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CTE Transitions Allocation
Response to Request for Proposal
Las Positas College
April 25, 2012

The Tri-Valley Educational Collaborative (“TEC”) is a 90-member consortium of secondary, post-secondary, baccalaureate, government and business representatives that has guided Career Technical Education programming for the Tri-Valley since 1991. In 2011-2012, TEC’s multi-stakeholder collaboration effort helped improve, enhance and expand CTE programming in several areas, notably Career Exploration, Communications and Data Reporting, Pathway Enhancement and Development, and Professional Development.

The partnership between TEC and Las Positas College (LPC) provided a solid foundation allowing TEC to continue support of Career & Technical Education (CTE) programming throughout the region. The Mission of the Tri-Valley Educational Collaborative is to Ensure that All Students Learn and Apply the Academic, Thinking, Interpersonal Skills, and Personal Qualities to be Successful in their Life’s Work.

For 2012-2013, TEC will continue its career pathway development mission while expanding its focus to achieve the seven (7) objectives as set forth by the Chancellor’s Office, California Community Colleges Request for Application to facilitate the distribution of CTE Transitions Funding.

This narrative demonstrates the need and response to each of the objectives in a narrative format. The attached work plan provides detailed information of how these objectives will be fulfilled throughout the grant period. The budget documents provide detail of fully expending the funds to meet fulfillment of the objectives.

1) Outreach/Career Exploration

The CTE Transitions team recognizes the importance of increased outreach and career exploration opportunities designed specifically for CTE students. Throughout the academic year, the team will identify opportunities that will benefit CTE students through career exploration.

These opportunities may include: fairs/exhibits focusing on careers, CTE programs, employment; industry field trips and tours; registration at the Tri-Valley OneStop; introduction to Workforce Investment Act resources; and workshops such as Career Planning & Decision Making, Self-Discovery, Research, and Decision-Making, and Job Search Techniques.

2) Professional Development

As an allowable expenditure this funding year, the CTE Transitions project director will attend the statewide Educating for Careers Conference.

3) Consortia Business Meetings

The Tri-Valley Educational Collaborative meets on quarterly basis however no funding will be utilized through CTE Transitions for these efforts. This year the collaborative will focus on Evaluation, Accountability, and Continuous Improvement (#10 of the Eleven Elements of a High-Quality CTE System).

4) Validation of Current Articulation Agreements

A much needed validation process for articulation agreements will be developed in partnership with Las Positas College CTE faculty and Admissions & Records. The CTE Transitions team will perform an inventory of current articulation agreements; disseminate the articulation agreements to faculty for validation; notify secondary institutions of results; process any revised articulation agreements based on discovery; and record the final validated agreements into a record keeping system.

5) Support for CBE Mechanism

Through the California developed program of “articulation”, Las Positas College provides a process to align curriculum and instruction providing a seamless career pathway transition between courses, grades and schools at the high school, community college and college/university levels. These articulation agreements create sequences of progressive, non-duplicated education leading to technical skill proficiency, a credential, a certificate or a degree in a wide range of fields and careers.

The CTE Transitions team has formulated many agreements that include “Credit by Exam” so that students may receive college credit for rigorous coursework taken at the high school level (separate from AP classes).

The CTE Transitions team will expand these opportunities for secondary students by instituting the infrastructure within Admissions & Records; marketing to secondary institutions the courses available for examination; schedule and deliver credit by examination testing sessions; and record the examination courses and student information into a record keeping system.

4) Support for Concurrent Enrollment

In collaboration with the Las Positas College Library, the CTE Transitions team will build an inventory of textbooks and resources that will be made available to students in pursuit of concurrent enrollment (Textbook Loan Program – electronic and/or text copies).

The library of resources will decrease the financial burden to students as they are not accustomed to textbook procurement throughout their secondary education. All secondary institutions will be made aware of the Textbook Loan Program.

5) Work-based Learning

Throughout the past several academic years, the work-based learning component of CTE has been forced to take a step back due to budget cuts in the general operating fund. The CTE Transitions objective of increasing work-based learning opportunities for students gives Las Positas College's Work-Site Learning department the opportunity to develop and deliver opportunities for students to serve as interns/externs. In partnership with the LPC Work-Site Learning Department, the CTE Transitions team will: develop marketing materials for students and employers; recruit CTE faculty for integration of work-based learning in their curriculum; provide instruction to students to develop effective resumes; recruit employers from various industries to place students; and place students throughout the community in internships/externships.

Project Team Members

The project will bring together various departments from campus to focus on a cohesive transition of Career & Technical Education activities as set forth through the work plan. The following individuals have made a commitment to the successful completion of this CTE Transitions project:

Dr. Janice Noble, Dean, Business, Computing, Applied Tech. and Social Sciences (BCATSS)
Vicki Shipman, Project Director, Career & Technical Education
Julie Duncan, CTE Coordinator, Pleasanton Unified School District
Jorja Ives, Instructor, Tri-Valley ROP
Melinda Hall, CTE Manager, Livermore Unified School District
Bryce Custodio, CTE Manager, Dublin Unified School District
Leslie Gravino, Work-Based Learning Coordinator, BCATSS
Shanelle Greene, Career & Exploration Coordinator, Student Services
Jeff Laws, IT Programmer, Administrative Services
Cheryl Warren, Librarian, Academic Services

STATEMENT OF WORK (ANNUAL WORKPLAN)

OBJECTIVE NUMBER ONE: <u>Implement and Expand Career Outreach & Exploration Opportunities for CTE Academic Programs</u>			
Activities	Timelines	Responsible Persons	Outcomes
1.1 Identify Career Outreach & Exploration Opportunities	1.1 September 2012	1.1 Schanelle Greene; Counselors	1.1 A Minimum of Five (5) Opportunities per Semester Identified.
1.2 Develop Schedule of Career Outreach & Exploration Opportunities	1.2 October 2012; January 2013	1.2 Schanelle Greene; Counselors	1.2 A Minimum of Three (3) Opportunities Scheduled per Semester.
1.3 Create and Disseminate Marketing Material(s) for Career Outreach & Exploration Opportunities	1.3 September 2012	1.3 Schanelle Greene; Webmaster; Print Shop	1.3 Electronic (web and .pdf) and Hard Copy Materials Developed and Disseminated Campus-Wide.
1.4 Recruit Employers for Career Outreach & Exploration Opportunities	1.4 August 2012 – October 2012; and February 2013 – March 2013	1.4 Schanelle Greene; Leslie Gravino; Vicki Shipman	1.4 A Minimum of Ten (10) Employers Recruited.
1.5 Deliver Career Outreach & Exploration Opportunities	1.5 August 2012 – May 2013	1.5 Schanelle Greene; Counselors	1.5 A Minimum of Three (3) Opportunities Delivered per Semester.

* **Limit one (1) objective per page.** List objectives according to numerical order, i.e., 1.0. Activities should have corresponding numbers (i.e., 1.1, 1.2, 1.3 . . .)

STATEMENT OF WORK (ANNUAL WORKPLAN)

OBJECTIVE NUMBER TWO: <u>Provide Professional Development to Project Director</u>			
Activities	Timelines	Responsible Persons	Outcomes
2.1 Project Director attendance at the annual Educating for Careers Conference.	2.1 Spring 2013	2.1 Vicki Shipman	2.1 One (1) project director will attend conference and provide a synopsis of workshop attendance to TEC consortia and campus community.

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STATEMENT OF WORK (ANNUAL WORKPLAN)

OBJECTIVE NUMBER THREE: <u>Facilitate Consortia Meetings</u>			
Activities	Timelines	Responsible Persons	Outcomes
3.1 TEC Quarterly meetings	3.1 September 2012, December 2012, February 2013, May 2013	3.1 Janice Noble; Vicki Shipman	3.1 Four (4) collaborative partner representatives will meet quarterly as the TEC consortia.

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STATEMENT OF WORK (ANNUAL WORKPLAN)

OBJECTIVE NUMBER FOUR: <u>Develop and Expand a Validation Process for Articulation Agreements</u>			
Activities	Timelines	Responsible Persons	Outcomes
4.1 Perform Inventory of Current Articulation Agreements.	4.1 July 2012	4.1 Vicki Shipman	4.1 Articulation Agreement Inventory Document Developed.
4.2 Disseminate Articulation Agreements to Faculty for Review and Validation.	4.1 August 2012	4.2 Vicki Shipman	4.2 All Articulation Agreements in Inventory Disseminated to Faculty for Validation.
4.3 Notify Secondary Institutions of Validated and/or Non Validated Articulation Agreements.	4.3 September 2012	4.3 Vicki Shipman	4.3 Articulation Agreements Requiring Revisions Delivered to Secondary Institutions.
4.4 Process Revised Articulation Agreements Based on Discovery.	4.4 November 2012	4.4 Vicki Shipman	4.4 Revised Articulation Agreements Sent through Approval Processing.

* **Limit one (1) objective per page.** List objectives according to numerical order, i.e., 1.0. Activities should have corresponding numbers (i.e., 1.1, 1.2, 1.3 . . .)

STATEMENT OF WORK (ANNUAL WORKPLAN)

OBJECTIVE NUMBER FIVE: <u>Develop Credit by Examination Infrastructure at Las Positas College</u>			
Activities	Timelines	Responsible Persons	Outcomes
5.1 Implement a Process and Schedule for Credit by Examination Opportunities for Secondary Students.	5.1 September 2012	5.1 Vicki Shipman; A&R	5.1 Schedule Developed.
5.2 Inform Secondary Institutions of Process and Schedule.	5.2 September 2012 – May 2013	5.2 Vicki Shipman; A&R	5.2 All Secondary Institutions Notifies of Process and Schedule.
5.3 Schedule and Deliver Credit by Examination Sessions.	5.3 September 2012 – May 2013	5.3 Vicki Shipman; A&R	5.3 A Minimum of Two (2) Sessions Delivered Per Semester.

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STATEMENT OF WORK (ANNUAL WORKPLAN)

OBJECTIVE NUMBER SIX: <u>Provide Indirect Support for Concurrent Enrollment Opportunities</u>			
Activities	Timelines	Responsible Persons	Outcomes
6.1 Coordinate with Las Positas College Library the Identification and Development of a Textbook Loan Program (electronic or hard copy)	6.1 August 2012	6.1 Vicki Shipman; Cheryl Warren	6.1 Credit by Examination Textbooks Identified and Procured for Loan Program.
6.2 Develop Information/Collateral to Market the Textbook Loan Program.	6.2 August 2012	6.2 Vicki Shipman; Counseling; A&R; Print Shop; Webmaster	6.2 Develop Electronic (.pdf and web) and Printed Materials.
6.3 Disseminate Credit by Examination Textbook Loan Program Information to Local High Schools and ROP's.	6.3 September 2012	6.3 Vicki Shipman	6.3 Deliver Information to a Minimum of Five (5) Secondary Institutions.

* **Limit one (1) objective per page.** List objectives according to numerical order, i.e., 1.0. Activities should have corresponding numbers (i.e., 1.1, 1.2, 1.3 . . .)

STATEMENT OF WORK (ANNUAL WORKPLAN)

OBJECTIVE NUMBER SEVEN: <u>Develop and Coordinate Work-Based Learning Opportunities</u>			
Activities	Timelines	Responsible Persons	Outcomes
7.1 Develop Work-Based Learning Marketing Materials.	7.1 August 2012	7.1 Leslie Gravino; Copy Center; Webmaster	7.1 Website and Marketing Flyer Developed, Posted and Printed.
7.2 Disseminate Work-Based Learning Marketing Materials.	7.2 September 2012	7.2 Leslie Gravino; Counselors	7.2 Minimum of 250 Students Receive Marketing Material.
7.3 Recruit CTE Faculty for Student Work-Based Learning Classroom Integration.	7.3 September 2012	7.3 Leslie Gravino	7.3 Minimum of Three (3) CTE Faculty Recruited for Work-Based Learning Classroom Integration.
7.4 Provide CTE Students Instruction on Creating Resumes and Interview Techniques.	7.4 August 2012 – May 2013	7.4 Leslie Gravino	7.4 Minimum of 50 Students per Semester Completing Resumes and Interview Technique Instruction.
7.5 Recruit Industry from Various CTE Disciplines for Work-Based Learning Opportunities.	7.5 August 2012 – May 2013	7.5 Leslie Gravino	7.5 Minimum 75 Employers Contacted with a Minimum of 20 Employers Contracted for Work-Based Learning Opportunities.
7.6 Match Industry and Students for Work-Based Learning Opportunity/Placement.	7.6 August 2013 – May 2013	7.6 Leslie Gravino;	7.6 Minimum 15 Students per Semester Placed with Employers for Work-Based Learning Opportunities.

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Chancellor's Office
California Community Colleges

Grant Number: 11-112-

District: Chabot-Las Positas CCD

College: Las Positas College

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	Amount
1000	Instructional Salaries Administrative Oversight (Dr. Janice Noble @ <5% Allowable Expense) \$2450	\$2,450
2000	Non-Instructional Salaries Admissions & Records Clerks (TBA @ 20 Hours/Month @ 6 Months) \$2640; Career Exploration Manager (Shanelle Greene @ 20 Hours/Month @ 10 Months @ 26/hour) \$6240; Work-Based Learning Coordination (Leslie Gravino @ 20 Hours/Month @ 10 Months @ \$32/hour) \$6400; Articulation and Concurrent Enrollment Management (Jeff Laws @ 10 Hours/Month @ 6 Months @ \$36/hour) \$2160	\$17,440
3000	Personnel Benefits Instructional Ratio ~ 52.5%	\$10,442
4000	Supplies & Materials Career Exploration Event \$2500; Majors Fair Event \$2500; Employment Fair Event \$2500; Work-based Learning \$3650	\$10,000
5000	Other Operating Costs Professional Development (Annual Educating for Careers Conference) \$1000; CTE Assessment Software \$2400; Career Exploration Software \$2400.	\$5,800
Total Direct Costs		\$47,489
Total Indirect Costs (Not to Exceed 4% of Direct Costs)		\$1,900
Total Costs		\$49,389

APPLICATION BUDGET SUMMARY

Grant Number: 12-112-_____

District: Chabot-Las Positas Community College District

College: Las Positas College

Note: When entering dollar amounts, **round off to nearest dollar.**
Submit details explaining the expenditures by category on a separate sheet of paper.

Source of Funds Ü	Line	CTE Transitions Funding
1000 Instructional Salaries ¹	1	\$2,450
2000 Non instructional Salaries ¹	2	\$17,440
3000 Employee Benefits	3	\$10,442
4000 Supplies and Materials	4	\$11,357
5000 Other Operating Exp. & Svcs.	5	\$5,800
6000 Capital Outlay	6	
7000 Other Outgo	7	
Total Direct Costs¹	8	\$47,489
Total Indirect Costs²	9	\$1,900
Total Costs	10	\$49,389

¹ Administration is limited to 5% of the total direct costs.

² Not to exceed 4% of the total direct costs.

Chancellor's Office
California Community Colleges

Grant Number: 12-112-

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College: Las Positas College

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