Instructional School Program Review Workspace

Business, Technical Careers and Workforce Initiatives

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General Information (Instructional School Program Review Workspace)

Standing Requirements

◈ **School Mission Statement**

2015-2016 Program Review

◈ School Goals

Business, Technical Careers and Workforce Initiatives Goal Set

Outcome

Outcome	Mapping
GOAL 1 Identify ,build and expand program and/or course options that will prepare students for high demand and emerging occupations within the region and/or successful transition to 4 year universities.	**Miramar Strategic Plan:** Strategy I.1, Strategy I.2, Strategy I.3
GOAL 2 Establish an integrated funding model that delivers BTCWI program resources from multiple sources, such as; grants, industry donations and program support, dedicated college and district funding, and fee based technical training.	**Miramar Strategic Plan:** Strategy I.2, Strategy II.4, Strategy IV.2
GOAL 3 Acquire, renew and/or maintain national and statewide certification or accreditation for BTCWI programs.	**Miramar Strategic Plan:** Strategy I.2, Strategy IV.2
GOAL 4 Integrate the CSU Transfer Model Curriculum into programs to provide more options and increase transfer rates for students.	**Miramar Strategic Plan:** Strategy I.1, Strategy I.2
Goal 5 Develop, build and expand industry and community partnerships to align and support BTCWI educational program needs with regional workforce needs	**Miramar Strategic Plan:** Strategy IV.1, Strategy IV.2
Goal 7 Refine integration process of outcomes assessment and program review to inform instructional planning and resource allocation; and to address accreditation, State, and local guidelines	**Miramar Strategic Plan:** Strategy I.2
GOAL 1	No Mapping

◈ Action Plan

Actions

Business, Technical Careers and Workforce Initiatives Goal Set

Outcome

GOAL 6 Identify ,build and expand ...	▼ **Action:** Establish 2 year sequence for all BTCWI certificate and degree programs

program and/or course options that will prepare CTE students for high demand and emerging occupations within the region

Action/Activity details: Create and maintain two-year course sequence pattern guiding students through successful career pathway program completion and transition to employment or transfer.

Implementation Plan (timeline): 2015

Responsible Program and Faculty/Staff: Lead Faculty

Budget approval required? (describe):

Budget request amount: $0.00

Priority: High

▼ **Action:** Program Development/Expansion

Action/Activity details: Establish a rubric for assessing program development and/or expansion needs that align with high demand and emerging occupations and student need

Engage industry and community partners in the review of program development plans

Establish fundiing requirements for sustainability of program development plans prior to

Implementation Plan (timeline): Begin 2015-16 - ongoing

Responsible Program and Faculty/Staff: Program faculty, Department Chair, BTCWI

Budget approval required? (describe): Establish faculty and staffing needs for new program development or growth

Budget request amount: $0.00

Priority: High

GOAL 2

Establish an integrated funding model that delivers BTCWI program resources from multiple sources, such as; grants, industry donations and program support, dedicated college and district funding, and fee based technical training.

▼ **Action:** Program Funding Needs

Action/Activity details: Identify all sources of program funds (existing and new)
Identify increased funding needs by program for faculty, staff, equipment, facilities improvements and marketing of programs

Request funds from GF to sustain program needs

Implementation Plan (timeline): 2015-16 - ongoing

Responsible Program and Faculty/Staff: Department Chairs, BTCWI Dean

Budget approval required? (describe): Contract Faculty positions: 7
AVIM, AVIA,ACCT,BUSE,CIS, CBTE,ECON
Contract Staff Positions:
ILTs for AVIM, AVIA, AUTO, CHIL
Sen.Secretary (Perkins) - Dean's Office

Equipment Requests for Maintenance & Growth
Facilities Improvements
Marketing/Outreach

Budget request amount: $0.00

Priority: High

Supporting Attachments:

📊 Funding Needs .xls (Microsoft Excel)

GOAL 3	**Action:** Program Certification and/or Accreditation
Acquire, renew and/or maintain national and statewide certification or accreditation for BTCWI programs.	**Action/Activity details:** Secure ongoing funds from GF to ensure costs for certification and accreditation renewal are included in program budgets Complete NATEF certification for AUTO and Diesel Programs **Implementation Plan (timeline):** 2015-16 ongoing **Responsible Program and Faculty/Staff:** Program Directors, Department Chairs, BTCWI Dean **Budget approval required? (describe):** Funds to cover new application costs and annual renewal of certification/accreditation for existing programs **Budget request amount:** $0.00 **Priority:** High

GOAL 4	**Action:** Associate Degrees for Transfer
Integrate the CSU Transfer Model Curriculum into programs to provide more options and increase transfer rates for students.	**Action/Activity details:** Identify ADTs for CISC, CHIL, **Implementation Plan (timeline):** Begin 2015-16 Ongoing **Responsible Program and Faculty/Staff:** Department Chairs, Curriculum Chair **Budget approval required? (describe):** **Budget request amount:** $0.00 **Priority:** Medium

Goal 5	**Action:** Build and maintain active industry and community partnerships
Develop, build and expand industry and community partnerships to align and support BTCWI educational program needs with regional workforce needs	**Action/Activity details:** Support the develop and maintenance of industry advisory boards for all BTCWI CTE programs Identify and build partnerships with industry to increase internship and work-based opportunities for students enrolled in select BTCWI programs Continue to build/expand partnerships with local high schools and 4 year universities Increase collaboration between programs and campus Career Center Expand and maintain CTE website to provide access and information to industry and community partners **Implementation Plan (timeline):** 2015-16 ongoing **Responsible Program and Faculty/Staff:** Program faculty, Department Chairs, **Budget approval required? (describe):** Utilize Perkins and other grant funds to support these activities **Budget request amount:** $0.00

Priority: High

▼ **Action:** HIgh School Partnerships

Action/Activity details: Build and expand career pathways and dual enrollment programs

Implementation Plan (timeline):

Responsible Program and Faculty/Staff: Lead faculty, department chair, dean

Budget approval required? (describe):

Budget request amount: $0.00

Priority: High

GOAL 1

Create and maintain two-year course sequence pattern guiding students through successful career pathway program completion and transition to employment or transfer.

▼ **Action:** Establish 2 year sequence for all BTCWI certificate and degree programs

Action/Activity details: Create course sequence for all programs, share with program, department and school faculty
Schedule courses in alignment with course sequence patterns using modalities/formats that will ensure consistent access and timely completion for students
Work with Counseling to identify dedicated CTE counselor(s)
Consult with and disseminate through dedicated CTE counselor
4. Meet with Counselors at least once each semester to encourage use of sequence when developing Education plans for students

Implementation Plan (timeline): 1. 2015-16
2. 2015-16
3. ongoing

Responsible Program and Faculty/Staff: Program Faculty CTE assigned counselor

Budget approval required? (describe): 1-2 CTE Counselors

Budget request amount: $0.00

Priority: High

◈ **Status Report**

Action Statuses

Business, Technical Careers and Workforce Initiatives Goal Set

Outcome

GOAL 6

Identify ,build and expand program and/or course options that will prepare CTE students for high demand and emerging occupations within the region

▼ **Action:** Establish 2 year sequence for all BTCWI certificate and degree programs

Action/Activity details: Create and maintain two-year course sequence pattern guiding students through successful career pathway program completion and transition to employment or transfer.

Implementation Plan (timeline): 2015

Responsible Program and Faculty/Staff: Lead Faculty

Budget approval required? (describe):

Budget request amount: $0.00

Priority: High

Status for Establish 2 year sequence for all BTCWI certificate and degree programs

No Status Added

▼ **Action:** Program Development/Expansion

Action/Activity details: Establish a rubric for assessing program development and/or expansion needs that align with high demand and emerging occupations and student need

Engage industry and community partners in the review of program development plans

Establish fundiing requirements for sustainability of program development plans prior to

Implementation Plan (timeline): Begin 2015-16 - ongoing

Responsible Program and Faculty/Staff: Program faculty, Department Chair, BTCWI

Budget approval required? (describe): Establish faculty and staffing needs for new program development or growth

Budget request amount: $0.00

Priority: High

Status for Program Development/Expansion

Current Status: Not started

Budget Status: Not approved

Additional information:

GOAL 2

Establish an integrated funding model that delivers BTCWI program resources from multiple sources, such as; grants, industry donations and program support, dedicated college and district funding, and fee based technical training.

▼ **Action:** Program Funding Needs

Action/Activity details: Identify all sources of program funds (existing and new)
Identify increased funding needs by program for faculty, staff, equipment, facilities improvements and marketing of programs

Request funds from GF to sustain program needs

Implementation Plan (timeline): 2015-16 - ongoing

Responsible Program and Faculty/Staff: Department Chairs, BTCWI Dean

Budget approval required? (describe): Contract Faculty positions: 7
AVIM, AVIA,ACCT,BUSE,CIS, CBTE,ECON
Contract Staff Positions:
ILTs for AVIM, AVIA, AUTO, CHIL
Sen.Secretary (Perkins) - Dean's Office

created with **5** taskstream

Equipment Requests for Maintenance & Growth
Facilities Improvements
Marketing/Outreach

Budget request amount: $0.00

Priority: High

Supporting Attachments:
Funding Needs .xls (Microsoft Excel)

Status for Program Funding Needs

Current Status: In Progress

Budget Status:

Additional information:

GOAL 3

Acquire, renew and/or maintain national and statewide certification or accreditation for BTCWI programs.

▼ **Action:** Program Certification and/or Accreditation

Action/Activity details: Secure ongoing funds from GF to ensure costs for certification and accreditation renewal are included in program budgets
Complete NATEF certification for AUTO and Diesel Programs

Implementation Plan (timeline): 2015-16
ongoing

Responsible Program and Faculty/Staff: Program Directors, Department Chairs, BTCWI Dean

Budget approval required? (describe): Funds to cover new application costs and annual renewal of certification/accreditation for existing programs

Budget request amount: $0.00

Priority: High

Status for Program Certification and/or Accreditation

Current Status: Not started

Budget Status: Not approved

Additional information:

GOAL 4

Integrate the CSU Transfer Model Curriculum into programs to provide more options and increase transfer rates for students.

▼ **Action:** Associate Degrees for Transfer

Action/Activity details: Identify ADTs for CISC, CHIL,

Implementation Plan (timeline): Begin 2015-16
Ongoing

Responsible Program and Faculty/Staff: Department Chairs, Curriculum Chair

Budget approval required? (describe):

Budget request amount: $0.00

Priority: Medium

Status for Associate Degrees for Transfer

Current Status: Not started

Budget Status:

Additional information:

Goal 5

Develop, build and expand industry and community partnerships to align and support BTCWI educational program needs with regional workforce needs

Action: Build and maintain active industry and community partnerships

Action/Activity details: Support the develop and maintenance of industry advisory boards for all BTCWI CTE programs

Identify and build partnerships with industry to increase internship and work-based opportunities for students enrolled in select BTCWI programs

Continue to build/expand partnerships with local high schools and 4 year universities
Increase collaboration between programs and campus Career Center
Expand and maintain CTE website to provide access and information to industry and community partners

Implementation Plan (timeline): 2015-16
ongoing

Responsible Program and Faculty/Staff: Program faculty, Department Chairs,

Budget approval required? (describe): Utilize Perkins and other grant funds to support these activities

Budget request amount: $0.00

Priority: High

Status for Build and maintain active industry and community partnerships

Current Status: In Progress

Budget Status: Other

Additional information:

Action: HIgh School Partnerships

Action/Activity details: Build and expand career pathways and dual enrollment programs

Implementation Plan (timeline):

Responsible Program and Faculty/Staff: Lead faculty, department chair, dean

Budget approval required? (describe):

Budget request amount: $0.00

Priority: High

Status for HIgh School Partnerships

No Status Added

GOAL 1

Create and maintain two-year course sequence pattern guiding students through successful career pathway program completion and transition to employment or transfer.

▼ **Action:** Establish 2 year sequence for all BTCWI certificate and degree programs

Action/Activity details: Create course sequence for all programs, share with program, department and school faculty
Schedule courses in alignment with course sequence patterns using modalities/formats that will ensure consistent access and timely completion for students
Work with Counseling to identify dedicated CTE counselor(s)
Consult with and disseminate through dedicated CTE counselor
4. Meet with Counselors at least once each semester to encourage use of sequence when developing Education plans for students

Implementation Plan (timeline): 1. 2015-16
2. 2015-16
3. ongoing

Responsible Program and Faculty/Staff: Program Faculty CTE assigned counselor

Budget approval required? (describe): 1-2 CTE Counselors

Budget request amount: $0.00

Priority: High

Status for Establish 2 year sequence for all BTCWI certificate and degree programs

No Status Added

2016-2017 Program Review

◈ School Goals

Business, Technical Careers and Workforce Initiatives Goal Set

Outcome

Outcome	Mapping
GOAL 1 Identify ,build and expand program and/or course options that will prepare students for high demand and emerging occupations within the region and/or successful transition to 4 year universities.	**Miramar Strategic Plan:** Strategy I.1, Strategy I.2, Strategy I.3
GOAL 2 Establish an integrated funding model that delivers BTCWI program resources from multiple sources, such as; grants, industry donations and program support, dedicated college and district funding, and fee based technical training.	**Miramar Strategic Plan:** Strategy I.2, Strategy II.4, Strategy IV.2
GOAL 3 Acquire, renew and/or maintain national and statewide certification or accreditation for BTCWI programs.	**Miramar Strategic Plan:** Strategy I.2, Strategy IV.2
GOAL 4 Integrate the CSU Transfer Model Curriculum into CTE programs to provide more options and increase transfer rates for students.	**Miramar Strategic Plan:** Strategy I.1, Strategy I.2
Goal 5 Develop, build and expand industry and community partnerships to align and support BTCWI educational program needs with regional workforce needs	**Miramar Strategic Plan:** Strategy IV.1, Strategy IV.2
Goal 6 Refine integration process of outcomes assessment and program review to inform instructional planning and resource allocation; and to address accreditation, State, and local guidelines	**Miramar Strategic Plan:** Strategy I.2

◈ Action Plan

Actions

Business, Technical Careers and Workforce Initiatives Goal Set

Outcome

GOAL 1 Identify ,build and expand program and/or course options that will prepare students for high demand	▼ **Action:** Establish 2 year sequence for all BTCWI certificate and degree programs
	Action/Activity details: Create and maintain two-year course sequence pattern guiding students through successful career pathway program completion and transition to employment or transfer.

and emerging occupations within the region and/or successful transition to 4 year universities.

Implementation Plan (timeline): 2015

Responsible Program and Faculty/Staff: Lead Faculty

Budget approval required? (describe):

Budget request amount: $0.00

Priority: High

▼ **Action:** Program Development/Expansion

Action/Activity details: Utilize Strong Workforce Program criteria, including labor market need, enrollment and quality improvements, to assess program needs

Engage industry and community partners in the review of CTE program development plans

Establish fundiing requirements for sustainability of program development plans prior to awarding funds

Implementation Plan (timeline): Begin 2015-16 - ongoing

Responsible Program and Faculty/Staff: Program faculty, Department Chair, BTCWI

Budget approval required? (describe): Yes, must meet SWPand/or Perkins critieria to utilize funds for growth and program improvements.

Budget request amount: $0.00

Priority: High

GOAL 2

Establish an integrated funding model that delivers BTCWI program resources from multiple sources, such as; grants, industry donations and program support, dedicated college and district funding, and fee based technical training.

▼ **Action:** Program Funding Needs

Action/Activity details: Identify all sources of program funds (existing and new)
Identify increased funding needs by program for faculty, staff, equipment, facilities improvements and marketing of programs

New: Strong Workforce,
Existing: General Fund, Perkins

Implementation Plan (timeline): 2015-16 - ongoing

Responsible Program and Faculty/Staff: Department Chairs, BTCWI Dean

Budget approval required? (describe): Contract Faculty positions: 7
AVIM, AVIA,ACCT,BUSE,CIS, CBTE,ECON
Contract Staff Positions:
ILTs for AVIM, AVIA, AUTO, CHIL
Sen.Secretary (Perkins) - Dean's Office
SWP and Grants manager - Across CTE programs
Equipment Requests for New programs,Growth and program improvements
Facilities Improvements
Marketing/Outreach

Budget request amount: $0.00

Priority: High

Supporting Attachments:
Funding Needs .xls (Microsoft Excel)

created with **5** taskstream

GOAL 3

Acquire, renew and/or maintain national and statewide certification or accreditation for BTCWI programs.

▼ **Action:** Program Certification and/or Accreditation

Action/Activity details: Secure ongoing funds from GF to ensure costs for certification and accreditation renewal are included in program budgets
Complete NATEF certification for AUTO and Diesel Programs

Implementation Plan (timeline): 2015-16
ongoing

Responsible Program and Faculty/Staff: Program Directors, Department Chairs, BTCWI Dean

Budget approval required? (describe): Funds to cover new application costs and annual renewal of certification/accreditation for existing programs

Budget request amount: $0.00

Priority: High

GOAL 4

Integrate the CSU Transfer Model Curriculum into CTE programs to provide more options and increase transfer rates for students.

▼ **Action:** Associate Degrees for Transfer

Action/Activity details: Identify ADTs for CISC, CHIL,

Implementation Plan (timeline): Begin 2015-16
Ongoing

Responsible Program and Faculty/Staff: Department Chairs, Curriculum Chair

Budget approval required? (describe):

Budget request amount: $0.00

Priority: Medium

Goal 5

Develop, build and expand industry and community partnerships to align and support BTCWI educational program needs with regional workforce needs

▼ **Action:** Build and maintain active industry and community partnerships

Action/Activity details: Support the develop and maintenance of industry advisory boards for all BTCWI CTE programs

Identify and build partnerships with industry to increase internship and work-based opportunities for students enrolled in select BTCWI programs

Continue to build/expand partnerships with local high schools and 4 year universities
Improve collaboration between CTE programs and campus Career Center
Support Re-design of Campus Career Center
Expand and maintain CTE website to provide access and information to students, industry and community partners

Implementation Plan (timeline): 2015-16
ongoing

Responsible Program and Faculty/Staff: Program faculty, Department Chairs,

Budget approval required? (describe): Utilize Perkins and other grant funds to support these activities

Budget request amount: $0.00

Priority: High

▼ **Action:** HIgh School Partnerships

Action/Activity details: Build and expand career pathways and dual enrollment programs

Implementation Plan (timeline):

Responsible Program and Faculty/Staff: Lead faculty, department chair, dean

Budget approval required? (describe):

Budget request amount: $0.00

Priority: High

Goal 6

Refine integration process of outcomes assessment and program review to inform instructional planning and resource allocation; and to address accreditation, State, and local guidelines

No actions specified

◈ Status Report

Action Statuses

Business, Technical Careers and Workforce Initiatives Goal Set

Outcome

GOAL 1

Identify ,build and expand program and/or course options that will prepare students for high demand and emerging occupations within the region and/or successful transition to 4 year universities.

▼ **Action:** Establish 2 year sequence for all BTCWI certificate and degree programs

Action/Activity details: Create and maintain two-year course sequence pattern guiding students through successful career pathway program completion and transition to employment or transfer.

Implementation Plan (timeline): 2015

Responsible Program and Faculty/Staff: Lead Faculty

Budget approval required? (describe):

Budget request amount: $0.00

Priority: High

Status for Establish 2 year sequence for all BTCWI certificate and degree programs

No Status Added

▼ **Action:** Program Development/Expansion

Action/Activity details: Utilize Strong Workforce Program criteria, including labor market need, enrollment and quality improvements, to assess program needs

Engage industry and community partners in the review of CTE program development plans

Establish fundiing requirements for sustainability of program development plans prior to awarding funds

Implementation Plan (timeline): Begin 2015-16 - ongoing

Responsible Program and Faculty/Staff: Program faculty, Department Chair, BTCWI

Budget approval required? (describe): Yes, must meet SWPand/or Perkins critieria to utilize funds for growth and program improvements.

Budget request amount: $0.00

Priority: High

Status for Program Development/Expansion

No Status Added

GOAL 2

Establish an integrated funding model that delivers BTCWI program resources from multiple sources, such as; grants, industry donations and program support, dedicated college and district funding, and fee based technical training.

▼ Action: Program Funding Needs

Action/Activity details: Identify all sources of program funds (existing and new)
Identify increased funding needs by program for faculty, staff, equipment, facilities improvements and marketing of programs

New: Strong Workforce,
Existing: General Fund, Perkins

Implementation Plan (timeline): 2015-16 - ongoing

Responsible Program and Faculty/Staff: Department Chairs, BTCWI Dean

Budget approval required? (describe): Contract Faculty positions: 7
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SWP and Grants manager - Across CTE programs
Equipment Requests for New programs,Growth and program improvements
Facilities Improvements
Marketing/Outreach

Budget request amount: $0.00

Priority: High

Supporting Attachments:
Funding Needs .xls (Microsoft Excel)

Status for Program Funding Needs

No Status Added

GOAL 3

Acquire, renew and/or

▼ Action: Program Certification and/or Accreditation

maintain national and statewide certification or accreditation for BTCWI programs.

Action/Activity details: Secure ongoing funds from GF to ensure costs for certification and accreditation renewal are included in program budgets
Complete NATEF certification for AUTO and Diesel Programs

Implementation Plan (timeline): 2015-16
ongoing

Responsible Program and Faculty/Staff: Program Directors, Department Chairs, BTCWI Dean

Budget approval required? (describe): Funds to cover new application costs and annual renewal of certification/accreditation for existing programs

Budget request amount: $0.00

Priority: High

Status for Program Certification and/or Accreditation

No Status Added

GOAL 4
Integrate the CSU Transfer Model Curriculum into CTE programs to provide more options and increase transfer rates for students.

▼ **Action:** Associate Degrees for Transfer

Action/Activity details: Identify ADTs for CISC, CHIL,

Implementation Plan (timeline): Begin 2015-16
Ongoing

Responsible Program and Faculty/Staff: Department Chairs, Curriculum Chair

Budget approval required? (describe):

Budget request amount: $0.00

Priority: Medium

Status for Associate Degrees for Transfer

No Status Added

Goal 5
Develop, build and expand industry and community partnerships to align and support BTCWI educational program needs with regional workforce needs

▼ **Action:** Build and maintain active industry and community partnerships

Action/Activity details: Support the develop and maintenance of industry advisory boards for all BTCWI CTE programs

Identify and build partnerships with industry to increase internship and work-based opportunities for students enrolled in select BTCWI programs

Continue to build/expand partnerships with local high schools and 4 year universities
Improve collaboration between CTE programs and campus Career Center
Support Re-design of Campus Career Center
Expand and maintain CTE website to provide access and information to students, industry and community partners

Implementation Plan (timeline): 2015-16
ongoing

Responsible Program and Faculty/Staff: Program faculty, Department Chairs,

Budget approval required? (describe): Utilize Perkins and other grant funds to support these activities

Budget request amount: $0.00

Priority: High

Status for Build and maintain active industry and community partnerships

No Status Added

▼ **Action:** HIgh School Partnerships

Action/Activity details: Build and expand career pathways and dual enrollment programs

Implementation Plan (timeline):

Responsible Program and Faculty/Staff: Lead faculty, department chair, dean

Budget approval required? (describe):

Budget request amount: $0.00

Priority: High

Status for HIgh School Partnerships

No Status Added

Goal 6

Refine integration process of outcomes assessment and program review to inform instructional planning and resource allocation; and to address accreditation, State, and local guidelines

No actions specified

2017-2018 Program Review

◈ School Goals

No outcome sets attached.

◈ Action Plan

◈ Status Report