

## Coop Ed 2011-12

### Increase Enrollment of Special Populations in Professional Skills Courses

#### Summary:

Increase capacity to enroll injured workers, veterans, Trade Act clients and clients of State of Oregon Vocational Rehabilitation in Professional Skills training thus increasing revenue (tuition, FTE reimbursement and fees).

#### Description

Employ classified staff to: 1) process extensive and specialized required forms and reports from sponsoring governmental and private agencies, and

2) facilitate on-going communications between sponsoring agencies.

#### 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.**
- 1. How does it continue the achievement of those goals?**

This is one of three foundational goals from the unit plan recently submitted. Increasing enrollment in Professional Skills is highly dependent upon the ability to prepare specialized forms and reports required from sponsoring governmental and private agencies.

- 1. If this is a continuation of an initiative started last year, make sure that relationship is clear.**

As indicated in the description for this initiative, this position has consistently contributed to high levels of enrollment, FTE generation and course fees.

**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?**

A part time employee is the most efficient and cost effective way to accomplish the large volume of reporting and documentation for Professional Skills.

- 2. If this is a continuation of an efficiency or productivity plan started last year, make sure that relationship is clear.**

N/A

**Describe the resources needed:**

\$19,414 (includes OPE) from Carl Perkins grant in 2007-08 it helped generate 69.95 FTE, in 2008-09 it helped generate 87.55 FTE, in 2009-10 a total of 90.99 FTE was generated and it is estimated that in 2010-11, and 2011-12 the expectation is that it will remain the same or slightly more.

**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.**

In 2007-08 it helped generate 69.95 FTE, in 2008-09 it helped generate 87.55 FTE, in 2009-10 a total of 90.99 FTE was generated and it is estimated that in 2010-11, and 2011-12 the expectation is that it will remain the same or slightly more.

**Department Priority:**

1

**Unit Resources:**

none

**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?**

Yes

**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?**

Students in the Professional Skills courses are dependent upon outside funding (not federal financial aid) to attend school. Without the documentation and reports prepared by the person in this requested position, these students may not be able to sustain their enrollment at Lane because the funding organizations will send them to institutions that can supply the requested information.

**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?**

All students in Professional Skills courses are training for employment in a career technical field and many require unusual academic preparation for industry certification. A significant portion of their one-year certificate is learning

that takes place at the job site which is closely tied to employment upon completion. 85 percent of Professional skills completers are employed in their field of study.

**EQUIPMENT \$**

0

**COMPUTER HARDWARE \$**

0

**COMPUTER SOFTWARE \$**

0

**MATERIALS & SUPPLIES \$**

0

**CURRICULUM DEVELOPMENT (Hours)**

0

**PART-TIME FACULTY \$**

0

**TIMESHEET STAFF \$**

19414

**TRAVEL \$**

0

**Can this initiative be partially funded?**

Yes

**EQUIPMENT \$**

0

**(E) Explanation of effect of partial funding:**

N/A

**COMPUTER HARDWARE \$**

0

**(CH) Explanation of effect of partial funding:**

N/A

**COMPUTER SOFTWARE \$**

0

**(CS) Explanation of effect of partial funding:**

N/A

**MATERIALS & SUPPLIES \$**

0

**(MS) Explanation of effect of partial funding:**

N/A

**CURRICULUM DEVELOPMENT (HOURS)**

0

**(CD) Explanation of effect of partial funding:**

N/A

**PART-TIME FACULTY \$**

0

**(PF) Explanation of effect of partial funding:**

N/A

**TIMESHEET STAFF \$**

15000

**(TS) Explanation of effect of partial funding:**

Reduced funding will further reduce services to students and funding organizations from two years ago when this was a full-time FTE position. If less than a half time funding is approved, only very limited reporting and documentation activities can be provided.

**TRAVEL \$**

0

**(T) Explanation of effect of partial funding:**

N/A

Funding Request: Curriculum Development

Funding Request: Technology Fee