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| District/College:  FOOTHILL-DE ANZA CCD/FOOTHILL  Agreement No.:   16-C01-016  CTE Transitions Objective: **(1) Secondary and Postsecondary Transition** |

**PLANNED ACTIVITIES:**

Foothill College’s CTE transitions outreach activities will target secondary partners within the Palo Alto Unified School District, Fremont Union High School District and the Mountain View Los Altos High School District, Silicon Valley CTE Center, Metro Ed and current Foothill Students. The CTE transitions project coordinator will work with secondary and post-secondary faculty, counselors and administrators to coordinate presentations and outreach activities that promote Foothill CTE program offerings.

The coordinator will also be responsible for surveying current processes and procedures in place regarding articulation, credit by exam (CBE) mechanisms and concurrent enrollment and making recommendations to the Workforce Workgroup and VPI to review and update. The coordinator will also be responsible for: developing, reviewing and renewing articulation agreements with partners; Bring key stakeholders together to align CTE pathways and programs of studies; Identify gaps in pathways; Coordinate professional development opportunities to CTE professionals(staff, faculty, counselors & administrators); establish programs of study and where applicable bridge programs that will transition students from secondary to post-secondary CTE pathways; CTE bridge curriculum development; and coordinate CTE transitions activities with Dean FH Sunnyvale Center & Director of SB1070 and Adult Ed block grants.

**RESPONSIBILITY:**

CTE Transitions Coordinator

SB1070 Director

Dean, Sunnyvale Center

**PERFORMANCE OUTCOMES:**

Coordinate CTE programs & pathways across Foothill College.

It is anticipated that in 2016-2017 that Foothill College will be adding a STEM cohort to the Sunnyvale Center. The Transitions Coordinator will work in collaboration with faculty & staff assigned to the program to assist in coordination of activities, internships, and other related activities that support the cohort.

Work through SB1070/Adult Ed Block Grant and other CTE related funding/initiatives to offer at least 2 professional development opportunities to CTE professionals (faculty, counselors & administrators). Track participation from Foothill for professional development events.

Articulation, credit by exam (CBE), concurrent enrollment process and procedures will be reviewed and updated accordingly.

Coordinate with VPI, counseling, admission & records, student services regarding articulation agreements, CBE, and concurrent enrollment services & events.

Will hold at least 3 concurrent enrollment events.

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|  | **Application Budget Summary by CTE Transitions Objective** | |  |
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|  | Complete the planned budget to fund the activities described in Section III. | | |
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|  | District/College:  FOOTHILL-DE ANZA CCD/FOOTHILL  Program Title:  (1) Secondary and Postsecondary Transition |  | | |  |
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|  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | | **Federal Funds (Enter dollar amount only - Rounded off to the nearest whole dollar)** | | | | | Line No. | Acct. No. | Object of Expenditure | Direct Program Expenditure | Administrative Expenditure (if allowed at the program level) | Total | | 1 | 1000 | Instructional Salaries |  |  |  | | 2 | 2000 | Non-Inst. Salaries |  |  |  | | 3 | 3000 | Employee Benefits |  |  |  | | 4 | 4000 | Supplies & Materials |  |  |  | | 5 | 5000 | Other Operating Expenses & Services |  |  |  | | 6 | 6000 | Capital Outlay |  |  |  | | 7 | 7000 | Other Outgo |  |  |  | |  | | Total Expenditure |  |  |  | | |  |
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|  | \*Enter amount only if the district permits Administration costs at the program level. District total adminitration expenditure can not exceed 5% of district total expenditure. | |  |
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|  | |  |  |  | | --- | --- | --- | |  | Note: | Final Report of expenditures for 2016-2017 will be reported according to the following categories: | |  | | | |  | | (A) Curriculum Development/Instruction | |  | | (B) Professional Development | |  | | (C) Counseling/Direct Service to Students | |  | | (D) Other: You must provide a description of programs/services funded | |  | | (E) Administration (not to exceed 5% of total district expenditures) | | |  |

CTE Transitions Objective: **(2) CCC CTE Student Success**

**PLANNED ACTIVITIES:**

The coordinator will be responsible for surveying current processes and procedures with Admission & Records and Articulation Coordinator regarding articulation, credit by exam (CBE) mechanisms and concurrent enrollment and making recommendations to CTE transition workgroup to review and update. CTE transitions coordinator will develop, review and renewing articulation agreements with partners. Work with College and Career Connections to facilitate dual/concurrent enrollment and assist with college applications as well as coordinate credit by exam with testing and assessment office.

**RESPONSIBILITY:**

CTE Transitions Coordinator

Dean, Sunnyvale Center

Vice President of Instruction

Vice President of Student Services

**PERFORMANCE OUTCOMES:**

Review of current policies and procedures as it relates to articulation, credit by exam and dual/concurrent enrollment; streamline processes; identify gaps in policies/procedures/ make recommendation to Workforce work-group to address issues in College Council meetings. Continue to work with VPI & A/R to streamline the dual enrollment process.

Coordinate with VPI, student services, marketing, outreach & marketing for at least 2 Concurrent enrollment events/information nights.

For CTE academies/cohorts- work with program coordinators, counselors and student services to ensuring appropriate and needed support activities are available for students.

Support for textbook loans for economically disadvantaged CTE

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| **Application Budget Summary by CTE Transitions Objective** | |  |
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|  | District/College:  FOOTHILL-DE ANZA CCD/FOOTHILL |  |  |
|  | Program Title:  (2) CCC CTE Student Success |  |  |
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|  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | | **Federal Funds (Enter dollar amount only - Rounded off to the nearest whole dollar)** | | | | | Line No. | Acct. No. | Object of Expenditure | Direct Program Expenditure | Administrative Expenditure (if allowed at the program level) | Total | | 1 | 1000 | Instructional Salaries |  |  |  | | 2 | 2000 | Non-Inst. Salaries |  |  |  | | 3 | 3000 | Employee Benefits |  |  |  | | 4 | 4000 | Supplies & Materials |  |  |  | | 5 | 5000 | Other Operating Expenses & Services |  |  |  | | 6 | 6000 | Capital Outlay |  |  |  | | 7 | 7000 | Other Outgo |  |  |  | |  | | Total Expenditure |  |  |  | | |  |
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|  | \*Enter amount only if the district permits Administration costs at the program level. District total administration expenditure cannot exceed 5% of district total expenditure. | |  |
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|  | |  |  |  | | --- | --- | --- | |  | Note: | Final Report of expenditures for 2016-2017 will be reported according to the following categories: | |  | | | |  | | (A) Curriculum Development/Instruction | |  | | (B) Professional Development | |  | | (C) Counseling/Direct Service to Students | |  | | (D) Other: You must provide a description of programs/services funded | |  | | (E) Administration (not to exceed 5% of total district expenditures) | | |  |

CTE Transitions Objective: (3) Student Transition to World of Work

**PLANNED ACTIVITIES:**

Work with Internship Coordinator and coordinate events that focus on internships and job placements for CTE programs.

Support for coordination of internship/placement and work with Workforce Division in the recruiting of industry partners to develop internship opportunities.

Collaborate with the student services and campus career center to host a job fair to connect employers with skilled students in sector-specific programs of study.

**RESPONSIBILITY:**

CTE Transition Specialist

Internship Coordinator

Apprenticeship Coordinator

Dean, Sunnyvale Center

**PERFORMANCE OUTCOMES:**

Improve internal coordination regarding student internship and placements. Work with CTE program coordinators to identify internships needs and build new opportunities for students to be placed in internships.

Career fair will not only bring awareness of Foothill's CTE programs but provide opportunities for gainful employment for students who completed Foothill CTE programs & apprenticeships.

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| District/College:  FOOTHILL-DE ANZA CCD/FOOTHILL  CTE Transitions Objective: (3) Student Transition to World of Work | |
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|  | \*Enter amount only if the district permits Administration costs at the program level. District total adminitration expenditure can not exceed 5% of district total expenditure. |  |
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|  | |  |  |  | | --- | --- | --- | |  | Note: | Final Report of expenditures for 2016-2017 will be reported according to the following categories: | |  | | | |  | | (A) Curriculum Development/Instruction | |  | | (B) Professional Development | |  | | (C) Counseling/Direct Service to Students | |  | | (D) Other: You must provide a description of programs/services funded | |  | | (E) Administration (not to exceed 5% of total district expenditures) | |  |
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**TOTAL BUDGET**

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| CTE Transitions -  Assigned in Order of Entry | CTE Transitions Programs | Program Title / CTE Related Activity | CTE Transitions  Section IV: Budget Summary  Direct | CTE Transitions  Section IV: Budget Summary  \*\*Admin | CTE Transitions  Section IV: Budget Summary  Combined Budget |  |
| CTE Trans 01-01 | CTE Transitions | (1) Secondary and Postsecondary Transition | $ 43,048 | $ 0 | $ 43,048 |  |

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| CTE Trans 02-01 | CTE Transitions | (2) CCC CTE Student Success | $ 400 | $ 0 | $ 400 |  |
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| CTE Trans 03-01 | CTE Transitions | (3) Student Transition to World of Work | $ 300 | $ 0 | $ 300 |  |
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| Total CTE Transitions Budget by College | | | $ 43,748 | $ 0 | $ 43,748 |  |

**BANNER LOAD**

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| **ACCT** | **AMOUNT** | **NOTES** |
| 1000 | 1,200 | Curriculum Dev |
| 2000 | 29,830 | 45% CTE Transition Coord Salary |
| 3000 | 11,718 | 45% CTE Transition Coord Benefits + Faculty Bene |
| 4000 | 500 | Supplies |
| 5000 | 500 | Supplies & Travel |
| 6000 |  |  |
| 7000 |  |  |
| TOTAL | 43,748 |  |