**Las Positas College Computer Studies Department
and
Jobs for the Future**

Joint Project Description

Google IT Support Professional Certification

In early 2018, Google launched the Google IT Support Professional Certificate as an innovative approach to help individuals access middle-skill IT jobs. The Google IT Support Professional Certificate provides students with an industry-driven credential, with value in the marketplace, to supplement college offerings. This five-module certificate includes innovative curriculum designed to prepare students for an entry-level role in IT support.

Google has partnered with Jobs for the Future (JFF) to work with community colleges to integrate the Google IT Support Professional Certificate into their programs and/or curricula. In turn, JFF has partnered with leading community colleges in five states to pilot the integration of the Google IT Support Professional Certificate into their computer networking program.

Las Positas College is one of two community colleges in California chosen to participate in a pilot program to integrate the Google IT Support Professional Certification curriculum into existing Computer Networking Technologies (CNT) courses. Through participation in this project, the faculty will engage in a range of activities to integrate the Google IT Support Professional Certificate into a credit pathway. Faculty have identified four existing Computer Networking Technology courses that align with the content of the IT Support Professional Certificate modules.

Integration of the Google IT Support Professional Certification curriculum into existing CNT courses will being fall 18. In addition, a Certificate of Achievement—IT Support Professional is under development, which students will earn by completing the four LPC networking courses. The LPC Certificate of Achievement—IT Support Professional is a stepping-stone on the path to an Associates of Science in Network Security and Administration.

To support the implementation, JFF will be provided a grant of $15,000 to Las Positas College. An Implementation Plan has been developed and submitted to JFF.

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Attachment A – Scope of Work
Subrecipient Name: Las Positas College
Project Name: Google IT Support Professional Certificate Implementation
Agreement Start and End Dates: August 22, 2018 – May 31, 2019

Scope of Work

In early 2018, Google launched the Google IT Support Professional Certificate as an innovative approach to help individuals access middle-skill IT jobs. The Certificate provides students with an industry-driven credential, with value in the marketplace, to supplement college offerings. JFF is working with Google to help leading community colleges in five states integrate the Certificate into their programs and/or curricula.

Through participation in this project, subrecipient will engage in a range of activities to integrate the Google IT Support Professional Certificate (Certificate) into a credit pathway. These activities include:

Certificate Review. Subrecipient is highly encouraged to beta test and review the Certificate content as soon as possible and provide feedback to JFF that highlights any recommendations related to potential inaccuracies, errors, and/or any specific concerns related to the content. JFF will aggregate recommendations from schools implementing the Certificate and submit to Google. The first round of feedback will conclude in mid-May 2018; additional opportunities for feedback may be provided later in the grant period.

Credit Design and Delivery. Subrecipient will map Certificate competencies to Subrecipient existing courses and programs and identify credit and credentialing options. Options include:

- Embedding the Certificate into already existing courses

- Adding the Certificate to an existing program of study

- Creating a non-credit program for which for credit for prior learning will be granted by the institution

- Other strategies in consultation with JFF

In collaboration with JFF, Subrecipient will develop a design and delivery plan, which will be submitted to JFF by August 10, 2018.

Enrollment, Retention, and Completion Support. Subrecipient will begin enrolling students in the Certificate by September 1, 2018, with 25 students enrolled by January 31, 2019. Special attention to priority demographic groups for recruitment include non-males, Latinx, African American, and/or military veterans. Subrecipient will provide sufficient supports to students to facilitate their persistence in and completion of Certificate courses.

Technical Assistance. JFF state leads will provide technical assistance through one-on-one calls and/or via email with subject matter experts; resources and tools; and coordination with Google and Coursera. JFF staff or consultants may conduct site visits to provide in-person assistance. Subrecipient will participate in the grantee Learning Community and in periodic peer learning webinars for Certificate providers to address high priority topics such as serving non-males, Latinx, African American, and military veteran populations; successful credit strategies; and other best practices for community college delivery of the Certificate.

Reporting and Data Collection. Subrecipient will provide brief monthly reports to JFF using a template provided by JFF to track progress and outcomes in Certificate delivery. In addition, subrecipient will also submit quarterly reports and data to JFF. College instructors, staff, and/or students may also be asked to participate in focus groups or individual interviews to inform Certificate research and evaluation efforts. Subrecipient will collect and provide individual-level data for students enrolled in the Certificate, and will work with JFF to develop data-

sharing agreements and to help identify relevant comparison data to support Certificate evaluation. JFF may follow up with Subrecipient for optional updates on student outcomes after January 31, 2019.

Project Deliverables and Key Milestones

Deliverable	Outcome Measure	Target Date
Monthly progress reports		*See schedule below*
Quarterly data		*Schedule TBD*
Course quality assurance feedback		*May 23, 2018*
Implementation plan	1 plan submitted (using JFF template) that includes credentialing options for credit and recruitment of target demographic groups	*By August 10, 2018*
Enrollments into Certificate courses begin	--	*September 1, 2018*
Instructor and staff feedback for Certificate research and evaluation	Collaborate with JFF to support individual interviews and/or focus groups with Certificate instructors and staff	*Starting Fall 2018*
Twenty-five Students enrolled into Certificate courses	Minimum of 25 students	*January 31, 2019*

Schedule of Monthly Reports

Report	Due Date	Report	Due Date
June 2018	*July 2, 2018*	October 2018	*November 1, 2018*
July 2018	*August 1, 2018*	November 2018	*December 3, 2018*
August 2018	*September 4, 2018*	December 2018	*January 3, 2019*
September 2018	*October 1, 2018*	January 2019	*February 1, 2019*

Payment Schedule

Milestone	Amount
Upon submission of implementation plan	$7,500
Upon enrollment of 25 students	7,500
TOTAL	*$15,000**

*In addition to the implementation funding listed above, subrecipient will receive access to free Certificates (a value of $15,000 for 25 Certificates) as part of their participation in this project.

Attachment B –Budget

Subrecipient Name:
Project Name: Google IT Support Professional Certificate Implementation
Period of Performance: August 22, 2018 – May 31, 2019

Budget Line Item	Amount
Personnel Costs	$8445.60
Fringe Costs	$929.02
Consultants	$
Travel	$4625.38
Meetings	$
Production	$1000.00
Supplies	$
Other	$
TOTAL	**$15000.00**

Notes/Additional Items

Google IT Support Professional Certificate: *Community College Implementation Plan*

Implementation Plan

1. College name: *Las Positas College, Chabot-Las Positas College Community College District*

2. Projected number of students who will be enrolled in the Google IT Support Professional Certificate program by January 30, 2019: *Please note that enrollment is defined as entry into the Certificate program; the same student completing multiple courses should be counted only once.*
   a. Students to be enrolled during the fall semester 2018 *40*
   b. Students to be enrolled during spring semester 2019 *40*

3. Why is your college involved with this project?
   The Computer Networking Technology program at Las Positas College prepares students for a variety of career opportunities in the networking field. At LPC, we have identified four courses in our existing curriculum that align with the courses in the IT Support Professional Certificate. These courses not only align with Google IT Certificate but also align with CompTia certification exams. This will mean that students taking these courses will be able within less than a year to achieve an LPC Certificate of Achievement—IT Support Professional, a Google IT Support Professional Certificate, and be prepared to take three CompTia certification test (A+, Network+, and Security+). This project provides an opportunity to better serve our students by thoroughly preparing them for entry-level careers in the networking field and introducing them to industry certifications. The LPC Certificate of Achievement—IT Support Professional is a stepping-stone on the path to an Associates of Science in Network Security and Administration.

4. How will the Google IT Support Professional Certificate be implemented in your college? Please include information on each of the following:

   a.   College department(s) involved:
   b.   Courses and/or programs that will integrate Certificate content.
   c.   Delivery method (online, hybrid, classroom)
   d.   The extent to which your institution will utilize the videos in the Coursera platform
   e.   Whether the Certificate content will be integrated into coursework, or, if it will be an optional parallel activity for students
   f.   Estimated length of program (by semester and/or expected hours)
   g.   Staffing supports and key partners
   h.   Other key implementation details

The Computer Networking Technology (CNT)/Computer Information Systems (CIS) disciplines will be involved with this project

The Certificate content will be integrated into the following classes:
   - *CNT 51--CompTIA A+ Certification Computer Technician*
   - *CNT 52/CIS 66--Networking Fundamentals*

- *CNT 55--Installing & Configuring Windows Server MCSA I*
- *CNT 69--Network Security Sec+*

To further support the program, an IT Support Professional Certificate of Achievement will be developed in the Fall 18 to be effective Fall 19. Students who complete the four classes listed above will be eligible to receive the certificate.

Courses will be offered in fully online and hybrid (partially online, partially face-to-face) formats. We plan to incorporate the Certificate curriculum into all sections of the courses listed above.

Instructors will integrate the Coursera videos associated with the five courses in the Google IT Support Professional certificate into the curriculum for the four courses that have been identified above.

The Certificate content will be integrated into the coursework of the four courses identified above.

Students should be able to complete the Certificate in two (2) semesters.

The project will be supported as follows:
Division Dean: Nan Ho
Project Coordinator: LaVaughn Hart
Full-time and part-time faculty: Don Hester, Debbie Fields, Richard Grotegut, Engjellushe A. Vani
Career Education Project Manager: Vicki Shipman (Strong Workforce)

Las Positas College has committed to adding four sections in the 2018/19 academic year to support the implementation of this project. The cost of adding these courses to our schedule will be covered in large part by Strong Workforce funding. This will enable us to significant increase our capacity to serve students who are interested in pursuing a career in networking. For fall 18, we will have approximately 4

5. OPTIONAL: For colleges offering the Certificate through high school dual enrollment or early college course(s) (note: colleges NOT using this approach can disregard question):

- a.   What high school(s) or high school district(s) have you engaged as part of this work?
- b.   Please describe the high school courses that will be part the dual enrollment and any other components of this approach not listed in question 4.

N/A

6. How might this project build capacity within your college?

- a. Will the president of your college receive regular progress reports on this project?
- b. What barriers might emerge within your college as you implement this project?

Yes, the President of Las Positas College will receive regular reports on this project. The President has been informed about this opportunity and fully supports the efforts that will be necessary to make this project successful.

While we have secured funding for additional classes for 2018/19, we will need to advocate for funding for the classes in future years. Showing positive results in 18/19 will increase the likelihood that we can be successful in our requests for additional funding in the future. Also, there will be a need for additional qualified instructors as the program grows. On-going professional development will be needed.

7. Please describe how your college plans to offer credit or a pathway to credit for the Google IT Support Professional Certificate

We are creating a Certificate of Achievement that will consist of the four courses identified in # 4. The Certificate will be developed in the fall of 2018 and will be effective as of fall 2019. Students who take the four courses in the 18/19 academic year will be able to apply for the certificate when it becomes active in fall of 2019.

8. Please highlight how your institution plans to address each of the following as you implement the Google IT Professional Support Certificate (*Please note that JFF plans to offer technical assistance on these strategies*)

    a.   Marketing and recruitment
    b.   Student support and retention services (including tutoring and/or collaboration with outside CBO partners, if relevant)
    c.   Connection to employers
    d.   Tracking employment and/or transfer outcomes

The program will be announced on the LPC home page with links to a webpage that provides additional information. The District's Public Information office will send out a press release announcing the program (using the press release template provided by JFF). We have budgeted to have posters designed and printed. The posters will be displayed on campus and also used on the webpage.

Instructors will have weekly office hours (virtual and/or face-to-face) to provide students with support, answer questions, provide additional resources, etc. In addition, to the Coursera content/videos, instructors will provide resources, lab assignments, etc. via Canvas, the course management tool used at Las Positas College.

We have a Computer Studies Advisory Board that will be meeting this fall. Information about the program will be shared with members of the advisory board. We will also share information with both Lawrence Livermore National Lab and Sandia National Lab, two large employers located in Livermore. Information about the program will also be provided to the Tri-Valley One Stop Center and the Alameda County Work Force Development Council. We will work with our Work-based Learning Coordinator to provide information about the program to local employers.

9. OPTIONAL: Please describe how the Google IT Support Professional program will engage the following entities, if applicable:

    a.   The college industry business council (or equivalent)
    b.   The public workforce system

Information about the program will be shared with our Computer Studies Advisory Board and with the Alameda County Work Force Development Council.

10. What are the potential implementation barriers that you envision related to this project?
Continued funding for classes and availability of qualified instructors. We have budgeted for professional development for instructors so that we can develop a pool of qualified faculty.

There may be student privacy issue if a college can only have one section in Coursera. Each instructor needs to have their own section so that student grades and progress information is available only to the student's

instructor, but not to all instructors who are incorporating the Coursera content into their courses. There will also need to be a way to move students from one instructor's section to another instructor's section as they move through the LPC courses. We have been working with JFF to address this issue and are confident that a workable solution will be found and implement in time for the fall 18 semester start.

It appears that the current plan is for students to have access to the Coursera materials for one year. However, some students will not be able to complete the materials in that timeframe. Students may need access beyond a year so they can complete the certificate.

Instructors need access to the Coursera platform to be able to plan how to integrate the Coursera content into their courses.

11. Please use the space below to highlight any other information that your institution would like the JFF team to be aware of related to your institution's implementation of the Google IT Professional Support Certificate. If you have specific requests for TA and/or other supports related to implementation, these may also be included below.

It will be important to show that the inclusion of the Google IT Support Professional content and certification brings students to our Computer Networking Program. Therefore, marketing is a critical component. While we can contact local media, create posters/brochures, contact current students, etc., assistance with reaching a broader market would be extremely helpful.

Also, assistance with getting our students opportunities for internships, work experience, etc. would be very helpful. Facilitating contact with Google and JFF industry partners to open doors for our students to receive interviews for internship and other employment opportunities would be very beneficial. Having representatives from industry partners as guest speakers (virtually or on-campus) would also be extremely valuable to the program.

Immediate need is for Instructors to have access to the Coursera platform to be able to plan how to integrate the Coursera content into their courses.

Contractor Conflict of Interest Disclosure and Certification of Anti-Kickback Procedures Form

In order to be considered eligible for a contract award from Jobs for the Future, all prospective Contractors must complete and return this Contractor Conflict of Interest Disclosure and Certification of Anti-Kickback Procedures Form. NOTE: By signing this form, the Contractor agrees that it is obligated to disclose any conflicts as described in Section A (1-5) below that may arise after submission of the form to JFF.   This obligation to disclose is valid for the entire period of performance, including any subsequent amendments.

All Contractors are subject to compliance with Jobs for the Future Contractor conflict of interest policies as cited in A (1-5) below.

Certification: Contractor shall certify by checking either A or B below.

☐   A.   I hereby certify that to my knowledge, there is no conflict of interest or a cause of action under 48 CFR 52.203-7 Anti-Kickback Procedures involving the Contractor named below. I further certify that:

1. No Jobs for the Future official or employee or Jobs for the Future employee's immediate family member has an ownership interest in contractors's company or is deriving personal financial gain from this contract.
2. No Jobs for the Future official or employee's immediate family member has an ownership interest in contractor's company or is deriving personal financial gain from this contract.
3. No retired or separated Jobs for the Future official or employee who has been retired or separated from the organization for less than one (1) year has an ownership interest in contractor's company.
4. No Jobs for the Future official or employee is contemporaneously employed or prospectively to be employed with the Contractor.
5. Contractor has not and will not provide gifts, hospitality, gratuities or monetary amounts of any dollar value to any Jobs for the Future official, employee, representative or consultant to obtain or maintain a contract.

☐   B. Contractor has a relationship with a Jobs for the Future official, employee, an immediate family member of a Jobs for the Future official or employee, representative or consultant that may be inconsistent with A (1-5) above and this is disclosed below. (Use separate attachment as necessary).

Conflict of Interest Disclosure	
Name of Jobs for the Future official, employee or immediate family member, representative or consultant with whom there may be a potential conflict of interest: _____	( ) Description of Relationship: _____ ( ) Interest in Contractor's company: _____ ( ) Other _____

I certify that I have answered these questions to the best of my knowledge and belief, and the explanatory information provided (if any) is accurate and complete to the best of my knowledge. I further agree to promptly submit a new Disclosure Form if any facts or circumstances arise in the future that would result in a revision of my answers on this form:

_____   _____

Authorized Signature of Contractor and Date   Ron Gerhard, Vice Chancellor, Business/ Chabot-Las Positas CCD

JFF Contract Management Notes