Cooperative Education #1

Title: Occupational Skills Program Expansion

Expand enrollment in Occupational/Professional Skills program by 10% each year from 2004-7.

Why do it? Occupational Skills is a flexible low cost program which can provide education and training in almost any career area. Students spend 20-26 of their 45 credit certificate program doing skills training at a job site. The other course work is done on campus to improve the skills needed for the career they have chosen.

What will the product of this initiative be?
- More students will meet their specific career goals.
- A 10% increase/year for three years will result in a 24 FTE increase over that period. The college's cost per FTE for this program is $1,044 per FTE.

What is the need? Students are looking for careers where they can make a family wage.

Occupational Skills can provide an avenue for skills training in careers where the college is not able to afford a full blown program. Waste water treatment, building inspection are some examples of current programs.

Recent collaboration with continuing education has resulted in offering clinical work experiences for phlebotomy students. This concept can be expanded into Nurses Asst. and other continuing education programs.

Without the program assistant and student advisor expansion is impossible.

Is it feasible? Yes, it can actually result in a monetary gain.

What would the campus location be? Most of the training is off campus at no cost to the college. The office is located in Building 19 on main campus.

How many students (per year) will benefit? Last year 145 students benefited from OST/PST. At a 10% increase each for the next three years, 186 students would benefit.

How will students benefit? OST/PST is a wonderful example of individual student learning. Students bring the skills they have to the program and build the ones they need for a particular career through a combination of courses and on the job training. Most OST students are hired by their training site. The program is flexible and current and students can choose their specific career interest.

Resources needed: The Carl Perkins grant funded two part-time office assistant positions from 2001-3. This year with the increase in responsibility and number of students, the positions are now a student advisor I. This salary needs to be recurring ($42,100 includes

OPE). Without this assistance, there would only be a faculty coordinator who could not handle the paperwork or volume of students.

List the possible funding sources: We would like Carl Perkins to fund this position as a full time Student Advisory I position for the next three years. If that is not feasible, then we would need two part-time positions ($31,000). This should eventually be a general funded position.

Provide ORG & PROG codes: 510950 & 150000

How does this project articulate with the college's vision, mission & goals and contribute toward meeting the President's Board approved goals?

This project specifically targets students' individual career goals.

MISSION: a professional technical program including employee skill upgrading and career enhancement.

CORE VALUES: Learning, collaboration and partnership, and accessibility

STRATEGIC DIRECTIONS:
- *increase connection between continuing education and credit programs (03-04)*
- *TRANSFORMING STUDENTS' LIVES*
- *foster the personal, professional, and intellectual growth of learners by providing exemplary and innovative teaching and learning experiences and student support services, position Lane as a vital community partner for creating a learning workforce in a changing economy (04-05)*

See Chapter 0 for more specific information on how co-op experiences contribute to these.

Special Populations: PST is a program for injured workers who are disabled and economically disadvantaged. OST works closely with the Workforce Network and students are able to apply for financial aid. ESL students are included in the program. There are no entrance requirements for OST. All PST students (approx. 100 per year) are special populations.

Perkins Goals:
- Skills attainment and increase
- Special populations

Collaboration with High Schools:
The OST program has always been associated with the YTP (Youth Transition Program) for high school special education students. A new grant from the Department of Human Services will provide a coordinator who will have direct contact with the YTP coordinator at each Lane Co. high school and will provide an avenue for those students to transition to Lane.

Cooperative Education #2

Title: Cooperative Education Marketing

Increase awareness of the benefits of cooperative education among students, staff, and community employers and sites.

Why do it? Cooperative education is a student centered low cost program that can provide significant employment and education opportunities for students. Many times students are not aware of its existence unless they are in a professional technical program where it is required. There has also been considerable turnover in staff at the college who are key in discussing the program with students. In the community, there is a constant need to market cooperative education to gain learning sites for students.

What will the product of this initiative be?
- More learning sites for students
- Increased knowledge about the program among staff and students
- Profit for the college is significant since FTE is low cost
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What is the need or intended use?
The marketing dollars will be administered by a division committee. Informational brochures, employer handbooks (printing and design), employer thank you gifts, display boards, coordinator apparel with college logo. Continuing to be a member in the National Commission for Cooperative Education benefits the college by providing national marketing for our program as well as technical assistance and maintaining our model program status. Lane County Business Education Compact membership has been provided through the Carl Perkins grant for the entire college benefit since its inception in 2000.

Is it feasible? Yes, for maintaining and expanding community relationships

Campus Location: Used for community and on campus activities.

How many students (per year) will benefit? 2,600 students received cooperative education credit in 2002-3. With the increased cost of tuition and decreased number of PT programs, marketing will be essential to explain benefits and maintain numbers.
Securing additional community sites which provide pay for students will be a goal.

How will students benefit? By participating in co-op students will increase their opportunity for family wage employment in satisfying jobs. Providing top quality work sites is essential to student success.

Describe the Resources Needed:
- Materials and Supplies $3,000
- National Commission for Cooperative Education membership $5,000
- Business Education Compact Membership $2,500 (for the college)

List the possible funding sources:
- Carl Perkins

- Some marketing outreach activities will require little or no funding

Can it be partially funded? Yes, but not recommended.

ORG & PROG codes 510950 & 150000

Articulation with Mission Vision and Goals:
This project will get the message out to the community about how we can help transform lives through learning.

CORE VALUES: This project will promote DIVERSITY of enrollees, encourage COLLABORATION AND PARTNERSHIP, and increase ACCESSIBILITY.

Because co-op offers "exemplary learning experiences" it can "position Lane as a vital community partner for creating a learning workforce in a changing economy."

See Chapter 0 for more specific information.

Carl Perkins

Special Populations: All students can participate in cooperative education by making an assessment of their skills and abilities and working to improve them so they can be successful.

Perkins's Goals:
- Counseling and Career Development
- Work-based Learning

Collaboration with High Schools:
National Commission provides information to all high school counselors and colleges about benefits of co-op, Business Education Compact involves the connection between business and education for the county and marketing at various career fairs, high school activities and youth transition events, attracts students to Lane and its programs.

Cooperative Education #3

Title: Information Management Upgrade

Improve efficiency and effectiveness of cooperative education by improving information management through a data base, online forms, and instructor web pages. These processes need to integrate with Banner.

Why do it?
Three years ago the department purchased a server to connect to the college's information system so that information would not need to be duplicated on forms, coordinators could access student schedules, and information about student placements could be shared and centrally accessed. This initiative was stopped because of the implementation of Banner. Now the work needs to be re-started.

What will the product of this initiative be?
- An employer data base will be accessible to faculty and office staff.
- Standardized forms and information will be available to students on line.
- Instructors will have individual web pages for student and employer interaction.
- The system will be integrated with Banner so information will not need to be duplicated.

What is the need or intended use?
- As a division, we need to know when and at what sites students have been placed.
- Way to track student placements for worker's compensation reporting.
- Use of technology to allow students not on main campus to have better access to forms and processes.

Is it feasible?
Yes, we have already met with Linda DeWitt about the Banner connection.

What would be the campus location of this request/project?
Web-based—not confined to a campus location

How many students (per year) will benefit?
At least 2,600
How will students benefit?
- Coordinators will know what experiences students have had and what schedules they have to match them with supervision sites.
- Students will not have to duplicate information already given to Lane and stored in the system.
- Because the coordinators will know what employers have taken students they will be able to provide other students with additional appropriate sites
- Students will have access to the most updated information and forms on line.
- Chalkboards can be set up to for students to share information about their experiences.
- Students and employers will be able to access information from any location.

Describe the Resources Needed:

- Technical assistance by computer services experts to connect to Banner System ($3,000)
- Training for coordinators (hiring experts or release of co-op staff) $5,000
- Equipment Upgrades (5 new computers and 10 Windows Software upgrades) $7,000
- Curriculum development to put Co-op assignments on line 100 hours at $15 ($1,500)

List the possible funding sources:

TACT:

Maintain existing technology/New technology

- Employer data base has been initiated but not connected to Banner.

- Student applications need to be on line and staff need new computers and training to put up web pages with co-op curriculum and forms.

Costs and categories

- Technical assistance by computer services experts to connect to Banner System ($3,000)
- Training for coordinators (hiring experts or release of co-op staff) $5,000
- Equipment Upgrades (5 new computers and 10 Windows Software upgrades) $7,000
- Curriculum development to put Co-op assignments on line 100 hours at $15 ($1,500)

Some unit resources can be applied to the project:

1. Administrative specialist (Chantell Hayson)—some time devoted to maintaining the data base.

2. Possible release time for Larry Scott to handle some of the training and technical assistance. Some ICP has been reserved for this project.

Curriculum Development funds for faculty to organize web pages. (100 hours @ $15)

ORG and PROG codes 510405 & 112000

How does this project articulate with the college's vision, mission & goals and contribute toward meeting the President's Board's approved goals?

STRATEGIC DIRECTIONS (04-05)

Position Lane as a vital community partner for creating a learning workforce in a changing economy.

Build organizational capacity and systems to support student success and effective operations.

This project is one that has been a Co-op initiative since 1998. Coordinators need to use technology to work with students and employers. Co-op needs a data base that provide information about placement sites for reporting information to SAIF for worker's compensation and to provide information to each other about what sites are indeed available to students. Co-op sites can be shared among coordinators and opportunities made available to students. Currently when we deal with large organizations we have no idea whether other students and coordinators might be placing students or want to place students there. Since co-op experiences are possible at numerous locations, each coordinator needs a web page with forms and assignments that students and employers can access.

See Chapter 0 for specific information about co-op's alignment.

Cooperative Education #4

Title: Stipends and Scholarships for Co-op students

Increase the ability of students to engage in cooperative education credits through scholarships and stipends. The division proposes 25 six credit tuition scholarship/stipends for students who will be selected by their co-op coordinator and their advisory committees and processed through the Foundation.

Why do it?
The division would like to involve the advisory committees in the selection of students to work at places of business in their career fields. It is our belief that once a student is placed for a term; employers may be more willing to offer additional stipends for that student to continue or, to bring new students into their workplace. With the cost of tuition increase, has come an inability in some program areas for students to pay for co-op credits.

What will the product of this initiative be?
The project will supply 25 students with scholarships/stipends to allow them to take co-op courses. Very low cost FTE will be generated and students and be able to make a good connection with some high quality employers who may provide more stipends than currently provided.

What is the need or intended use?
To offset the cost of tuition for students who feel that they cannot afford this opportunity. Having the advisory committee members choose the students will get more buy in to the professional technical programs.

Is it feasible? Yes, co-op coordinators could handle the process through advisory committees. Some employers already give stipends for co-op students through the Foundation.

What would be the campus location of this request? Students are mostly placed in off-campus locations.

How many students (per year) will benefit? 25 students will benefit in the first year. At least one stipend would be available for each professional technical advisory committee. The effects of the program could then be assessed.

How will students benefit? The scholarship/stipend could be used to encourage students who might not think they are able to afford the hands-on application experience or to have current students stay on at the site to learn new skills. It will give them more real world experience and investment in a community business. Non-traditional and ethnic students could be recruited.

Describe the resources needed
25 student stipends @ 6 credits each X $64.50 equals $9,675.
Co-op coordinator responsibility for the process with advisory committees—no cost.
Foundation has the stipend process established already.

List the possible funding sources:

1. Carl Perkins (if Carl Perkins could provide the pilot seed money for 1-3 years then the established practice could be continued by advisory committee groups)

Special populations: Special populations could targeted in the selection process for certain programs (non-traditional students, ethnic minorities, economically disadvantaged, etc)

Carl Perkins goals:
- Work-Based learning
- Non-Traditional Training and Employment Student Results

High School Articulation: Students in the high school YTP programs could be made aware of the possibility of continued work experience possibilities at LCC.

2. Employer stipends (try to obtain stipends in addition to current ones)

Can this project be partially funded? Yes, less scholarships, but should be enough to know if it is a successful strategy.

Provide ORG & PROG codes: Lane Community College Foundation codes

Cooperative Education #5

Title: Co-op Coordinator Cars

Describe Initiative: Transportation is needed for co-op coordinators to get to job sites.

Why do it? The cost of providing vehicles is approximately one third of the cost of paying mileage reimbursement for private vehicle use.

What will the product of this initiative be? The initiative is to continue to provide an inexpensive way for coordinators to visit student work sites.

What is the need or intended use? Coordinators need to visit sites of student learning experiences.   This is the key to good communication and learning. 31 coordinators placed 2,644 students at sites in 2002-3.

Is it feasible? Yes, without cars the travel expenses would prohibit effective visitation. Co-op does not need classrooms or text books.

What would be the campus location of this request/project? Main campus parking lot.

Describe the resources needed:

With a fleet of six cars, one should be replaced each year for safety and increased maintenance reasons. No car was purchased last year because of budget cuts. Our current 1996 Contour has 90,000 miles. Purchase one program car = cost $15,000 with trade in)

List the possible funding sources:

Current year: Existing ICP
Next year: should be a new general fund item

- Can it be partially funded? No
- Minimum cost $12-15,000

Provide ORG & PROG codes 510950 & 150000

How does this project articulate with college's vision mission & goals?

Having students learn in community settings helps the following:

MISSION: *Lane is a learning-centered college that provides affordable, quality, lifelong educational opportunities*
CORE VALUES: Collaboration and Partnership, Learning, Accessibility
STRATEGIC DIRECTION: Transforming Students' Lives
Foster the…growth of learners by providing exemplary and innovative teaching and learning experiences
Position Lane as a vital community partner for creating a learning workforce…