

Non-Instructional Program Review- Annual Update Template

Service Area/Administrative Unit

Non-Instructional Program Name: Workforce and Economic Development

Academic Year: 2024-2025

Name(s) of Submitter(s): Laura Alvarado, Jennifer Rodden

Annual Update #1 #2

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

I. Progress on Goals and Outcomes (SAOs/AUOs)

A) List the 2-3 goals and related outcomes 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)

1. GOAL #1

Job Placement

Expected Service Area Outcome/Administrative Unit Outcome

1-one job fair per semester; 2-Monthly resume and interview workshops; 3-Employment placing tracking

2. GOAL #2

Academic Affairs

Expected Service Area Outcome/Administrative Unit Outcome

1. Improve schedule efficiency. 2. Hire more PT faculty for all disciplines. 3. Update career programs that have low enrollment. 4. Improve classroom management and student communication. 5. Set up public salon services. 6. Explore and develop testing center for all programs with a priority on the trades.

3. GOAL #3

Strategic Planning

Expected Service Area Outcome/Administrative Unit Outcome

1. Develop CNA program including state approval, lab creation and hiring of faculty. 2. Complete partnership MOU and begin planning for Tesla and Walmart. 3. Set up CTE presence at Fort Irwin. 4. Initiate the development of an Apprenticeship Program (LAUNCH) model to continue this effort in all CTE programs. 5. Expand the development of Contract Education including review of best practices and development of new partners with a focus on employment and growth. 6. Strengthen the relationship, communication, and insight from the City of Barstow as it relates to economic growth.

Non-Instructional Program Review- Annual Update Template

B) Have any goals been completed or discontinued?

If yes, please list the goal and whether it has been completed or discontinued; if discontinued, please explain why.

Yes No

Click or tap here to enter text.

C) Discuss the actions/strategies related to each goal and your progress on each of these. If you have not begun an(y) action/strategy please list why.

1. GOAL #1 Action/Strategies

The Job Developer will work with the Information Technology team to track student job placement and advancement.

Discuss any progress on Action/Strategies.

The Job Developer job description was revised and the title change to Career Ready Coordinator in an effort emphasize its focus on supporting students. This vacant position is in recruitment.

In the 2023-2024 School year

1. Hiring Events - 9 events - 32 hires
 - a. ABSI - 31 offers of employment
 - b. 360 Human Services - 2 offers of employment
2. Job Fairs Attend - 8
3. Workshops Held - 12 Resume, 6 Interview Preparation
4. Resume Appointments Held - 30
5. Paraeducator Testing Events – 10

In the 2024-2025 School year

1. Hiring Events - 2 events - 4 hires
 - a. ABSI - 4 offers of employment
2. Job Fairs Attend - 2
3. Workshops Held - Resume - 2
4. Resume Appointments Held - 3
5. Paraeducator Testing Events - 2

Briefly explain how you have been measuring the goal and any notable indicators of forward progress.

The goal has been measured with tracking of events attended, and students served. Greater efforts to enhance tracking are in progress; in addition to filing the vacant Career Ready Coordinator, a student placement tracking system will be created. Located on the CTE page, students will be able to reach out for job placement assistance indicating their interests such

Non-Instructional Program Review- Annual Update Template

as placement, workshops, and general career information. The database will allow the student to be tracked from interest to placement, capturing information such as employer, wage data and benefits. To further enhance capturing data, the Department is in discussions with Equifax. Equifax offers the ability for the College to access student employment history including wage data/progression.

2. GOAL #2 Action/Strategies

The Associate Dean will review the 2-year master schedule with faculty to determine ways to become more efficient.

Discuss any progress on Action/Strategies

CTE administration is a part of the Strategic Enrollment Academy (SEM) team that is focused on addressing scheduling efficiency.

Briefly explain how you have been measuring the goal and any notable indicators of forward progress.

The goal is being measured through review of enrollment, efficiency, and persistence trends.

3. GOAL #3 Action/Strategies

The Executive Dean will work with employers, community members, and government agencies to understand workforce development needs.

Discuss any progress on Action/Strategies

A new Executive Dean of Strategic Partnerships and Workforce Development was hired in October 2024.

Briefly explain how you have been measuring the goal and any notable indicators of forward progress.

The measurement and notable indicators of progress towards our goals include a comprehensive review of our current grants and programming to ensure compliance with grant deliverables and optimal use of funds, particularly in the implementation of new partnerships and expansions. The development of the CNA program has successfully aligned with grant requirements, enriching our healthcare training offerings. We are poised to begin two cohorts in SP25 offering CNA, Acute CNA, and Home Health Care education. We are also in discussions to form revenue-generating partnerships with local training centers that will provide credentialed low cost training in health care and transportation. The intent of these partnerships is to invest any revenue back to the students in the form of covering all workforce credentialing, testing or licensing fees, and purchasing needed equipment and/or supplies. Additional efforts at Fort Irwin include establishing a collaboration with the International Brotherhood of Electrical Workers (IBEW) to offer an apprenticeship program and enhancing our Credit for Prior Learning (CPL) processes to better serve military personnel. These initiatives aim to streamline educational transitions and expand vocational

Non-Instructional Program Review- Annual Update Template

training opportunities for military families. Lastly, we have contracted with a community college workforce expert to create a detailed ecosystem map, which provides insights into current industry demands and identifies potential growth areas such as BNSF, Brightline, and new green energy industries. This guidance is crucial as we develop future programming, create pre-apprenticeship and apprenticeship models, and establish robust employment pipelines.

D) List any resources you are requesting for each goal.

1. Goal 1 Goal 2 Goal 3

Please list the resource and how it relates to the goal.

Click or tap here to enter text.

2. Goal 1 Goal 2 Goal 3

Please list the resource and how it relates to the goal.

Click or tap here to enter text.

3. Goal 1 Goal 2 Goal 3

Please list the resource and how it relates to the goal.

Click or tap here to enter text.

II. New Goals (optional)

This section is optional and should be used to replace a completed or discontinued goal OR if a new goal has become necessary for the service area or administrative unit.

A. NEW GOAL #1

Click or tap here to enter text.

Expected Service Area Outcome/Administrative Unit Outcome

1. Alignment to BCC Strategic Priority (*Select at least one but choose all that apply*)

Strategic Priority 1: Innovate to Achieve Equitable Student Success

Choose an item.

Choose an item.

Non-Instructional Program Review- Annual Update Template

Choose an item.

2. Relationship to Guided Pathways

- Clarify the Path
- Entering the Path
- Staying on the Path
- Support Learning

3. Please list actions/strategies for achieving this goal/outcome.

4. Briefly explain how you will measure the goal/outcome.

Click or tap here to enter text.

5. Please list resources (if any) that will be needed to achieve the goal/outcome.

Click or tap here to enter text.

B. NEW GOAL #2

Click or tap here to enter text.

Expected Service Area Outcome/Administrative Unit Outcome

Click or tap here to enter text.

6. Alignment to BCC Strategic Priority (*Select at least one but choose all that apply*)

Choose an item.

Choose an item.

Choose an item.

Choose an item.

7. Relationship to Guided Pathways

- Clarify the Path
- Entering the Path
- Staying on the Path

Non-Instructional Program Review- Annual Update Template

Support Learning

8. Please list actions/strategies for achieving this goal/outcome.
Click or tap here to enter text.

9. Briefly explain how you will measure the goal/outcome.
Click or tap here to enter text.

10. Please list resources (if any) that will be needed to achieve the goal/outcome.
Click or tap here to enter text.

Non-Instructional Program Review- Annual Update Template

III. Resource Requests:

What does the area need to meet its goals and objectives?

List all resources from Sections I.D and II.10 below.

If there was no room on the template to list all resources being requested for a single goal/objective, you may list additional resource requests here. Also list any resources required to implement planned improvements.

IMPORTANT: A BUDGET ALLOCATION PROPOSAL must be completed and submitted for EACH new resource requested.

Goal/ Outcome #	Resource Required	Estimated Cost	BAP Required? Yes or No	If no, indicate funding source
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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