

# Santa Rosa Junior College

## Program Resource Planning Process

### *Adult Education 2021*

#### **1.1a Mission**

The mission of the Adult Education Department is to provide free education for all, regardless of prior academic preparation, to increase economic and intellectual prosperity throughout Sonoma County, through collaboration with community partners.

#### **1.1b Mission Alignment**

##### **How is the program/unit mission consistent with the District's Mission and Strategic Plan Goals?**

The Adult Education Department's mission aligns with the SRJC District's mission because both cultivate and provide equal access to learning for all students, which promotes economic vitality including gainful employment, and personal and professional growth. This is done by providing basic (foundational) skill development in Career and Technical education areas, as well as supporting programs in English as a Second Language and High School Equivalency preparation. The Adult Education Department is also learner centered by providing the majority of classes in a bilingual format, since 90% of the students are native Spanish speakers. Bilingual materials have been developed to support this value. Both the District and the Department also align by offering a caring and supportive attitude among faculty and staff. Specific alignment with strategic goals and initiatives is as follows:

##### **A. Support Student Success**

The department has developed bilingual (Spanish/English) materials for the majority of courses offered, as well as bilingual instruction. This insures that the mostly Spanish speaking student population has greater success in understanding and developing needed skills. Classes are offered at a variety of times throughout the day as well as various locations throughout Sonoma County to enhance accessibility.

##### **B: Foster Learning and Academic Excellence**

Learning is fostered by offering short term (6-8 weeks) classes that allows a focus on skill building in small increments. Progressive levels of advancement are offered to encourage completion of several certificates.

##### **C. Serve Our Diverse Communities**

This strategic planning goal is at the very heart of what the Adult Education department does every day, every week, every month, and every year.

##### **E. Establish a Strong Culture of Sustainability**

The department constantly "promote(s) social and economic equity in the communities we serve" by offering classes in community based locations such as school districts in Sonoma, Windsor, and Petaluma, and the Healdsburg Community Center.

#### **F. Cultivate a Healthy Organization**

Our staff have participated as much as possible in college collaborations, such as working with the ESL department, HEP program, and the District Outreach and Admissions and Records departments. We have and will always proudly "foster an environment focused on collegiality and mutual respect" in all regards.

#### **Initiative V: Student Learning Outcomes and Assessment**

Due to requirements of the categorical CAEP funds, data must be collected on student learning outcomes as well as employment data.

#### **Initiative VI: Basic Skills/Immigrant Education**

The Adult Education Department recognizes that it is a primary provider of immigrant education, and thus Goal VI is very closely tied to the department mission of "free education for all". Though many of our students are undocumented, they are able to participate in our courses and improve their lives.

#### **Initiative VII: Enrollment Management and Retention**

Enrollment is carefully monitored each week through faculty attendance records. Follow-up is done via phone calls and messaging with students who have registered and then fail to show to class or whose attendance drops off after the first week of class. Many of the classes are part of a series, particularly for Certificate programs. Passing a class is tied to reaching a certain proficiency level as well as attendance, before a student is allowed to enroll in the next class. Students are informed on more than one occasion the importance of their attendance. They are also encouraged to stay with the program and repeat classes if necessary.

## **1.1c Description**

**Describe the program/unit's activities, including services provided, and whom the program/unit serves.**

The SRJC Adult Education Department was established in 2017 and works in collaboration with the Sonoma County Adult Education Consortium. The Consortium is comprised of the Santa Rosa Junior College, Petaluma Adult School/Joint Union High School District, Sonoma County Office of Education, Santa Rosa City Schools, Sonoma Valley Unified School District and Windsor Unified School District. The consortium members are responsible for leadership and strategic direction for the adult education programs & services in Sonoma County.

In its short three year history, the SRJC Adult Education Department has created and gotten approval of over 100 courses in Basic Skills and Career and Technical Education in a variety of subject areas such as: basic computer skills, small business development, introduction to landscaping and construction to name a few.

## 1.1d Hours of Office Operation and Service by Location

### **1.1d Describe the program/unit's hours and days of operation, including staff coverage during those times, at each location.**

The SRJC Adult Education Department is located in a converted house at 705 Elliott Avenue. Hours of operation are Monday – Friday from 8:30 am – 5:30 pm. However, staff often works evenings and weekends to provide support to students and instructors as well as to coordinate outreach events. The department is staffed by a Director, Data and Accountability Manager, Administrative Assistant and three Outreach Specialists.

## 1.2 Program/Unit Context and Environmental Scan

### **Degree programs, transfer majors, general education, and basic skills:**

The Adult Education department has developed and gotten approval of five Basic Skills certificates, however due to the significant impact of major events over the last 3 years (described in the next section) the department has shifted its focus to Career and Technical Education.

### **Career and Technical Education (CTE) certificates or majors:**

There were significant changes and major events that occurred over the last three years (2017 -2020) that impacted the labor market in general in Sonoma County as well as the Adult Education department. These events included: the wildfires in October 2017 and then again in October 2019 as well as floods in 2018. Due to the tremendous loss of housing and businesses, student enrollment dropped and the need for more career technical education rose. Adult Education focused on developing basic construction and landscaping skill courses and certificates to help with rebuilding efforts, There are a total of 24 Certificates in several areas including small business development and basic computer skills to name a few.

### **Other programs/units:**

With the onset of COVID 19 in March 2020, all courses offered had to be converted to a distance learning model. Current materials used in the computer classes had to be updated. The need for “loaner” computers for students became critical in order to help them access the new online versions of classes. The Adult Ed. Department was able to meet this need by using laptops that had been previously purchased for off- site locations.

## **2.1a Budget Needs**

The Adult Education Department is funded through categorical funds and is contingent on a yearly allocation from the State of California. (See Fiscal 02 report in Escape for Program 1581. All needs in the 4000s and 5000s are currently adequate.

## 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
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## 2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Administrative Assistant II (1)	40.00	12.00	Complex clerical support for Director and all department staff; office management; ordering all supplies for staff and adjunct faculty; Assist Director with categorical budget management; complete and monitor all required District forms and paperwork including PAFs, travel requests, recruitments, evaluations, etc. Serve as Secretary to the Sonoma County Regional Adult Education Consortium.
Outreach Specialist (3)	40.00	12.00	Facilitates student engagement and access to support systems for adult education programs; prepares promotional materials and coordinates outreach presentations for the Consortium's Regional Adult Education (AE) programs; serves as the main point of contact for students in Adult Education programs. The Specialist works collaboratively with Consortium member agencies and community partners.
Administrative Assistant II (1)	8.00	12.00	Assist Data Manager with data collection and reports

## 2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Director	40.00	12.00	Primary administrative responsibility for direction and oversight of regional Adult Education programs and the Sonoma County Adult Education Consortium (Consortium); serves as the primary contact for faculty and staff with regard to Adult Education (CAEP) budget, curriculum, schedule, program development, and staffing; supervise and evaluate the performance of assigned staff. Also manages and monitors WIOA budget.
Manager	40.00	12.00	Provides administrative leadership and supervision for activities related to the development and implementation of the Data & Accountability requirements for the Calif. Adult Education Program (CAEP) funds and the Workforce Innovation & Opportunity Act (WIOA) grant for Santa Rosa Junior College and the Sonoma County Adult Education Consortium, as well as related special projects and initiatives. The Manager functions as the primary contact for Adult Education regarding the data and accountability requirements of the projects and grants. Trains, supervises and evaluates the performance of assigned staff.

## 2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Bilingual Student Worker	15.00	12.00	Provide clerical support; assist Outreach Specialists with student follow-up and registration.
Bilingual Student Worker	10.00	12.00	Assist Manager with data input for classes
Bilingual Translator	5.00	10.00	Assist English speaking instructors with Spanish translation
Bilingual Instructional Assistant	15.00	12.00	Assists students in Adult Ed. Classes
Bilingual Testing Technician	30.00	12.00	Assists with Administring pre and post CASAS tests and entering data
Bilingual Outreach Specialist	20.00	12.00	Backfilling for vacant permanent position

## 2.2d Adequacy and Effectiveness of Staffing

One classified position, a Full time Bilingual Testing Technician has been requested and approved. The recruitment was begun, but got interrupted due to the required "Shelter in Place" order caused by the COVID 19 pandemic. This position is essential to conduct testing and data entry needed for the results attained. Not having the Testing Technician position greatly impacts our ability to complete required testing and data collection that are part of the structure of the categorical funds received. It is essential

to permanently fill the FT Testing Technician position to fulfill all the requirements from out categorical funds. Using STNCs is NOT sufficient for this critical position.

One of the full time bilingual Outreach Specialist left the position in early March 2021. We have hired two 20-hour STNC Bilingual Outreach Specialists, and are in the process of hiring the permanent position. The loss of this position has had a tremendous negative impact on the remaining Outreach Specialists because they are over burdened trying to do their own job and part of someone else's job! It is critical to fill this position as soon as possible.

We also need to hire a new Director of Regional Adult Education to run the Adult Ed. Dept. department and also the Sonoma County Adult Ed. Consortium. This is vital to stay in compliance with the CAEP categorical funding.

We have a huge need for two full-time faculty members to help coordinate professional growth and development training for all Adult Ed. faculty and also help with faculty evaluations.

## 2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	Santa Rosa	02	03	Director, Regional Adult Ed. Programs	same	Management
0002	Santa Rosa	01	02	FT Bilingual Outreach Specialist	same	Classified
0003	Santa Rosa	01	01	FT Bilingual Testing Technician	Same	Classified
0004	Santa Rosa	01	02	N/A	Student Navigator	STNC

## 2.3a Current Contract Faculty Positions

Position	Description
None	

### 2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
NC Career Education classes in a variety of areas.	0.0000	0.0000	24.0000	0.0000	All faculty in Adult Ed. are Adjunct Faculty.



### **2.3c Faculty Within Retirement Range**

None at this time.

### **2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests**

Two full-time faculty members for the department are needed to fulfill the full-time requirement on hiring panels and evaluations, and to be assigned as the Department Chair. Without these positions, the department is forced to request a full-time faculty member from another department, and that member may not have a full understanding of the unique needs of adult education. This is a critical need!

### 2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0001	Santa Rosa	01	01	Bilingual Computer Instructor in Adult Education	Without two full-time faculty members it will be extremely difficult to meet our course SLOs and District and State mandated projects and goals.

## **2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software**

Non-instructional equipment: a new laptop and docking stations are needed for our Data and Accountability Manager and one of the Outreach Specialists.

Software needs include subscriptions to 123 forms, Remind, sustainability of the Consortium website, and boosting on Facebook to advertise classes.

## 2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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## 2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Santa Rosa	01	01	Subscription to 123 Forms	1	\$300.00	\$300.00	Joan Barrie	705 Elliott Ave.	Joan Barrie
0001	Santa Rosa	01	01	Boosting on Facebook	25	\$100.00	\$2,500.00	Joan Barrie	705 Elliott Ave.	Joan Barrie
0001	Santa Rosa	01	01	Subscription for Remind	1	\$1,500.00	\$1,500.00	Joan Barrie	705 Elliott Ave.	Joan Barrie
0001	Santa Rosa	03	06	Maintenance of Adult Ed. Consortium Website	0	\$5,000.00	\$5,000.00	Joan Barrie	705 Elliott Ave.	Joan Barrie
0002	Santa Rosa	04	07	Laptop and docking station	2	\$2,500.00	\$5,000.00	Joan Barrie	705 Elliott Ave., office	Joan Barrie

## 2.4f Instructional/Non-Instructional Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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## 2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
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## 2.5b Analysis of Existing Facilities

Adequate at this time.

## 3.1 Develop Financial Resources

Due to the fact that the Adult Education department is categorically funded, we do not have the ability to increase the funds beyond what the State allocates. However, all Adult Education courses follow the managed enrollment model to maximize apportionment funding for the District.

### **3.2 Serve our Diverse Communities**

Ninety percent of the students served by the Adult Education department are Latinx and have varying degrees of English language competency. The department has met this challenge head on by offering most of the classes in a bilingual format, both in verbal instruction as well as written materials. Due to the fact that a very limited amount of materials are available in Spanish, the department has taken the initiative to translate most materials in-house. Countless hours have been spent both developing and translating materials in order to better serve our students. The department has sought to offer relevant career and technical education courses that meets the needs of the students in our region, and supports economic vitality. Examples include: a progressive series of classes in basic computer skills; small business development, and skills in two areas specifically needed in our region, which are landscaping and basic construction. These areas are particularly needed after the wildfires in the last few years as well as flood and drought.

In addition, a great deal of collaboration exists with several community partners. They let us know specific needs of adult learners in their districts, and also allow classes to occur at various off campus locations at no charge.

### **3.3 Cultivate a Healthy Organization**

All employees are encouraged to seek out collaboration with other departments and colleagues, along with professional development opportunities. A certain percentage of funding is allocated to support staff attending local as well as national conferences. Employees are also encouraged to pursue leadership development opportunities, as well as specific skill enhancement classes and workshops, such as participating in the 2 annual PDA days at SRJC. Staff are also supported to take skill development or advanced degree courses by allowing for flexibility in individuals' work schedule when possible.

### **3.4 Safety and Emergency Preparedness**

The District's Injury and Illness prevention Program (District Policy 6.8.2 and Procedure 6.8.2P) will be reviewed with all staff during a regularly scheduled staff meeting in FY 2020/21 and once per year thereafter.

### **3.5 Establish a Culture of Sustainability**

The Adult Education department has made great strides in reducing the amount of paper copies of class materials by creating and producing bilingual class textbooks. By working collaboratively with the college bookstore, the material is able to be transferred into a book format at a relatively inexpensive cost. The students are then able to purchase the books at the affordable rate of \$15.

In the office, all staff members constantly recycle as much as possible. We also try to keep the heat temperature regulated to district standards.

**4.1a Course Student Learning Outcomes Assessment**

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**4.1b Program Student Learning Outcomes Assessment**

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**4.1c Student Learning Outcomes Reporting**

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
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**4.2a Key Courses or Services that address Institutional Outcomes**



Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
ADLTED Computer classes 761.1 – 761.9 (9)		X					X	X		X	X	X		X		
Business classes				X	X		X	X		X	X	X		X		
Landscaping								X		X	X	X		X		X

## 4.2b Narrative (Optional)

Curriculum content and outcomes are reviewed with each instructor before each class is taught by reviewing their syllabus. The Director and Manager insure that the syllabus includes all areas written in the course description. They also discuss how to build in ways to determine student progress over the entire length of the course, as well as developing a final exam to measure success in understanding the content presented.

## 5.0 Performance Measures

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### 5.1 Effective Class Schedule: Course Offerings, Times, Locations, and Delivery Modes (annual)

Adult Ed. classes are offered at a variety of times and locations across Sonoma County. Almost all of them are offered in a bilingual format to reach and engage as many students as possible. Since the classes are all non-credit, they are all free of charge for all students. Course offerings,

particularly for certificate programs are rotated thoughtfully and regularly to support completion, usually within 1 – 2 years. Outreach efforts include Facebook, radio, and text messages to current and past students.

## **5.2a Enrollment Efficiency**

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## **5.2b Average Class Size**

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## **5.3 Instructional Productivity**

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## **5.4 Curriculum Currency**

Since Adult Education courses have only existed for three or less years, a curriculum review will not be due until 2023.

## **5.5 Successful Program Completion**

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## **5.6 Student Success**

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## **5.7 Student Access**

Ninety percent of the students served in the Adult Education department are of Latinx origin, and do not generally take classes offered in the general District catalogue. Therefore, it is not possible to do a general comparison with the general student population.

## **5.8 Curriculum Offered Within Reasonable Time Frame**

As noted under section 5.1, great consideration and subsequent planning is done to insure a regular rotation of classes. The Adult Education Department does not do a “roll over” schedule of classes specifically so that students have access to courses they need to complete certificates. The same class in a series may also be offered at more than one off campus location during a semester, in order to reach as many students as possible. Course sequences (program maps) are current on the majors/certificate website so that students understand the requirements to complete a certificate. It is also reviewed with them when they register for the class.

## **5.9a Curriculum Responsiveness**

The Adult Education department has responded to changing student, community and employer needs by developing and offering more career and technical education courses as described in section 1.2.

## **5.9b Alignment with High Schools (Tech-Prep ONLY)**

Not Applicable

## **5.10 Alignment with Transfer Institutions (Transfer Majors ONLY)**

Not Applicable

## **5.11a Labor Market Demand (Occupational Programs ONLY)**

The following tables show data that supports the development of the department's two newest certificates in Building and Construction trades and Landscaping/

## Projections of Employment by Occupation, 2016 - 2026

**Geography:** Sonoma County

**Counties:** Sonoma County

Tables Generated on 5/11/2020 from CA

LMI website

Annual Job Openings by Occupation

SOC Code	Occupation Title (Link to Occupation Profile)	2016 Employment	Annual Job Openings <sup>1</sup>
472061	<a href="#">Construction Laborers</a>	1,880	248
	<b>Total</b>	1,880	248

## Landscaping and Groundskeeping

**Geography:** Sonoma County

**Counties:** Sonoma County

Annual Job Openings by Occupation

SOC Code	Occupation Title	2016 Employment	Annual Job Openings <sup>1</sup>
371012	<a href="#">First-Line Sup/Mgrs of Landscaping, Lawn Service, and Groundskeeping Wrkrs</a>	540	57
373011	<a href="#">Landscaping and Groundskeeping Workers</a>	2,550	343
373012	<a href="#">Pesticide Handlers, Sprayers, and Applicators, Vegetation</a>	100	11
	<b>Total</b>	3,190	411

### 5.11b Academic Standards

The program regularly engages in dialogue with instructors about academic standards by regularly meeting together and discussing curriculum and teaching strategies. Some of the conclusions and plans that have resulted are:

### 6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0000	ALL	00	00	N/A	N/A	N/A	This is our first time completing section 6 (Planning).

**6.2b PRPP Editor Feedback - Optional**

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## 6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	02	01	Continue to expand delivering courses in an online format, and support instructors as they develop new curriculum to do so even after there is a return to face to face classes.	In response to the COVID19 pandemic, continue to transition Adult Ed. courses from face to face instruction to an online format. We have In response to the COVID19 pandemic, continue to transition Adult Ed. courses from face to face instruction to an online format. We have identified courses to be taught online and will work on submitting the course outlines for approval. We will also work with instructors to move all of the content of these courses into Canvas.	Ongoing	Since March 2020, the Adult Ed. Dept. has successfully transitioned many course offerings to an online format. Teachers have been given non-load compensation from CAEP categorical funds to develop new curriculum to fit the online format and also input content into Canvas.
0002	ALL	03	05	Expand collaboration with other SRJC departments such as World Languages to offer Adult Ed. Basic Computer classes in other languages such as Chinese/Mandarin.	We are recruiting a student who is bilingual in Chinese/Mandarin to translate some of the Computer course textbooks used in the classes so that they can be offered in this language. Teachers who are bilingual in Chinese/Mandarin will also need to be hired.	Ongoing	Recruitment is currently being conducted.
0003	ALL	02	06	Hire two full time Adult Education faculty.	Full time faculty are needed to be able to sit on hiring committees, conduct faculty evaluations, and oversee Professional development of all Adult Ed. adjunct faculty.	Ongoing	Request has been submitted to Dean of Workforce Development.
0004	ALL	02	07	Continue to expand and strengthen partnership with the ESL Department.	To meet requirements of both the WIOA and CAEP categorical funds received by SRJC, we are collaborating on developing goals for the year to complete the required Continuous Improvement Plan.	June 2022	We are meeting on a regular basis to develop the plan, which will be submitted by April 30,2021.
0005	ALL	05	06	Increase enrollment and retention in all sections.	Continue to expand outreach efforts that have been successful and develop new PR videos with a media company that we have contracted with.	Ongoing	Contract with media company is current Through June 2021. It will be renewed if needed to complete this work.



