes dialogue and reflection. Please identify all individuals who contributed to or shaped the narrative. Include names and the title or role of each person.

Narrative

Christine Roumbanis, Dean: Business, Education, and Professional Programs

Andrea Vizenor, Director Career and Workforce Programs

Elizabeth Tablan, Program Services Coordinator

Claudia Paz, Visual Communications Coordinator

II.A. **Analysis: Progress on Prior Program Objectives (Goals) and Activities**

Describe the progress made on previously established program objectives (goals) including identification of achievements or areas in which further effort is needed. New programs which have not yet established CPR/APP objectives should discuss progress on program implementation or activities.

Narrative
Funding and Grants
The Center for Career and Workforce engaged the faculty, staff, students and leadership across campus in Strong Workforce Program planning and successfully submitted year one's comprehensive SWP plan.

Retail, Hospitality and Tourism DSN Grant continually secures, a $300,000 grant award.

Genentech Bioscience Internship Program Development and Coordination Grant of $130,000. was successfully secured.

Prop 39 - Clean Energy Grant $1.3million - Assisted with writing and act as the administrative leader for these funds.

Employer Partnerships and Pathway Development
Center for Career and Workforce developed a valuable partnership with Apple Technologies that led to our Computer Science Program faculty to be one of 6 educational institutions across the nation to receive access to App Development Curriculum and Supplemental Teaching Resources that supported the development of COMP 680SA, The Art of Coding: iOS App Development with Swift course, the addition of a brand new MAC lab in building 8 and pathway creation is underway in App Development.

II.B.   Analysis: Program Environment
Describe any recent external or internal changes impacting the program or which are expected to impact the program in the next year. Please include when the specified changes occurred or are expected to occur.

Narrative

Recent external changes impacting the Center for Career and Workforce Programs include:

Statewide funding is no longer available to fund Career Advancement Academies, staff and activities on campus.

Statewide Strong Workforce funding is on-going legislation that provides yearly local and regional college allocations to advance Career and Workforce programming, partnerships, student success (certificate completion, increased wage gains, and job placement) and faculty professional development.

Skyline College/The Center for Career and Workforce Programs was recently awarded the Prop 39 grant of $1.5 Million to lead regional advancement of educational programming, alignment, work-based learning programming and professional development for faculty in the energy efficiency, utilities and construction sector.

II.C. **Analysis: Student Learning Outcomes (SLOs and PSLOs)**

    (1) Instructional Programs Only: Describe what was learned from the assessment of course SLOs for the current and past year.

    (2) Student Service Programs Only: If PSLOs are being assessed this year (3-year cycle), describe what was learned. If no assessment was done because this is an off-cycle year, please state that this item is not applicable.

Narrative

At this time, the institution has not previously established PSLO's for the Career and Workforce Department, we will work closely with the Dean and VPI to identify and establish the use of PSLO's in the future.

III.A. **Reflection: Considering Key Findings**

Consider the previous analysis of progress achieved, program environment, and course-level SLOs or PSLOs (if applicable). What are the key findings and/or conclusions drawn? Discuss how what was learned can be used to improve the program's effectiveness.

Narrative

Previously PSLO's have not existed in the Career and Workforce Program.

III.B. Reflection: ISLOs

If your program participated in assessment of ISLOs this year:
(1) What are the findings and/or conclusions drawn?
(2) Does the program intend to make any changes or investigate further based on the findings? If so, briefly describe what the program intends to do.

Narrative

Not applicable

IV.A. Strategy for Program Enhancement: Continuation/Modification

Indicate whether the program is continuing implementation of the last CPR strategy or revising the strategy. Please describe the modifications if revisions are intended.

Note: Any new strategies should be linked to Institutional Goals through creation of objectives in the next section. If the program has not yet participated in comprehensive program review, an annual or multi-year strategy can be defined in this item.

Narrative

The Center for Career and Workforce Programs continues to support the advancement of career education pathways across all academic divisions on campus. Additionally, the CCWP leads and will further align Carl Perkins, CTE Transitions, Dual Enrollment and Strong Workforce strategies in ways that will strengthen high school partnerships and seamless transitions for high school students, employer engagement, teacher development and collaboration, work-based learning opportunities and contribute to comprehensive guided pathway experiences and support services for students in career education programs.

The CCWP will launch a comprehensive Job Placement Function in the 2018-2019 academic year and will integrate student experiences that advance academic, professional and digital assets of students and lead to high quality employment and greater development of critical workforce readiness skills among students.

The CCWP will also expand marketing and outreach strategies in the 2018/2019 academic year to include new and innovative creative resources, paid social media campaigns and consistent high quality materials across career education programs.

The CCWP continues to pursue and lead economic and workforce development grants in ways that advance our commitment to play a central role in the preparation of the region's workforce and expand networks and partnerships with businesses, the community and non-profit organizations.

IV.B. **Strategy for Program Enhancement: Action Plan and Resource Requests**
Based on the most recent CPR and any desired modifications, develop an annual action plan with related resource requests. No narrative response will be entered in this section, but the objectives you create will be printed automatically in the APP report under this item.

(1) To begin, click on PLANNING at the top of the page, then CREATE A NEW OBJECTIVE. To view previously created objectives, click PLANNING at the top of the page, then VIEW MY OBJECTIVE.
(2) IMPORTANT! Make sure to associate each objective to this standard in the APP. Need help? Contact the PRIE Office for further instructions. Institutional Goals. Need help? Contact the PRIE Office for further instructions.

Narrative