

# Santa Rosa Junior College

## Program Resource Planning Process

### Agency Contracts 2015

#### 1.1a Mission

It is the mission of the Career and Technical Education Department (CTE) to provide quality courses in the noncredit areas of persons with substantial disabilities and programs for frail older adults. It is the department's intent to offer exceptional service, enhance the lives of students and continually improve its methods of operation.

Part of this mission is partnering with community organizations through agency contracts (instructional service agreements).

#### 1.1b Mission Alignment

The CTE Department is consistent with the District's mission to provide noncredit instruction.

#### 1.1c Description

The Career and Technical Education Department (CTE) offers courses in two of the ten noncredit areas: persons with substantial disabilities and elderly, frail adults. Courses in both of these areas are taught in partnership with local non-profit agencies. The Education Code allows community colleges to conduct courses in a cooperative arrangement with public agencies through Instructional Service Agreements. The CTE Department manages seven (8) Instructional Service Agreements (ISA) with the following agencies:

Becoming Independent, Catholic Charities, Council on Aging, Goodwill Industries, North Bay Industries, United Cerebral Palsy of the North Bay (UCPNB) formerly Old Adobe Developmental Services, Petaluma Peoples Services, and Redwood Empire Industries.

The curriculum is listed under the college's instructional disciplines of Special Education (SE) and Vocational Education (VE). There are three courses offered through agencies:

SE 712 Vocational Education for Persons with Disabilities

VE 713 Employment Transitions

SE 580 Involved Elder

The SE 712 course is designed to provide unique learning opportunities for remunerative employment and independent living for persons with substantial disabilities in the community. Courses may be at agency sites or at selected industrial/business/community locations.

The VE 713 course is designed to provide job readiness, job search, and job retention skills. This program prepares participants for successful employment and includes the exploration of values and

interests, job search fundamentals, job retention skills, family support activities and career advancement strategies.

The SE 580 course is designed to engage older adults with limited physical and cognitive functioning in activities that foster self-awareness, communication skills, wellness and self management, individual creativity, community building and peer support.

The non-profit agencies sponsor and administer the courses. These educational and training courses are not otherwise available for this student population through traditional District offerings.

The courses meet year-round at sites throughout the District.

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

The CTE office is located at 1330 Bailey Hall, Santa Rosa campus and open 8am to 5pm Monday through Fridays.

## 1.2 Program/Unit Context and Environmental Scan

Instructional Service Agreements (ISA) with the seven nonprofit agencies have been in place for several decades, benefiting the special needs of otherwise underserved students. An eighth contract was developed in 2014-15 with Catholic Charities providing Involved Elder instruction (SE 580). As it is a District goal to increase enrollments, all opportunities to expand Instructional Service Agreements (ISA) should be explored.

### 2.1a Budget Needs

There had been a need for a 20% AAll to review very detailed monthly invoices, track student contact hours, FTES, and monitor purchase order balances, in addition to working with A & R technicians and providing other clerical duties. While it's been a hardship, the AA II (hired April 2014) serving in Work Experience has been able to cover these duties, thus far.

There is a need for a manager position to devote time toward expanding and providing greater support of these partnerships.

### 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Santa Rosa	00	00	\$350.00	Mileage reimbursement for agency site visits.

### 2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
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### 2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
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Director, Workforce Development	40.00	12.00	Approximately 25% of this position is devoted to ISA duties 2014-2015. Duties include development of annual contracts with agencies, budgeting, reviewing and approving invoices, developing and monitoring purchase orders; site visits, observation of instruction, collaborating with AAI and A & R to facilitate student enrollment, et al.
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## 2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
	0.00	0.00	N/A

## 2.2d Adequacy and Effectiveness of Staffing

Insufficient at current staffing, there is lag time with processing invoices because of AA II workload. New management position would take on these duties.

## 2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
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## 2.3a Current Contract Faculty Positions

Position	Description
N/A	Since 2007-2008, there are no agency instructors-of-record that are paid employees of the District.

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
	0.0000	0.0000	0.0000	0.0000	N/A

## 2.3c Faculty Within Retirement Range

The agencies are confident that instructor retirements should not impact their ability to deliver SRJC Special Education instruction. There has been an increase in new instructors in 2014-15.

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

The agencies have stated that their recruitment challenges include:

1. Finding qualified instructors with experience teaching persons with substantial disabilities.
2. Finding individuals that are willing to work at the agency hourly pay rate.

The agencies hire instructors year-round as vacancies occur.

## 2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
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## 2.4b Rational for Instructional and Non-Instructional Equipment, Technology, and Software

One of the benefits of contracting with the agencies is that they are responsible for providing and upgrading the necessary instructional and non-instructional equipment that support the courses at their facilities.

## 2.4c Instructional Equipment and Software 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, Software, and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0000	Other	00	00	Use Excel Spread Sheet on Convergence web site.	0	\$0.00	\$0.00			

## 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

As stated above, the Special Education courses, offered through agency ISAs, meet at non-District facilities. Rent is not charged, so that provides a cost savings.

## 3.1 Develop Financial Resources

FTES generated by agency contracts provides the following funding:

to agencies

to district:

2012-13	\$1,059,831.	\$3,096,220.
2013-14	\$1,071,764.	\$3,196,919.
2014-15	\$926,919.19	\$2,796,647.62 (projected)

### 3.2 Serve our Diverse Communities

The agencies are responsible for hiring instructors. Given that their clients (students) are individuals with substantial disabilities, they are very committed to hiring individuals who are sensitive to diversity.

### 3.3 Cultivate a Healthy Organization

N/A

### 3.4 Safety and Emergency Preparedness

Per the ISA contracts, the agencies are responsible for providing a safe environment. Staff is trained to handle emergency situations.

### 3.5 Establish a Culture of Sustainability

Since 2011-12, the practice of electronically sending documents and receiving invoices from the agencies continues to reduce printing and mailing costs, as well as speeds the process of approving invoices for payment.

### 4.1a Course Student Learning Outcomes Assessment

The three courses being offered through the agencies were revised in 08-09 to add student learning outcomes. The agencies assess the students' learning outcomes. To date, the college has not requested to review the assessment results.

#### 4.1b Program Student Learning Outcomes Assessment

N/A

#### 4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Course	SE 580* see narrative 4.2b	N/A	N/A	N/A
Course	SE 712*see narrative 4.2b	N/A	N/A	N/A
Course	VE 713*see narrative 4.2b	N/A	N/A	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
SE 580 Involved Elder				X		X	X	X				X	X		X	
SE 712 Indep.Lvg.Wk.Skills				X	X	X		X						X		X
VE 713 Employment Transitions		X		X	X			X	X					X		

#### 4.2b Narrative (Optional)

Here is the six year plan to assess student learning outcomes:

This cannot be implemented without District staffing provided to collaborate with agency instructors to assess these student learning outcomes.

Cluster	Course name	Course #	SLOs #s	# assessed	percent	dates	eval course
CTEED	Involved Elder	SE 580	4	0	100%	S2015	S2020
CTEED	Indep.Lvg Skills	SE 712	3	0	100%	X2015	X2020



CTEED	Employment Transitions	VE 713	3	0	100%	F2015	F2020

## 5.0 Performance Measures

N/A

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

The courses are held at the agencies and other locations throughout the District. The courses are offered during the day Monday through Sunday.

Most courses are offered in Santa Rosa, Rohnert Park, Petaluma, Sonoma, Sebastopol, and Healdsburg areas. The hours of the agency courses range from 1.5 hours to 6 hours per day and up to five days per week.

### 5.2a Enrollment Efficiency

The college's formula for enrollment efficiency is the percentage of seats filled at first census based on class limit. This does not apply to the agency ISAs. (See section 5.3)

### 5.2b Average Class Size

The agencies project that the number of disabled students will decrease in the future however the number of individuals with autism will increase, so the need for courses will continue but the population may shift.

### 5.3 Instructional Productivity

The agency ISAs instructional productivity cannot not be calculated because the FTEF is zero%. The agency instructors are not employees of the District. The agencies pay the instructors' salaries.

## 5.4 Curriculum Currency

There are three courses delivered by the agencies. They were revised to add SLOs in 08-09.

SE 712 Independ Living/Work Skills is due to be updated in 2014.

VE 713 Employment Transitions is due to be updated in 2015.

SE 580 Involved Elder is due to be updated in 2015.

Two SE courses were terminated: SE 610Z and SE 666.

Five SE courses moved to DRD: SE 285A SE285B SE285C SE 705A SE 707.

SE 701 is not currently offered.

## 5.5 Successful Program Completion

N/A

## 5.6 Student Success

N/A

## 5.7 Student Access

N/A

## 5.8 Curriculum Offered Within Reasonable Time Frame

N/A

## 5.9a Curriculum Responsiveness

The course SE 712 Independent Living/Work Skills for Persons with Disabilities focuses on preparing persons with special needs for employment and independent living.

The course VE 713 Employment Transitions focuses on preparation for successful employment.

The course SE 580 Involved Elder focuses on engaging frail elderly with limited physical and or mental functioning in a variety of activities.

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

N/A

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

N/A

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

N/A

## 5.11b Academic Standards

N/A

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

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
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## 6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
Other	As agency contracts generate very low cost FTES, it is efficacious for the District to seek out opportunities to expand ISAs with other community based organizations.

## 6.2b PRPP Editor Feedback - Optional

The eight agencies providing SRJC instruction of Special Education are providing high quality instruction to substantially disabled students and indirectly provide support to their families and communities. Funding from the District is relied upon and agency partnerships with SRJC valued. The district benefits from the generation of low cost FTES. District processes are complex and involve staff in A & R, Purchasing, and Accounting. It is essential to maintain positive relationships with agency administrators and staff and to process their monthly invoices in a timely manner.

## 6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	03	04	Expand educational partnerships via ISAs	Identify and engage community based organizations serving the frail/elderly and substantially developmentally disabled		management position supporting educational partnerships + STNC AA support
0002	ALL	01	01	Assess SLOs	identify staff to work with agency instructors to assess SLOs		establish position that will support educational partnerships