Initiative Report for Coop Ed 2009-10

Increase Enrollment of HS Students, Women & Minorities in Apprenticeship

Summary:

Fund a .45 administrative support specialist to manage the increased responsibilities for students, instructors and the college related to conversion of apprenticeship from non-credit to credit, track student progress and support student retention as well as coordinate outreach events and disseminate information materials. This initiative also requests outreach funds from Perkins for outreach activities and events.

Description

Fund a .45 administrative support Specialist to: 1) manage the increasing administrative responsibility for students, instructors and college requirements related to conversion of apprenticeship form non-credit to credit, and enhancement of distance learning courses, 2) support student success through timely communications, tracking student progress, and support students needs for retention, 3) coordinate outreach events held in partnership with labor, industry and high school districts including a) a Construction Career Day in fall 2009 which will serve approximately 500 high school students and b) Women Trades night (at Lane which will serve approximately 200 women and 4) facilitate the development, creation, and dissemination of information materials (brochures/video) about new Apprenticeship certificates/degree to high school students, women and minorities populations.

Provide $7,500 of Perkins outreach funds to pay for events such as the High School Construction Career Day and Women's Trade Night at Lane. These funds will also be used to produce appropriate brochures, videos, and event materials. Carl Perkins requires linked programs of study with local high schools. This initiative strengthens and enhances the relationships with local high schools.

Questions and Answers

How is the initiative linked to the Unit Plans most recently submitted?

1. **How does it continue the achievement of those goals?**
2. **If this is a continuation of an initiative started last year, make sure that relationship is clear.**

How is this initiative linked to the efficiencies and productivities plans you had last year?

1. **How does it continue the achievement of these plans?**
2. **If this is a continuation of an efficiency or productivity plan started last year, make sure that relationship is clear.**

Apprenticeship has been an under-funded program since its reorganization in 2000. On Program Coordinator is the only general funded position associated with operation of this program. The part-time position funds being requested are absolutely critical in continuing this important connection to the business community and for supporting the success of students in the program. In addition, this position is key for the transition of the Apprenticeship Program from non-credit to credit. This initiative has been a top priority for the division since 2000.

In addition, the funds to conduct the High School Construction Career Day and Womens Trade Night at Lane are continuations of on-going recruitment efforts that have been priorities of the division over the last several unit plans.

Describe the resources needed:

Requesting $25,000 (includes OPE) for .45 Administrative Support Specialist from Perkins and $7,500 in Perkins Outreach funds.

What specific measurable program outcomes do you expect to achieve with this initiative? The outcomes should be specific enough to be measurable. Also, outline the method that will be used to determine the results.

500 high school students are expected to attend the High School Construction Career Day. Special efforts will be made to coordinate with School To Work Counselors at the area high schools with emphasis on encouraging women and minority students to attend. Posters and flyers for the event will feature women and minorities. The outcome of this event is to promote enrollment in pre-apprenticeship courses that lead to opportunities in the construction field.

200 women are expected to attend Women Trades Night at Lane with the outcome of providing career information, demonstrations and hands-on activities to encourage enrollment in pre-apprenticeship courses that lead to opportunities in the construction field.

The .45 administrative support position facilitates the above events as well as providing necessary administrative support for program and students during the conversion of Apprenticeship program from non-credit to credit. The result will be 22% increase in revenue through tuition, fees, and state FTE reimbursement for general education and elective courses. This is based on the estimate that seven Apprenticeship programs will have 10 students per program enrolled in the new AAS degree.

Department Priority:

Unit Resources:

There are no unit resources available for this initiative.

Funding Request: Carl Perkins

Is this a Career & Technical Education program approved by the state and offered through Lane for credit?

Yes

If not a Career & Technical Education program, does your request provide considerable support for students enrolled in these programs?

No

Do you have an advisory committee that meets 2-3 times per year?

Yes

If request is for personnel, will funds be used to replace an existing position?

no

How will funding this initiative increase or sustain the academic achievement and technical skills attainment (GPA of 2.0 or better) of Career and Technical Education students?

Administrative staff contributes to student academic achievement through individual support, communication, problem solving and guidance. A special system has been developed that both tracks and supports each student individually from initial enrollment through all course work. Student progress throughout the term is monitored and students who are not making acceptable progress are given help and encouragement to pass the class with a passing grade.

Approximately 500 high school students will benefit from the outreach portion of this initiative. Carl Perkins requires linked programs of study with local high schools. This initiative strengthens and enhances the relationships with local high schools.

How will funding this initiative increase or sustain the number of CTE students that graduate or receive a one year certificate from Lane and help prepare the students for employment?

Apprenticeship is undergoing a transition from non-credit to credit/certificate and degree program. Prior to this conversion, few Apprenticeship students earned certificates or degrees. this initiative supports new FTE generation in general education courses and new program credit courses that did no exist. All students will be encouraged and will have the potential to earn a certificate and/or degree. A special system has been developed that both tracks and supports each student individually from initial enrollment through all course work. Student progress throughout the term is monitored and students who are not making acceptable progress are given help and encouragement to pass the class with a passing grade. Students in the Apprenticeship program are already employed and there is an effort made to encourage them to complete certificates.

This initiative assists with the recruitment and retention of high school students in dual credit courses that provide an early start to career/technical programs.

EQUIPMENT $

0

COMPUTER HARDWARE $

0

COMPUTER SOFTWARE $

0

MATERIALS & SUPPLIES $

7500

CURRICULUM DEVELOPMENT (Hours)

0

PART-TIME FACULTY $

0

TIMESHEET STAFF $

25000

TRAVEL $

0

Can this initiative be partially funded?

Yes

EQUIPMENT $

0

(E) Explanation of effect of partial funding:

COMPUTER HARDWARE $

0

(CH) Explanation of effect of partial funding:

COMPUTER SOFTWARE $

0

(CS) Explanation of effect of partial funding:

MATERIALS & SUPPLIES $

4500

(MS) Explanation of effect of partial funding:

With partial funding only one outreach event will be held instead of two.

CURRICULUM DEVELOPMENT (HOURS)

0

(CD) Explanation of effect of partial funding:

PART-TIME FACULTY $

0

(PF) Explanation of effect of partial funding:

TIMESHEET STAFF $

25000

(TS) Explanation of effect of partial funding:

TRAVEL $

0

(T) Explanation of effect of partial funding:

Funding Request: Curriculum Development

Funding Request: Technology Fee