

Non-Instructional Program Review – Annual Update Template

Service Area/Administrative Unit

Service Area/Administrative Unit Name: Career & Technical Education

Submitter: Dr. Crystal Nasio, Executive Dean and James Lee, Associate Dean

Academic Year: 2021-2022

Annual Update #1 #2

An Annual Update must be submitted each year that a Program Review is not submitted.

I. Progress on Service Area/Administrative Unit Outcomes (SAOs/AUOs)

- A) List the Service Area Outcomes (SAOs) or Administrative Unit Outcomes (AUOs) for your unit:
(These should be carried forward from your full Program Review, or from your Annual Update #1 if revised since your full Program Review)

Objective 1: RGPR1. Actively participate, administrative team and faculty, in regional discussions related to training for in-demand sectors. RGPR3. Develop new partnerships and follow through with existing partnership for better regional collaboration and collective success. WFPR1. Become the first choice for Workforce Programs and County Services.

Objective 2: EMPR1. Track student job placement. EMTA1. Provide ongoing service in group and individual settings for students to receive career support.

Objective 3: EMPR4. Create employment pipelines with premier employers. EMPR3. Focus on large partnerships that yield placement at high rates and volume.

Objective 4: NCCD1. Create three non-credit employment/degree pipelines. NCCD2. Partner with employers in each track for "interview guarantee". NCCD4. Invite our employer partners to "try the class on". RUCP4. Support students getting stackable certificates and credentials through a full; program revisions or creation.

Objective 5: INCT2. Expand our contract education to include other fields. WFPR1. Become the first choice for Workforce Programs and County Services.

Objective 6: OTMK1. Prepare marketing materials for all CTE programs including print, social media, road maps and commercials. RUCP3. Create two-year schedules for students to increase completion and to increase enrollment efficiency.

Objective 7: INET1. Support the efforts of the virtual innovation center. INET2. Support the makerspace for student innovation and idea incubation.

Objective 8: INET3. Support the development of Entrepreneurship programming including business incubation, student clubs and connections to entrepreneurship partnerships. INET4. Create Entrepreneurial culture on campus including interdisciplinary collaboration and funding of small business ideas of BCC students from BCC Foundation Donors.

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Objectives 9: MLAR4. Program at Ft. Irwin to complement articulation and CTE degree attainment.
MLAR2. Create procedures and processes that will encourage military articulation.

B) Summarize the progress your unit has made on SAO/AUO measures over the past year:

Objective 1 Assessments

1. Number of events attended
2. Number of partnerships created and resultant enrollment increase and/or career placement.

Objective 2 Assessments

1. Number of job placements.
2. Number of student appointments, workshops/presentations and career counseling meetings.

Objective 3 Assessments

1. Number of employer partners
2. Number of resumes, interviews and hires due to the new procedure.

Objective 4 Assessments

1. Program and schedule complete for non-credit programs for the calendar year 2021 and 2022.
2. Program and schedule workshop series and advertise by non-credit/contract education catalog, postcard, and digital means.
3. Number of student certificates completed.
4. Number of third-party certifications completed by students.

Objective 5 Assessments

1. Create entry/exit surveys and other assessment mechanisms to gain feedback from employers and students/trainees participating in contract education and other workforce programs.
2. Ensure support is provided throughout and after programming to ensure satisfaction in programs.
3. Evaluate and continually improve processes and strategies related to contract education and employer/student satisfaction.

Objective 6 Assessments

1. Number of CTE marketing materials created.
2. Number of enrollment increase.
3. Presentation and training on road maps and labor market information across all departments.
4. Number of certificate completion.

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Objective 7 Assessments

1. Number of virtual innovation meetings and number of participants.
2. Number of students utilizing makerspace.
3. Number of ideas being incubated in the space.
4. Programming schedule to assist students including accelerator meetings, mentor discussions, workshops, webinars, etc.

Objective 8 Assessments

1. Schedule and track attendance in the incubation, student clubs, workshops and seminars.
2. Schedule and track attendance of interdisciplinary meetings.

Objective 9 Assessments

1. Present and execute plan created on CTE course needs at Ft. Irwin.
2. Number of courses articulated from military.
3. Number of students from Ft. Irwin in CTE Programs.

- C) Describe any improvements made by your unit as a result of the outcomes assessment process:
- 1) What did you learn from your evaluation of these measures?

Objective 1 Results

According to outlook calendars for zoom and in-person the CTE team attended 31 regional meetings in the 2021-2022 academic year. These meetings include the Inland Empire Regional Consortium, Mountain Desert Regional Partnerships, IEDRC Steering Committee Meetings, K-12 SWP Selection Committee, IEDRC Regional Job Decekooper Meetings, Barstow Chamber Economic Development Meeting, and Barstow Chamber Military Affairs Committee.

The CTE team focused on partnerships with high schools for dual enrollment and employment related to short term programming. In 2021-2022, there were 5 high schools (565 students) that participated in the CTE Non-Credit Workplace Certificates including Barstow High School, Baker High School, Silver Valley High School, Central High School and Hesperia Christian School. Employment partnerships were inventoried and we have over 500 employers that are in our network. There are 62 active employers that have requested job postings direct to BCC students. Here is the website <https://www.barstow.edu/departments/career-technical-education-cte/jobs-openings-cte-students>

Objective 2 Results

The employment numbers for CTE are determined anecdotally and documented through the CTE monthly Board Reports. In 2021-2022, the CTE Job Developer assisted in the employment of 34 students. The employers included PG & E, Fort Irwin, Tractor Supply, Montessori Catholic School, Concordia Christian School, Rio Tinto, Exquadrum, American Quartz, etc. The CTE Employer Outcomes Survey conducted by CCC

<https://cteos.santarosa.edu/sites/cteos.santarosa.edu/files/collegereports2022/Barstow%20Community%20College%20CTEOS%202022.pdf>

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The job developer conducted 15 workshops for students with an average of 6 students in attendance for a total of 80 resume, cover letter, and interview skills. In addition, 106 students completed the CTE Employment Survey requesting employment assistance.

Objective 3 Results

Employment partnerships were inventoried and we have over 500 employers that are in our network. There are 62 active employers that have requested job postings direct to BCC students. Here is the website <https://www.barstow.edu/departments/career-technical-education-cte/jobs-openings-cte-students>

The job developer conducted 15 workshops for students with an average of 6 students in attendance for a total of 80 resume, cover letter, and interview skills. In addition, 106 students completed the CTE Employment Survey requesting employment assistance.

Objective 4 Results

The non-credit workplace courses for adult learners were offered in Fall 2021 (60 students) and Spring 2022 (43 students). The number of students who completed the certificates was not available to the CTE team. A special report will need to be created to capture non-credit CDCP completions.

The NCCER test was given to qualified students. There were 318 tests given to 70 students.

Objective 5 Results

The CTE Employer Outcomes Survey conducted by CCC <https://cteos.santarosa.edu/sites/cteos.santarosa.edu/files/collegereports2022/Barstow%20Community%20College%20CTEOS%202022.pdf>

In addition, 106 students completed the CTE Employment Survey requesting employment assistance.

Objective 6 Results

There were CTE marketing team created 32 pieces including flyers, postcards, and emails. In Fall 2021 there was a 1627 headcount of CTE programs. In Spring 2022 there was a 2075 headcount of CTE programs. This is a 27% increase in headcount from Fall 2021 to Spring 2022. In Fall 2022, the headcount was 2094. This is a 1% increase.

Objective 7 Results

The makerspace was not open in 2021-2022. Therefore no metrics could be met.

Objective 8 Results

The entrepreneurship initiatives at BCC through the CEO Club and the BIG Idea Pitch Challenge. Club meetings were monthly in the 2021-2022 academic years. There were 10 students in the club and 25 BIG Idea Partnerships.

Objective 9 Results

In 2021-2022, 56 courses within the BADM and Administration of Justice programs received Military Articulation credit. In Fall 2021, there were 130 Fort Irwin Students, 62% of the students have a major

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within the CTE programs. In Spring 2022, there were 117 Fort Irwin students, 68% of the students have a major with CTE programs.

2) What improvements have you implemented as a result of your analysis of these measures?

As the data was reviewed for CTE programs, it became apparent that Fort Irwin students prefer CTE programs. As a result, the CTE team recommends that a CTE staff member be located at the Fort Irwin Education Center. The attached BAP is the request for this staff position at Fort Irwin.

3) What improvements do you plan to implement as a result of your analysis of these measures? (*List any resources required for planned implementation in Section III “Resource Requests”*)

There are two areas that need to be improved: 1) makerspace development and tracking, and 2) increase in CTE enrollments.

The makerspace was completed with all equipment and supplies by November 2022. The plan is to create a CDCP Certificate for 3D Printing and Design. This certificate will be open entry/exit and captured by positive attendance. The attendance of students through the Makerspace will be monitored by Lab Technician. The intention is to offer the Makerspace as a space available to high school partners.

The CTE program will be expanding into allied health with the development of a Certified Nurse Assistant program. We anticipate an increase of 60 students. In addition, targeted campaigns to concurrent enrollment students, adult education and veterans have been developed and will run throughout the 2022-2023 year.

II. Progress towards Achieving Goals

For Existing Goals, copy and paste each goal from your Program Review, or from your Annual Update #1 if revised since your full Program Review.

Existing Goal 1

Regional Partnerships

Progress

Progress is excellent. An increase of partnership meetings occurred in 2021-2022 as a result of the convenience of Zoom meetings.

Resource Requested?

No

Existing Goal 2

Job Placements

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Progress

Progress is adequate. There needs to be more focus on the tracking of student placement. The development of the intake forms will assist.

Resource Requested?

No

Existing Goal 3

Employer Pipelines

Progress

Progress is excellent. The development of premier partnerships needs to be tracked. Job Speaker is the platform that the IEDRC has purchased for all 12 colleges.

Resource Requested?

No

Existing Goal 4

Non-Credit Certificates

Progress

Progress is excellent. The non-credit workplace courses for adult learners were offered in Fall 2021 (60 students) and Spring 2022 (43 students). The number of students who completed the certificates was not available to the CTE team. A special report will need to be created to capture non-credit CDCP completions.

Resource Requested?

No

Existing Goal 5

Progress

Progress is excellent.

Resource Requested?

Choose an item.

For New Goals, complete the below information.

New Goal #1

Workplace Certificates

Objective 1

Creation of new CDCP certificates CNA Program, 3D Printing & Design, Small Business Creation, Truck Driving, Introduction to Allied Health, and Introduction to Trades.

Actions, Tasks

1. Work with faculty to create programs.
2. Place through curriculum committee.

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3. Schedule and advertise the new programs.

Outcomes, Measures, Assessment

Measurements: Development of the new workplace certificates and number of students in the new programs.

Objective 2

Fort Irwin

Actions, Tasks

Hire new CTE staff to assist students with Fort Irwin students.

Outcomes, Measures, Assessment

Fort Irwin Measurements: Number of CTE applicants, number of CTE enrollments, number of CTE resume assistance, and number of CTE job placements.

Objective 3

Click or tap here to enter text.

Actions, Tasks

Click or tap here to enter text.

Outcomes, Measures, Assessment

Click or tap here to enter text.

Alignment to BCC Strategic Priority (Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)

Choose an item.

Choose an item.

Choose an item.

Choose an item.

New Goal #2

Click or tap here to enter text.

Objective 1

Click or tap here to enter text.

Actions, Tasks

Click or tap here to enter text.

Outcomes, Measures, Assessment

Click or tap here to enter text.

Objective 2

Click or tap here to enter text.

Actions, Tasks

Click or tap here to enter text.