2009-10
Annual
Unit Plan

Name of Unit: Career Technical Education
Name of Area: Academic Affairs
Date Completed: 3/17/2009

Unit's Mission Statement

Career and Technical Education is to provide industry linked programs and services that enable students to reach their career goals in order to achieve economic self sufficiency, compete in a global marketplace and contribute to California’s economic growth.

Unit's Characteristics, Performance and Trends

Rio Hondo College Total Enrollment

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<tr>
<td>46,771</td>
<td>7,279</td>
<td>43,682</td>
<td>19,291</td>
<td>117,023</td>
<td>47,577</td>
<td>5,434</td>
<td>49,459</td>
<td>21,853</td>
<td>124,323</td>
<td>6.24%</td>
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CAREER and TECHNICAL EDUCATION

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<tr>
<td>1,459</td>
<td>221</td>
<td>1,462</td>
<td>338</td>
<td>3,480</td>
<td>1,564</td>
<td>223</td>
<td>1,471</td>
<td>378</td>
<td>3,636</td>
<td>4.48%</td>
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Unit's Strengths and Weaknesses

Strengths: The major strength within the division is the dedicated staff that bring industry standards into the classroom. All of the division departments have strong ties with local industry partners ensuring job skills and that curriculum and career pathways meet local needs.

Weaknesses: Budget for both supplies and equipment replacement are not sufficient to support industry needs. Programs need full time faculty to maintain continuity and content within the division. The lack of support staff for both the student and programs are not enough to sustain a high level of student achievement.

Staff is needed to expand into Engineering, Lineman Technology, Alterative Fuels and Heavy Equipment Maintenance. As part of Perkins IV we are required to integrate Tech-Prep into CTE by combing a full time Tech-Prep Coordinator/Counselor position. This would support student success and achievement.
Unit's Opportunities and Threats

Opportunities: Several opportunities are upon us as well as many are on the horizon. Currently we have started several new programs; Civil, Solar/Green Technology, Surveying, I-Car Certification, Home Entertainment Technology and Heavy Equipment Maintenance. All of these programs have internal and external Accreditation Standards which need to be addressed with both staff and budget.

Threats: Private intuitions that have the ability to gear-up and make changes quickly allowing them the opportunity to follow a paradigm shift within industry.

Unit's Accomplishments and Recommendations for Improvement

Accomplishments:
1. Technology Building Renovation in process
2. Automotive Program NATEF Certified
3. Division separated from Business Division
4. New Programs/Degrees in development;
   Heavy Equipment Maintenance, Green Energy, Animation
5. Cooperative Work Experience is being monitored
6. Tech-Prep program is under development

Unit's Strategic Direction

Understanding complex demographic features, and particulary the implications of immigration, the aging workforce, and economic disadvantaged among young people, remains important for CTE planning process. Given California's current and expected population shifts, we must meet the educational and technical skill needs of a new diverse group of students, many of whom are not proficient in English or may be the first in their family to attend college. The impending retirements of the baby boom generation, coupled with a reduced growth rate
in the 35-54 year-old-cohort and growth in the 20-34-year-old cohort, underscore the importance of making sure workforce-age residents are equipped to enter and energize the economy.

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Unit's Staff Development

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**Goal #1**  Long term (2-5 years)  Status: in progress

**Description of Goal**

To prepare students with the skills and knowledge needed to reach their career goals and maintain economic self-sufficiency through access to information, guidance, support and educational opportunities offered at Rio Hondo College.

**Evaluation of Goal**

Perkins IV performance targets will increase in achievement and completion will be recorded on our MIS system.

**Objective #1.1**  Status: in progress

Students will acquire the skills needed to explore, create and discover life and career options. Students will use strategies to achieve career goals that promote individual success in maintaining and/or advancing careers.

**Resources Needed: Additional Personnel**

**Position Classification:** Full Time Faculty

Required for How Long: 4 years

Position Title:
Basic Position/Job Description:

Part time 47% CWE clerk to track and record work experience courses.

Estimated Salary Excluding Benefits: $18,000.00

Supporting Rationale: What are your most compelling reasons for this request? Include recommendations and documentation from recent program review or program plans to support your rationale.

Correct data needs to be on file for a minimum of 3 years for audit purposes. Currently staff are not filing the necessary paper work for the district to collect apportionment.

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**Goal #2** Long term (2-5 years)  
Status: in progress

**Description of Goal**

Every student will have the opportunity to complete a course or series of courses in Career & Technical Education that will prepare them for entry level employment.

**Evaluation of Goal**

Programs, degrees and certificates will be developed that meet local labor market needs.

**Objective #2.1**  
Status: in progress

Build a demand-driven CTE program by responding to real workforce development needs and state, regional, and local labor market realities and priorities, through strengthened curricula, professional development, data collection and use, and direct linkages with business and industry.

**Resources Needed: Additional Personnel**

**Position Classification: Full Time Faculty**

Required for How Long: Ongoing

Position Title:

Basic Position/Job Description:
Full-time Automotive Instructor  
Full-time Welding Instructor  
Full-time Heavy Equipment Instructor  

Estimated Salary Excluding Benefits: $234,000.00  

Supporting Rationale: What are your most compelling reasons for this request? Include recommendations and documentation from recent program review or program plans to support your rationale.  

Replace unfilled positions in location 1110, 2 unfilled auto instructors and 1 welding instructor positions as outlined in the CTE budget 2008-2009  

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<th>Resources Needed: Additional Budget</th>
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<td><strong>Requested Item:</strong></td>
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<tr>
<td><strong>Required for How Long:</strong> Ongoing</td>
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<tr>
<td><strong>Requested Amount:</strong> $100,000.00</td>
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<td><strong>Description:</strong></td>
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Needed software & maintenance for computer labs and programs  

**Supporting Rationale**  

Currently we have 125 instructional computers. With the technology re-model we will be adding 120 more units totaling 245. These units will all have/need specific training software and ongoing maintenance agreements.  

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<tr>
<td><strong>Required for How Long:</strong> Ongoing</td>
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<tr>
<td><strong>Requested Amount:</strong> $25,000.00</td>
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<td><strong>Description:</strong></td>
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$5K for Automotive  
$10K for Heavy Equipment  
$10K for Electronics  

**Supporting Rationale**  

Currently Heavy Equipment and Electronics has no supply budget and Automotive was decreased by $4500.00.  

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**Goal #3**  
Short term (1 year)  
Status: in progress
Description of Goal

Career & Technical Education courses and programs will be based on industry endorsed standards, and designed to assist students in acquiring readiness and career success skills.

Evaluation of Goal

Most industry engagement in CTE occurs through participation in advisory committee meetings. During the meetings the district will record meeting minutes which will include, but not be limited to; labor market demands, economic trends, job skills, work experience, professional development and equipment needs. Each discipline will follow-up on committee recommendations as funding allows.

Objective #3.1

Meet with advisory committee members to provide input on required workplace skills, on the local labor market, and on specific technical skill standards. All advisory committees meet at least annually, but many meet twice a year and some meet quarterly or monthly.

Impact of Objective on Other Programs, Units, and/or Areas

Impact on the Area: Academic Affairs

All CTE programs are required to have an advisory committee meeting at least once a year.

Goal #4  Short term (1 year)

Description of Goal

Career & Technical Education courses and programs will meet documented labor demands, including those of new & emerging occupations.

Evaluation of Goal

Using Perkins IV performance-level targets that will be based on EDD labor market data by region programs will track demands and occupations.
Objective #4.1

The state's 2008-2009 performance-level targets for core indicators will be based upon the statewide performance levels achieved in the 2007-2008 program year. Subsequent year performance-level targets will be negotiated annually with the U.S. Department of Education.

Resources Needed: Additional Personnel

**Position Classification: Classified**

Required for How Long: Ongoing

Position Title:

Basic Position/Job Description:

Grant support person to cover Perkins IV & ATTEi center to keep all reports and data up-to-date with the Chancellors Office

Estimated Salary Excluding Benefits: $35,000.00

Supporting Rationale: Identify the basic need. Include specifically how your Program Review, Strategic Plan, Master Plan, Accreditation or other external review processes support this position. For permanent positions indicate what percentage you are recommending, i.e. this is a permanent position in Weekend College for 37.5%.

Funding for the position will be covered using both Perkins IV (VTEA) and ATTEi funds

Goal #5  Short term (1 year)

**Description of Goal**

Integrating academic and career technical instruction, and linking secondary and postsecondary education.

**Evaluation of Goal**

Reviewing and summarizing annual accountability reports submitted by our local consortia and facilitating strategies for evaluating the Tech-Prep program, as necessary.
Objective #5.1

Develop articulation guidelines that ensure systematic coordination with segmental and statewide standards and the systematic articulation of programs among high schools, ROC/Ps' and Rio Hondo College.

Impact of Objective on Other Programs, Units, and/or Areas

Impact on the Area: Academic Affairs

Articulation extends across most Academic Divisions.

Goal #6 Short term (1 year)

Description of Goal

Promote leadership, initial preparation, and professional development of Career & Technical Education faculty, administrators and counselors.

Evaluation of Goal

Provide workshops and professional development activities that promote leadership and preparation for faculty, administrators and counselors.

Objective #6.1

Follow approved professional development activities that meet Perkins IV requirements.

Goal #7 Short term (1 year)

Description of Goal

Support partnerships' with secondary schools, local workforce investment boards, business and industry.
Evaluation of Goal

Tech-Prep program will be comprised of studies that combine a minimum of two years of secondary education with a minimum of two years of postsecondary education, or with an apprenticeship program, in a nonduplicative, sequential course of study that is accountable, and leads to a career field.

Objective #7.1

Signed articulation (through credit transfer agreements). In-service professional development for teachers, faculty, counselors, and administrators that supports implementation of Tech-Prep programs of study.

Resources Needed: Additional Personnel

Position Classification: Full Time Faculty

Required for How Long: 4 years

Position Title:

Basic Position/Job Description:

Tech-Prep Coordinator/Counselor

Estimated Salary Excluding Benefits: $90,000.00

Supporting Rationale: What are your most compelling reasons for this request? Include recommendations and documentation from recent program review or program plans to support your rationale.

Funding for the position will be paid using the following grants; Tech-Prep, Perkins IV and SB-70 funds.

Goal #8 Long term (2-5 years)

Description of Goal

Provide students with lifelong learning opportunities to help ensure employment competitiveness.
**Evaluation of Goal**

Programs will complete a 2 year review as part of the Perkins IV funding process and every 6th year each program will complete a complete program review as outlined in title V regulations.

**Objective #8.1**

California community college CTE programs have required biennial evaluations that include assessing sufficient size, scope, and quality to meet business and industry needs and labor market demands (California Education Code, section 78016). Continuation of a program depends on meeting criteria for high skill, high wage, or high demand occupations of professions.

**Impact of Objective on Other Programs, Units, and/or Areas**

**Impact on the Area: Academic Affairs**

The 2 year review process is required for all CTE courses using a CTE approved top code.
### Individuals Who Participated in Developing this Plan

The following people acknowledge that they participated in the development of or reviewed this plan.

<table>
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<tr>
<th>Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>Slavich, Mike</td>
<td>Unit Manager</td>
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<tr>
<td>Nguyen, Quoc Tim</td>
<td>Participant</td>
</tr>
<tr>
<td>Frala, John</td>
<td>Participant</td>
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