Santa Rosa Junior College
Program Resource Planning Process

Agency Contracts 2019

1.1a Mission

It is the mission of the Career Education Department (CE) to provide quality courses in the non-credit 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. It is also the departments intent to increase the number of partners and clients/participants in this program.

This mission is accomplished by partnering with community organizations through agency contracts (instructional service agreements which we abbreviate to ISA's).

1.1b Mission Alignment

The CE Department is consistent with the District's mission to provide noncredit instruction and increase FTES in this area.

1.1c Description

The Career Education Department (CE) through the area of Instrructional Partnerships 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 Dean of Workforce Development oversees eleven (11) 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, Oaks of Hebron, Alchemia, Jewish Family & Chilld Services, and California Human Development Agency (formerly 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 Workforce Development is located at 1335 Bailey Hall, Santa Rosa campus and open 8am to 5pm Monday through Fridays. We also have another major location in Bertolini Hall, 3rd floor Career Hub where the majority of the staff/faculty are located.

1.2 Program/Unit Context and Environmental Scan

Most of the Instructional Service Agreements (ISA's) with the eleven non-profit agencies have been in place for several decades, benefiting the special needs of otherwise underserved students. As it is a District goal to increase enrollments, all opportunities to expand Instructional Service Agreements (ISA's) are currently being explored by the Dean, Workforce Development. A few of our nonprofit partners have expressed interest in growing their existing programs in Sonoma and other neighboring counties, which we have done and accomplished in 2017. For the fiscal year of 18/19 we have already increased the enrollment of our ISA (UCPNB) into 2 areas (Napa/Solano) with FTES approximated at 150. The department has added another ISA, Alchemia, who started July 2017 with projected FTES of 90+. We have also onboarded a new Sonoma County partner, Oaks of Hebron, who have brought over 45+ FTES so far.

We were able to get an agreement with College of Marin to be able to expand into Marin county with our ISA partnerships. We partnered with Senior Access (now JFCS--Jewish Family & Children Services) in 2018 which has brought 40+ FTES. We are currently in the process of

developing 2 new partnerships in Marin: Marin Ventures and Cedars Marin. Both of these are larger, well-established agencies in the county who we are looking forward to working with. FTES TBD.

2.1a Budget Needs

With the increase of ISA partners and course sections offered, the amount budgeted for the costs of these classes will increase. We collect state apportionment (non-credit) and the ISA partners invoice the department at a fraction of the FTES apportionment.

Northy Bay Rehab-$175,000
Redwood Empire Industries-$135,100
Becoming Independent-$500,000
Council on Aging-$22,400
Petaluma People Services-$20,000
Goodwill Industries-$20,000
JFCS (formerly Senior Access)-$45,000
Oaks of Hebron-$75,000
United Cerebral Palsy of the North Bay-$350,000
Catholic Charities-$25,000
Alchemia-$100,000

Will be adding:
Marin Ventures and Cedars Marin. $$ amounts TBD later this semester (Spring 2019).

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	ALL	07	06	$5,000.00	Workforce Development has no budget on its own and we use other departments to offset and supplement. We request our own supplies budget.
0002	Santa Rosa	08	07	$500.00	Mileage reimbursement for agency site visits.

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
AA III to the Dean of Workforce Development	20.00	12.00	Reconcile rosters with SIS in partnership with Admissions and Records, process and budget invoices, help update contracts for each agency. Travels to each location as needed (and for all new partners) to conduct training to appropriate staff. Audit invoices to ensure accuracy to the Positive Attendance hours input into the portal. This is especially important as the state has spent more energy looking at ISA's and auditing them.
Admissions and Records Specialist	2.00	12.00	A&R has assigned a dedicated specialist in this area to aid with enrolling all ISA students and any enrollment issues that come up.

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Dean, Workforce Development	20.00	12.00	Create Contracts, maintain ISA relationships, and oversee all details of SRJC partnerships with ISA's. Tasked with creating new partnerships with other

			agencies in the community (and outside the county as well).

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Student Employees	25.00	12.00	Student employees verify all billed students are enrolled in the course, input data entry for every student on every roster--over 2200 students this semester. This is done on a monthly basis for all 11 agencies, plus apprenticeship programs.

2.2d Adequacy and Effectiveness of Staffing

With the addition of an AA II, we will be able to maintain and grow (as directed) ISA partnerships. This position just started and is "learning the ropes" of the department as a whole before he's given access to the ISA's. This should start over summer 2019 as we start to segue some of the duties/expectations onto this position as part of their daily workload.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type

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 2017-18 with the addition of new sections and new ISA partners. Each agency individually hires instructors to meet their needs and also follows minimum qualifications standards set by the California Community College Chancellor's Office.

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

2.4b Rationale 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 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

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0001	ALL	04	01	Urgent	All	Any	$0.00	Agencies are requesting on campus instructional space to fulfill a 2020 federal law requiring their clients to be educated in an integrated location.

2.5b Analysis of Existing Facilities

As stated above, the Special Education courses, offered through agency ISAs, mostly meet at non-District facilities. Some are requesting classrooms for use on campus--because the students are disabled (some severely), rooms with space for wheelchairs, special chairs, and large bathrooms with appropriate equipment nearby is important.

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	$4,150,133
2014-15	$1,017,598	$4,074,498
2015-16	$1,081,107	$4,755,353
2016-17	$1,084,133	$4,803,585
2017-18	$1,534,536	$7,844,397

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

This program by default addresses the needs specifically of a populations (disabled for one group, elderly for the other) in helping them function in society. Collegiality and respect is prevalent throughout the programs we offer. We have established robust programs to improve the health and wellness of students/clients by offering our curriculum being taught at their facilities.

3.4 Safety and Emergency Preparedness

Per the ISA contracts, the agencies are responsible for providing a safe environment for their clients/our students.
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. We have created a training program so that each agency (in the case of hiring new folks) can step into our system and process easily.

4.1a Course Student Learning Outcomes Assessment

The three courses being offered through the agencies were revised in 16-17 to add student learning outcomes. The agencies assess the students' learning outcomes with aid of an instructor on special assignment. To date, the college has not requested to review the assessment results.

4.1b Program Student Learning Outcomes Assessment

N/A
This program does not have a certificate or major.

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			
SE 712 Indep.Lvg.Wk.Skills				X	X	X	X	X				X	X	X		X
VE 713 Employment Transitions		X		X	X		X	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%	S2016	S2022
CTEED	Indep.Lvg Skills	SE 712	3	0	100%	S2015	S2021

CTEED	Employment Transitions	VE 713	3	0	100%	S2016	S2022

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, Napa, Solano, Marin, 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

Average class size limitations does not apply to our ISA partners. They do have regulatory mandates as far as how many students per instructor/helper, but that is also followed at their sites in accordance to ADA laws. Each agency has different classroom sizes, environments, and facility usage.

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 15-16.

SE 712 Independ Living/Work Skills is due to be updated in 2021
VE 713 Employment Transitions is due to be updated in 2022
SE 580 Involved Elder is due to be updated in 2022

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.

The district meets with the lead instructors/coordinators and confers regularly on trends and keeping current, especially when it comes to SLO's and curriculum updates. This close connection and open communication between our ISA partner contacts and the district ensure that curriculum changes are timely and responsive.

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

This program is aligned with the academic/programatic standards set by ADA and the Dept. of Rehabilitation. The standards are current as laws require currency in this area for the population.

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	ALL	03	04	Expand existing educational partnerships	Work with current special agencies to explore areas or growth within existing programs/areas.	Ongoing	We have brought on a new agency this year.
0002	ALL	08	06	Grow educational partnerships via ISA's.	Identify and engage community based organizations serving the frail/elderly and substantially developmentally disabled in areas beyond just Sonoma County (Marin).	Ongoing	We have identified and communicated with potential partners in Marin. We will be meeting with them later in the Spring 2019 semester to continue talks.

6.2b PRPP Editor Feedback - Optional

6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	08	07	To put a plan in place that each ISA partner can follow regarding accurate invoicing, roster creation/updating, and hours inputting into the SRJC portal.	This willl ensure alignment with data from invoicing to final report out data from each agency, meeting the statewide audit criteria. The overarching objective is to spend less time on this reporting, as it currently takes many man hours from management, classified, and student employees.		
0002	ALL	08	06	Grow educational partnerships via ISA's.	Identify and engage community based organizations serving the frail/elderly and substantially developmentally disabled		Dean for Workforce Development, AA III, AA II, A/R Specialist and Student Employees
0003	ALL	03	04	Expand existing educational partnerships	Work with current special agencies to explore areas or growth withing existing programs/areas.		Dean for Workforce Development, AA III, AA II, A/R Specialist and Student Employees