

# Santa Rosa Junior College

## Program Resource Planning Process

### College To Career 2019

#### 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. 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 an additional 3 year cycle through the 2016/17. The four other programs across the state were also granted a new 3 year contract, and the programs are no longer "pilot" programs, but rather regular contract programs through the DOR. In addition, the DOR expanded C2C Program offerings to three additional community colleges in 2015. The decision to expand the C2C Program was largely due to the success of the five original programs.

C2C is designed to serve 60 students per year in a three year cycle, in three cohorts of 20. The program is in its seventh year of operation with 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

The 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.

C2C student tutor schedules vary, dependant on student need.

## 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 (though 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 as been essential to our creation and distribution of marketing and informational materials, as well as how we support employers who hire C2C students.

In the coming semester, C2C will work with Adult Education, and will take a Retail Math course, and in the Spring, a Writing for Work course will be added to address the needs of the students in the program.

## 2.1a Budget Needs

The College to Career Program (C2C) operates under a \$250,000 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 in a state of transition as the Manager, Colege to Career Program vacated her position in April 2017. This amendment is demonstrative of the way we have temporarily restructured the program costs. A more general Management Position is currently in the deveopment phase. This position, once filled will likely assume only a portion of the responsibility for the C2C program overall.

Contractor Name and Address		Contract Number			Federal ID Number		
Sonoma County Junior College District (Santa Rosa Jr College) 1501 Mendocino Ave. Santa Rosa, CA 95401					946033759		
		Budget Period			Budget Period		
		July 1, 2017 - June 30, 2018			July 1, 2018 - June 30, 2019		
		Effective Date (Amendments Only)			Effective Date (Amendments Only)		
		5/1/2018 - 6/30/18					
Line No.	PERSONNEL-Position Title & Time Base	Annual Salary Per FTE	Annual FTE	Amount Budgeted	Annual Salary Per FTE	Annual FTE	Amount Budgeted
1	C2C Program Manager, 1 FTE 40 hrs/wk for 12 months	\$90,996.00	1.0000	\$90,996.00	\$95,544.00	1.0000	\$95,544.00
2	C2C Student Success Coach, 1 FTE= 20 hr/wk for 10 months (1085 hrs/yr)	\$25,102.56	1.0000	\$25,102.56	\$26,361.16	0.9500	\$25,040.00
3	C2C Administrative Assistant II 1 FTE= 40 hr/wk, 12 months	\$56,520.00	0.1000	\$5,652.00			
4	C2C Employment Services Advisor 1 FTE= 40 hr/wk, 12 months	\$67,896.00	0.5000	\$33,948.00	\$71,304.00	0.5000	\$35,652.00
5	C2C Administrative Assistant III 1 FTE= 40 hr/wk, 12 months	\$10,528.00	1.0000				
6	C2C Contract Administrator	\$10,465.00	0.50		\$125,580.00	0.2500	
7	DRD Adjunct Faculty (hourly rate)						
	Personnel Subtotal			\$155,698.56			
5	Benefits for Lines 1 - 6			\$46,709.57			\$59,610.00
	Benefits for Line 7						
9	TOTAL BENEFITS			\$46,709.57			\$59,610.00
10	Subtotal			\$202,408.13			\$215,850.00
11	OPERATING EXPENSES						
12	Office Supplies			\$500.00			\$300.00
13	Travel			\$550.00			\$200.00
14	Mileage			\$500.00			\$160.00
15	Training			\$450.00			\$430.00
16	Duplication			\$253.00			\$230.00
17	Software			\$100.00			\$100.00
18	Instructional Materials			\$100.00			\$100.00
19							
20	Operating Subtotal			\$2,453.00			\$1,530.00

21	<b>Personnel and Operating Subtotal</b>	\$204,861.13	\$217,39
22	<b>Indirect Rate Percentage</b>	15.00%	15.
23	<b>Indirect Cost</b>	\$30,729.17	\$32,60
24	<b>TOTAL (rounded to nearest dollar)</b>	\$235,590	\$250

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

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
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### 2.3c Faculty Within Retirement Range

### 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
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### 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
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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
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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

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 Develop Financial Resources

## 3.2 Serve our Diverse Communities

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 Cultivate a Healthy Organization

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 Safety and Emergency Preparedness

The C2C Program has purchased a set of rechargeable flashlights that have been incorporated in the C2C offices. The C2C Faculty Coordinator and ASC is up to date on First Aid and CPR certifications. The BSC for the Pioneer Building is Genevieve Bertone and the ASC for DRD Special Programs is Noah Morris.

Building	BSC Area	ASC Area	Name	Department	Responsible Area	Management Support
# 3 Pioneer	B/3	A/3-1PM	Naoh Morris	C2C Program/ATC	Pioneer Hall	Kimberly Starke

All C2C staff are up to date with the injury and illness prevention program policy and procedure trainings and safety trainings provided though EH&S. This includes the BSC and ASC attending CPR and First Aid training, and all regularly scheduled safety trainings.

### 3.5 Establish a Culture of Sustainability

The C2C Program has reduced its paper copy production and to the greatest extent possible at this time, has converted to electronic records. The Chancellor's Office still requires a paper student file with specific documents with ink signatures.

The C2C Program uses iPads and web-based cloud applications to share documents with students for instruction. Students may submit assignments electronically.

Students within the program are encouraged to use a planner to keep track of appointments and assignments. Many students have switched to effectively using electronic planners on their mobile devices, reducing the need for paper planners.



Economically, the C2C Program continues to secure the possibility of future funding through the fulfillment of Department of Rehabilitation contract goals: providing delineated services effectively and obtaining integrated, competitive employment for students within the community.

## 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.

### Department 6-Year Cycle SLO Assessment Plan – Updated Spring 2015

#### Disability Resources Department Slo Assessment Plan- Updated 2018/2019

Course	SLO #	Faculty	Semester Assessed	Notes
<b>DRD 313</b>	1	Arild	Fall 2017	
	2	Melissa Bentley	Fall 2018	
<b>DRD 314</b>	1	Johnson	Fall 2014	Not offered
	2	Johnson	Fall 2015	
<b>DRD 352</b>	1	Arild	Spring 2018	
	2	Arild	Spring 2018	
<b>DRD 360.1</b>	1	Arild	Fall 2016	Course Discontinued
	2	Arild	Spring 2017	
<b>DRD 360.2</b>	1	Arnold	Fall 2016	Course Discontinued
	2	Arnold	Spring 2017	

<b>DRRD 360.3</b>	1	Ezersky	Fall 2014	Course Discontinued
	2	Rhandee Lipp	Spring 2018	
<b>DRD 363</b>	1	Ezersky	Spring 2016	
	2	Ezersky	Fall 2016	
	3	Arnold/Ezersky	Spring 2017	
<b>DRD 368.1</b>	1	Lipp	Fall 2018	
	2		Spring 2019	
<b>DRD 368.2</b>	1	Arnold	Fall 2018	
	2			
	3		Spring 2019	
<b>DRD 370.1 A</b>	1	Hollie Tracy	Fall 2016	
	2	Lindsay Eigenauer	Fall 2015	
<b>DRD 370. 1 B</b>	1	Jocelyn Arild	Spring 2017	
	2	Lindsay Egehauer	Spring 2016	
<b>DRD 370.2 A</b>	1	Andrea Alexander	Fall 2016	
	2	Lindsay Eigenauer	Fall 2015	
<b>DRD 370.2B</b>	1	Erika Cole	Spring 2017	
	2	Laura Aspinall	Spring 2016	
<b>DRD 370.3 A</b>	1	Lindsay Lerro	Fall 2016	
	2	Lindsay Lerro	Fall 2015	
<b>DRD 370.3 B</b>	1	Lindsay Lerro	Spring 2017	
	2	Lindsay Lerro	Spring 2016	
<b>DRD 390.2</b>	1	Andrea Alexander	Fall 2016	
	2	Dianne Davis	Fall 2015	
<b>DRD 390.3</b>	1	Andrea Alexander	Spring 2016	
	2	Andrea Alexander	Spring 2015	
	3	Andrea Alexander	Spring 2017	
<b>DRD 391</b>	1	Laura Aspinall	Fall 2016	
	2	Andrea Alexander	Fall 2015	

	3	Aspinall	Fall 2018	
<b>DRD 705</b>	1	Debbie Ezersky	Fall 2016	
	2	Debbie Ezersky	Spring 2017	
	3	Rhandee Lipp	Fall 2017	
<b>DRD 700</b>	1	Johnson	Fall 2016	
	2	Chinn	Fall 2018	
<b>DRD 761</b>	1	Lindsay Eigenauer	Fall 2016	
	2	Lindsay Eigenauer	Spring 2017	
<b>DRD 784</b>	1	Kathy Burton/Kim Starke	Fall 2016	
	2	Kim Starke	Spring 2017	
	3	Starke/ Burton	Fall 2018	

#### 4.1b Program Student Learning Outcomes Assessment

For the 2018 - 2019 school year, the C2C Program will assess Student Learning Outcome #2: Students will demonstrate the ability to access appropriate Sonoma County support services and resources. The findings will be reported out during a Department Meeting in May 2019.

#### 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)

### 5.0 Performance Measures

Analysis of the data below confirm that students enrolled in the C2C Program continue to persist at a significantly higher rate than the overall SRJC student population.

Term	Students Completed Program	Persistence Rate over six semesters
Spring 2014	17	81%
Spring 2014	20	83%

Below is a breakdown of enrollment information for C2C cohort of students for 2013-14. All C2C students enrolled in a combination of credit and non-credit courses. Rates of English as the Primary Language, Gender, and Ethnicity enrollments for C2C students mirror that of the district population. The persistence rate from fall to spring is much higher among C2C students than the district population. C2C students successfully complete degree applicable courses at a significantly higher rate than the district.

2013-2014

Overall Student Population  
General Data  
C2C Students

<b>Total Students</b>	<b>52</b>	<b>100.00%</b>	<b>33.10</b>	<b>Total FTES</b>
Enrolled in Credit	51	98.08%	27.52	Credit FTES
Enrolled in Non-Credit	52	100.00%	5.58	Non-Credit FTES

<b>Non-Credit Category</b>		
Elementary and Secondary Basic Skills	38	73.08%
English as a Second Language (ESL)	1	1.92%
Persons with Substantial Disabilities	51	98.08%
<b>English Primary Language</b>		
Yes	44	84.62%
No	8	15.38%

<b>Enrollment Location</b>		
2 Santa Rosa ONLY	38	73.08%
5 Santa Rosa & Petaluma	6	11.54%
6 Santa Rosa & Other	8	15.38%

<b>Petaluma Units Breakdown</b>	<b>4</b>	<b>100.00%</b>
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3.0 OR LESS	2	50.00%
3.5 - 6.0	1	25.00%
6.5 - 9.0	1	25.00%

## 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