

2007-2012 Program Review

Name of department or unit: President's cluster-- Center for Occupational

Advancement

Supervisor or manager: Juanita Naranjo Phone Number: x 4447

Name and type of program: Center for Occupational Advancement

Please write a brief overview of the program. Align the program with the college goals and strategies.

- Provide a safe environment for students from all backgrounds including special populations, adults reentering the workforce, first generation college students, new immigrants, and others who feel threatened by the college system
- Provide a center for the creation of partnerships with industry organizations, business, CBOs, County, City and State departments of government, and international service organizations
- Support the activities of the Vice President of Economic Development and Workforce Education
- Provide the administration and implementation of CalWORKs/TANF, and other related welfare to work and youth training programs
- Support community efforts to assist disadvantaged youth.

College Goals Served (5,7):

- To collaborate with local and global communities and organizations to enhance opportunities that are beneficial to our students, the college, and its mission.
- To ensure a campus community that values diversity and promotes and encourages a climate of mutual respect, personal and professional growth, effective communication, and teamwork.

College SLO's Served (I,II,III,IV,V):

- Effective Communication Skills
- Critical Thinking and Problem Solving
- Appreciation of Cultural Diversity
- Professional, Professional and Civic Responsibility
- Information Management & Technological Competence

Number of full-time personnel BY SEMESTER since last review: 7

Number of part-time personnel BY SEMESTER since last review: 8

Total FTEP BY SEMESTER since last review:

Number of support personnel and classifications with history since last review:

Students served by semester for the past three years: 723

Did you want to break this down re.:

By semester

By type of service

SCAN

- Long Term(2007-2017):
 - a. The population of Harbor's service area is projected to grow by 7%, less than the State growth projections
 - b. The population of Harbor's service area is projected to age with a decline in the number of 15-19 year olds
 - c. Conversely, the number of younger students at the college is increasing.
 - d. Asians and Latinos will increase as a percentage of the service area population.
 - e. Number of High School seniors will peak in 2010 and then decline.
 - f. Industries with the highest growth rates:
 - Accommodation & food srvc.
 - Admin. & waste services, environmental srvc.
 - Arts, entertainment, & recreation
 - Educational services
 - Information
 - Professional & tech. srvc.
 - Health Care & social assistance
 - g. By 2010, 90% of K-12 students will have taken at least one online class.
- Short Term(2008-2010):
 - h. Increased student demand—Associate Dean of Research and Planning predicts 7-14% increase in students trying to attend LAHC
 - i. Decreased resources—VP, Administrative Services predicts 10% budget cut.
 - j. Center needs to keep current staff and leverage funds from categoricals and grants to meet the needs of special populations during the forecast economic downturn
 - k. As economic downturn increases demand for career education and training, the Center must find funds to meet the needs of the students that are without proper skills to enter the college
- Specific to Center for Occupational Advancement:
 - l. Increased demand for training from special populations
 - m. Projected decreased funding from sources such as CalWorks/TANF and Foster Care

2007-08 Progress Report

PRIORITY	COLLEGE STRATEGY	OBJECTIVES	ACTIVITIES/TASKS	Status	COSTS
		<p>Provide the administration and implementation of CalWORKs/TANF, and other related welfare to work and youth training programs</p>	<p>Enhance the student tracking system of the Center for Occupational Advancement by creating a data system that:</p> <ul style="list-style-type: none"> • provides a student identification card that is recognized by organizations that collaborate with the COA • provides express access to service in the COA and at the college • produces data that identifies income range, ethnicity, age, gender, residence, and education plan for the student • records training completed in the COA as well as areas of the college • identifies if a student is in special populations and sorts the specific the specific area 	<p>System is in place and upgrades are ongoing</p>	<p>Set up cost \$3,000 Ongoing absorbed by current personnel</p>

PRIORITY	COLLEGE STRATEGY	OBJECTIVES	ACTIVITIES/TASKS	Status	COSTS
		Provide a safe environment for students from all backgrounds including special populations, adults reentering the workforce, first generation college students, new immigrants, and others who feel threatened by the college system	<p>Provide CalWorks/TANF eligible students necessary resources and funds to succeed in college:</p> <p>--A counselor is present two days per week to provide the students with an educational plan</p> <p>--Case management services are provided 5 days per week 9:00AM to 5:00PM M-Th and 9:00AM to 12:00PM on Fri</p> <p>--Paid Workstudy on campus and off campus for CalWorks/TANF participants (Work Study Students are required to create a contract with their supervisor that reflects workforce goals for the semester. A final report is created that reflects recommendations for assignment in the next semester.)</p>	ongoing	SFP funds from Cal/Works TANF
		Support community efforts to assist disadvantaged youth	<p>Prepare parents to become licensed Foster Parents with the County of Los Angeles</p> <p>Provide training for licensed Foster Parents to maintain certification</p> <p>Provide classes for Foster Children to prepare them for emancipation</p> <p>Deliver curriculum prepared by the County of LA DFCS for certification of Foster Parents and recertification of licensed Foster Parents in English and Spanish</p> <p>Deliver Independent Living Skills classes in English only</p>	ongoing	SFP Funds from categoricals

PRIORITY	COLLEGE STRATEGY	OBJECTIVES	ACTIVITIES/TASKS	Status	COSTS
		<p>Provide a safe environment for students from all backgrounds including special populations, adults reentering the workforce, first generation college students, new immigrants, and others who feel threatened by the college system.</p> <p>Provide a center for the creation of partnerships with industry organizations, business, CBOs, County, City and State departments of government, and international service organizations</p>	<p>Provide Job Fairs and targeted recruitment for businesses in the community</p> <p>Membership in three Chambers of Commerce, Four CBOs, Wilmington Neighbor Council, Port Citizens Advisory Committee, Port Economic Development Committee, Harry Bridges Institute which provide exposure for the Center for Occupational Advancement and the College</p> <p>Recruitment for a new Target Store opening in San Pedro. All Job Applicants were processed at Harbor College (3,000 participants)</p> <p>Christmas Celebration for CalWorks/TANF and Foster Children through donations from the business community</p>	Ongoing	Leveraging of Funds

		<p>Support the activities of the Vice President of Economic Development and Workforce Education</p>	<p>Provide support for the Energy Career Ladder Pathway</p> <p>The COA has for the past three years provided support services for the Energy Career Ladder Pathway. That support has included :</p> <ul style="list-style-type: none"> Orientation Registration Issuing Books Reserved Rooms on Campus Case Management for the Educational Component Coordination with instructors and with the South Bay Center for Counseling staff 	<p>ongoing</p>	<p>Leveraged Funds</p>
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2008-10 Plan

PRIORITY	COLLEGE STRATEGY	OBJECTIVES	ACTIVITIES/TASKS	Measureable Outcomes	COSTS
		Enhance tracking system	Continue to improve the data system		
		Provide resources to succeed	Continue to support CalWORKS/TANF students with services that have been provided in the past		
		Provide Foster Parents and Foster Children Programs support	Continue the support for the programs as previously established		
		Provide Continued Community Partnerships	Maintain memberships and increase partners from the community		
		Grant and Contract efforts that meet the needs of industry and the community	Seek funds and resources that are in demand from industry and the community		

Quantitative data to support program efficiency and value added:

Qualitative data to support program efficiency and value added:

What areas of the program need strengthening?

Seek opportunities to provide One Stop Services on campus through the City of LA

Increase the participation of CBOs with our college community

Seek funds to link our campus with family support resources available in the community

What are the strengths of this program?

Efficient processing of documentation needed by the Department of Social Services

Close Relationships with CBOs, Chambers of Commerce, WIBs, Economic Development Organizations, Port of Los Angeles, Neighborhood Council and City, County and State Political Representatives

Work Study program on and off campus opportunities for all participants

Free services to the community such as Job Recruitment, Resume Writing, Expungment Workshops, Job Development, and other workshops on relevant topics

Counselor for preparing educational plans for CalWORKS students

Computer Lab with 24 stations for tutoring and workshops

Acts as an entry point to the campus for students who are lacking in knowledge of the college admissions system

Summarize program and unit plan modifications necessary for program improvement.

Attach current Unit Plans.

SUPPORT DOCUMENTATION

The following template is to be used as appropriate to the individual program being reviewed. Additional appropriate documentation can be used as required.

Program: Center for Occupational Advancement

Division: President's Cluster

Beginning date of self-study Fall, 2007 **Completion date of self-study** April, 2008

Self-study committee members is the Cluster committee members

Co- Chairs, Vice President Bobby McNeel and Juanita Naranjo

Vice President Luis Rosas

Vice President Abbie Patterson

Bradley Young

Bonnie Easley

Bob Richards

Lauren McKenzie

Margie Hernandez, Port of Los Angeles

Joanne Valle, HCHG Chamber of Commerce

Cecila Moreno, Wilmington Neighborhood Council

Pat Wilson, Wilmington Chamber of Commerce

John Ek, San Pedro Chamber of Commerce

State mission, goals, and student learning outcomes of program:

Mission

The Center for Occupational Advancement will empower students to reach their maximum potential, utilizing their unique abilities and interests through a partnership involving the students, college and business community.

Goals

- To develop educational excellence, student success and human resources necessary for economic development in the 21st century
- To provide access to the college system and mainstreaming for special populations
- To ensure that no student is without necessary services and funding through appropriate counseling and assistance

Student Learning Outcomes

- Transition into the mainstream of the college
- Acquire an adequate individual learning plan that encompasses basic skills preparation through advanced learning
- Successful performance in a work study program by using critical skills necessary for the workforce
- Basic computer skills proficiency
- Fully access the resources of the college in CalWORKS/TANF and other workforce education opportunities

State how the program mission, goals, and student learning outcomes match those of the College:

The Center for Occupational Advancement provides the necessary support that students from special populations need to access the services of the college and mainstream into the educational programs that lead to degrees and jobs. The COA provides that bridge that is needed for many students who would otherwise be lost in the system.

State purpose of program: The Center for Occupational Advancement is to ensure that students access and utilize all services that the college provides for special populations. The COA also acts as a bridge between the college and industry partners, CBOs and other service organizations offering quality learning opportunities that reflect the needs of the business community.

History of program: The Job Placement and Training Center began in 1992. It was added to the responsibilities of the Vocational Education Center. In 1997, the GAIN Program came to the JPTC and provided a source of funding to expand services to special populations. Through a series of federal and state program legislative changes beginning in 1996 and ending in 1998, the funding for families transitioning from welfare to work took on several different names. Temporary Assistance to Needy Families (TANF) was the federal name for the program and later the State of California named the program California Work Opportunity and Responsibility to Kids (CalWORKs). Then the COA took on its own personality of meeting the needs of special populations as well as other students on campus in search of assistance. The COA has become a bridge for students who are having difficulty accessing college resources and programs. It serves as the gateway to opportunity for students entering occupational program.

Describe any unique institutional goal the program satisfies:

The Center for Occupational Advancement provides the most inviting place on campus for students who are threatened by the college system. The COA is a unique place that allows students to identify where they are in their preparation for college and begin the process that will allow them entry into the mainstream of the college educational process. Workshops and training sessions are offered in a non-threatening environment, where the possibility of success is maximized. These workshops introduce the student to the college community and remove barriers to access.