

# **Santa Rosa Junior College**

## **Program Resource Planning Process**

### ***College To Career 2023***

#### **1.1a Mission**

The mission of the C2C Program is to create and promote Career and Technical Education opportunities that lead to gainful employment for students with intellectual disabilities and/or autism in postsecondary education.

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

The College to Career Program (C2C) aligns with the College's Mission by focusing on all aspects of learning. Creativity, aesthetic, emotional and social development are supported through the requirement to participate in, as well as create and implement, campus and community activities; intellectual through the involvement in academic courses; and emotional through the participation in the DRD370 series of Student Life courses which support the whole learner. The C2C Program focuses on preparing students for the workforce through deciding on a career path (with the support of staff expertise, career aptitude tests, and curriculum), students completing Career Technical Education courses and learning foundation skills for the workplace, and helping students find and maintain employment in the community. The program promotes lifelong learning by discussing options for students to continue attending SRJC after graduation from the program.

#### **1.1c Description**

The College to Career Program is a Cooperative Contract Program with the California Department of Rehabilitation (DOR) designed to provide Career and Technical Education support and training for students with intellectual disabilities. Originally, SRJC was one of five community colleges in the state chosen to receive funding to pilot a four year College to Career Program (C2C). After the first cycle of

funding expired in June 2015, SRJC secured funding for two additional 3 year cycle through the 2022/23. The program regular contract programs through the DOR.

C2C is designed to serve between 60 and 90 students per year in a three year cycle, in three cohorts of 20-30. The program has three cohorts of students in the academic portion, and individuals from the first 2 cohorts of students either working successfully, or in the job development phase of the program.

The goal of the program is to provide career exploration opportunities, soft skills curriculum, Career and Technical Education and work experience culminating in paid, competitive employment at the end of the program.

The College to Career Program will only be offered on the Santa Rosa campus at this time. However, students enrolled in the C2C Program can take CE courses at any campus or site.

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

Normal hours of operation for the C2C Program are 8am-4pm, Monday through Thursday. During these hours, the C2C Coordinator, Job Developer, and Intake Facilitator are available.

The C2C Vocational Skills Coach is available Monday-Thursday, 9am-2:30pm.

At this time, during remote learning, faculty and staff attempt to meet the needs of the C2C students at varying times throughout the course of the week. The team in C2C has done well in supporting the needs of the students in this program and we have consistently exceeded expectations statewide, even during the global pandemic.

## **1.2 Program/Unit Context and Environmental Scan**

The C2C Program provides an extremely high level of service to each participating student with a very limited staff. Students receive academic advising, curriculum and courses, social/soft skills training (through curriculum and within the daily C2C lab milieu), disability accommodations, support in communicating with instructors, direct support in the classroom, tutoring, support with planning and organization, job development services, career exploration services, and on the job support.

In November 2013 the C2C Program was approved as a Comprehensive Transition Program (CTP) through the Higher Education Opportunities Act (HEOA), allowing students without high school diplomas to receive federal financial aid.

Continual changes in Career Education demands and certificates, as well as economic and employment trends, affect advising by C2C staff and career paths chosen by C2C students. Employer education regarding employment of individuals with disabilities is a continuing charge

of the C2C Program. The shift in the workforce to focus heavily on soft skills as well as hard skills has impacted the development of unique curriculum to guide students to succeed in the workplace. C2C has added a local small business owner to our Advisory Board to represent the perspective of potential employers in the community. This addition has been essential to our creation and distribution of marketing and informational materials, as well as how we support employers who hire C2C students.

## **2.1a Budget Needs**

The College to Career Program (C2C) operates under a \$290,000 all inclusive budget annually. This budget is funded through the California Department of Rehabilitation (CA DOR). This budget includes 15% going directly to the college General Fund for Indirect Funds (building operation and maintenance, utilities, etc.).

## 2.1b Budget Requests

| Rank | Location | SP | M  | Amount | Brief Rationale |
|------|----------|----|----|--------|-----------------|
| 0001 | ALL      | 00 | 00 | \$0.00 |                 |

## 2.2a Current Classified Positions

| Position                    | Hr/Wk | Mo/Yr | Job Duties  |
|-----------------------------|-------|-------|---|
| Student Success Coach       | 20.00 | 10.00 | Under direction, develop and provide instructional and/or on the job assistance to students with intellectual disabilities participating in the College To Career (C2C) Program, in Career and Technical Education courses, and work experience; individualize study and work place strategies to address cognitive, motivational, and adaptive socialization functional limitations; adapt instructional methodologies to assist students in obtaining job skills; monitor students' progress; and perform related work as required. |
| Employment Services Advisor | 40.00 | 12.00 | Under direction, develop, coordinate and implement activities to support job placement and continued employment for students with disabilities participating in the College to Career Program with the California Department of Rehabilitation.   |

## 2.2b Current Management/Confidential Positions

| Position            | Hr/Wk | Mo/Yr | Job Duties   |
|---------------------|-------|-------|--|
| Faculty Coordinator | 21.00 | 10.00 | Under direction, administers the College To Career (C2C) Program for Santa Rosa Junior College, including the program design, implementation and oversight of the Program. The coordinator serves as the principal management responsibility for developing program and services for students in the College to Career Program. The coordinator provides leadership, coordination, direction, and vision for the implementation of the College to Career Program at SRJC. The coordinator teaches the DRD370 series of 6 courses, 3 courses each semester; advises students in assessing career-related aptitudes, skills, and interests, considering the functional limitations of disabilities; develops behavior intervention plans as needed; creates, implements, and analyzes the assessment of SLOs. The coordinator works closely with college, community partners, Department of Rehabilitation, and North Bay Regional Center staff. |

## 2.2c Current STNC/Student Worker Positions

| Position                    | Hr/Wk | Mo/Yr | Job Duties  |
|-----------------------------|-------|-------|---|
| Peer Assisted Learning STNC | 20.00 | 10.00 | Under direction of the C2C Program Coordinator, assists students with classwork, homework, projects, planning, organization, essay outlines and editing, accessing online classwork, comprehension of materials and assignments, and other general tutoring. Currently 2 students in this position. |
|                             | 0.00  | 0.00  |   |

## 2.2d Adequacy and Effectiveness of Staffing

The College to Career program is adequately staffed at this time, as proven by the team exceeding expectations at the state level in turns of completion, retention, and successful placement of over 90% of students enrolled into the program.

## 2.2e Classified, STNC, Management Staffing Requests

| Rank | Location | SP | M | Current Title | Proposed Title | Type |
|------|----------|----|---|---------------|----------------|------|
|------|----------|----|---|---------------|----------------|------|

## 2.3a Current Contract Faculty Positions

| Position | Description |
|----------|-------------|
|----------|-------------|

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

| Discipline | FTEF<br>Reg | % Reg<br>Load | FTEF<br>Adj | % Adj<br>Load | Description |
|------------|-------------|---------------|-------------|---------------|-------------|
|------------|-------------|---------------|-------------|---------------|-------------|

### 2.3c Faculty Within Retirement Range

None

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

Currently, the C2C Program works with DSPS to support C2C instructional needs. DSPS as well as the District funds instruction for the C2C Program through in-load and overload faculty assignments.

### 2.3e Faculty Staffing Requests

| Rank | Location | SP | M | Discipline | SLO Assessment Rationale |
|------|----------|----|---|------------|--------------------------|
|------|----------|----|---|------------|--------------------------|

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

The College to Career Program is not currently requesting any non-instructional equipment, technology, and/or software from the district.

### 2.4c Instructional Equipment Requests

| Rank | Location | SP | M | Item Description | Qty | Cost Each | Total Cost | Requestor | Room/Space | Contact |
|------|----------|----|---|------------------|-----|-----------|------------|-----------|------------|---------|
|------|----------|----|---|------------------|-----|-----------|------------|-----------|------------|---------|

### 2.4d Non-Instructional Equipment and Technology Requests

| Rank | Location | SP | M | Item Description | Qty | Cost Each | Total Cost | Requestor | Room/Space | Contact |
|------|----------|----|---|------------------|-----|-----------|------------|-----------|------------|---------|
|------|----------|----|---|------------------|-----|-----------|------------|-----------|------------|---------|



### 2.4f Instructional/Non-Instructional Software Requests

| Rank | Location | SP | M | Item Description | Qty | Cost Each | Total Cost | Requestor | Room/Space | Contact |
|------|----------|----|---|------------------|-----|-----------|------------|-----------|------------|---------|
|------|----------|----|---|------------------|-----|-----------|------------|-----------|------------|---------|

### 2.5a Minor Facilities Requests

| Rank | Location | SP | M | Time Frame | Building | Room Number | Est. Cost | Description |
|------|----------|----|---|------------|----------|-------------|-----------|-------------|
|------|----------|----|---|------------|----------|-------------|-----------|-------------|

### 2.5b Analysis of Existing Facilities

The College to Career program will be moving to the third floor of Bertolini Hall, joining the Majority of the DSPS services offered through the Disability Resources Department.

### 3.1 Academic Quality

## **3.2 Student Success and Support**

All recent recruitments for classified positions have included a stated preferred skill of Spanish/English bilingual, bi-cultural ability. Advertising for positions are listed in Latino publications. Application screening includes a separate rating for adequacy of the diversity statement and a statement regarding experience working with individuals with disabilities to prioritize candidates with demonstrated sensitivity to the diverse community we serve.

Selected materials have been published in Spanish as part of the Department's community outreach efforts.

Program staff meet with students individually and in groups to assess and counsel on career education, career choices, and education paths that fit students' disabilities, interests, abilities, aptitudes, and other considerations.

## **3.3 Responsiveness to Our Community**

It has been the focus of the institution over the past two years to offer Professional Development Day activities to classified staff and for the workshops offered as part of these days to reflect the professional learning needs classified staff as well as faculty. Regular in-service training in disability specific topics are provided for department staff. Staff are supported with release time to attend District sponsored staff development trainings and activities on a regular basis. Staff are encouraged to participate in these activities on a regular basis. Staff are granted release time to enroll in and complete courses through SRJC related to their job descriptions. Staff are encouraged to participate in other districtwide initiatives, such as the strategic plan, Student Equity Planning, or Student Success Act implementation.

### **3.4 Campus Climate and Culture**

The College to Career program is incorporated into the Disability Resources Department Safety plan. All employees of C2C have attended the trainings provided by the District and by the department during Professional Development Activities day.

### **4.1a Course Student Learning Outcomes Assessment**

#### 4.1a. DRD Course Student Learning Outcomes

The Disability Resources Department participates in a regular cycle of assessment of its course offerings. All courses in the Disability Resources Department have student learning outcomes listed on the Course Outline of Record. Faculty have collaborated to create a regular cycle of assessment of these student learning outcomes, reflected in the grid below.

All DRD course assessment results, including methods, analysis and changes have been posted on SharePoint. Additionally, DRD faculty have shared their reflections on their student learning assessments at department meetings.

### **4.1b Program Student Learning Outcomes Assessment**

For the 2021-2022 school year, the C2C Program will assess appropriate Student Learning Outcomes based on the six year cycle established by the department in terms of courses offered as a part of the C2C program.



### 4.1c Student Learning Outcomes Reporting

| Type            | Name                           | Student Assessment Implemented | Assessment Results Analyzed | Change Implemented |
|-----------------|--------------------------------|--------------------------------|-----------------------------|--------------------|
| Service/Program |                                | N/A                            | N/A                         | N/A                |
| Service/Program | Access SJRC Student Services   | Spring 2015                    | N/A                         | N/A                |
| Service/Program | Access Community Services      | Fall 2015                      | N/A                         | N/A                |
| Service/Program | Employment Needs/Plan          | N/A                            | N/A                         | N/A                |
| Service/Program | Employment                     | Fall 2016                      | N/A                         | N/A                |
| Service/Program | Self-Awareness Self-Confidence | Fall 2013                      | Fall 2014                   | N/A                |

### 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 |
|--------------------------------|----|----|----|----|----|----|----|----|----|----|----|---|----|----|----|---|
| Access Community Resources     |    |    |    |    | X  | X  | X  |    |    | X  | X  |   |    |    |    | X |
| Access SRJC Student Services   |    |    | X  |    |    |    | X  | X  | X  | X  | X  |   |    | X  |    | X |
| Employment                     |    | X  | X  | X  | X  |    |    | X  | X  |    | X  | X |    |    |    | X |
| Employment Needs/Plan          |    | X  | X  | X  |    |    |    | X  | X  | X  |    |   | X  |    |    | X |
| Self-Awareness/Self-Confidence |    |    |    | X  |    | X  |    |    |    |    |    |   |    |    |    |   |

## 4.2b Narrative (Optional)

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## 5.0 Performance Measures

Students enrolled in the College to Career program exceed retention and completion rate when compared to the District overall. With an employment (closure) rate of over 90%, the SRJC College to Career Program has outpaced all other programs in the state, and exceeded expectations during the current environment of the global pandemic.

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

| Rank | Location   | SP | M  | Goal  | Objective  | Time Frame     | Progress to Date  |
|------|------------|----|----|---|--|----------------|-------------------|
| 0000 | Santa Rosa | 02 | 01 | Create locally recognized certificate for C2C Program.    |  | June 2018      | staff             |
| 0001 | Santa Rosa | 01 | 02 | Successfully implement and assess Student Equity Projects |  | September 2018 | staff, facilities |
| 0002 | Santa Rosa | 01 | 02 | Successfully place C2C students into paid employment.     | Work with Job Developer to ensure successful placements.   | ongoing        | staff             |
| 0004 | Santa Rosa | 01 | 02 | Recruit new cohort of students for program                | 20 new students are starting in the 2018 cohort. We hope to increase participation in the coming year to 25 students through further outreach and recruitment efforts. | ongoing        | staff             |

**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 |
|------|------------|----|----|---|--|----------------|--------------------|
| 0000 | Santa Rosa | 02 | 01 | Create locally recognized certificate for C2C Program.    |  | June 2018      | staff              |
| 0001 | Santa Rosa | 01 | 02 | Successfully implement and assess Student Equity Projects |  | September 2018 | staff, facilities  |
| 0002 | Santa Rosa | 01 | 02 | Successfully place C2C students into paid employment.     | Work with Job Developer to ensure successful placements.   | ongoing        | staff              |
| 0004 | Santa Rosa | 01 | 02 | Recruit new cohort of students for program                | 20 new students are starting in the 2018 cohort. We hope to increase participation in the coming year to 25 students through further outreach and recruitment efforts. | ongoing        | staff              |