1. Assessment Plan - Four Column

PIE - Technology & Health: Work Experience Unit

Narrative Reporting Year

2018-19
Contact Person: Rachael E. Brown
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External Conditions, Trends, or Impacts: CCCCO Vision 2022, Guided Pathways, Labor Trends/Demands,
Internal Conditions, Trends, or Impacts : President's request and initiatives, Foundation, District Plan

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
Professional Development - Improve and maintain relevant and cutting edge professional development of Work Experience Classified team to address labor trends, labor demands, workforce needs, and remain in compliance with State and Federal law. Obtain relevant resources for informational and training purposes for the Work Experience team. In addition, professional development will assist with meeting the needs of a diverse student population and business and community partnerships. No training and/or resources specifically to experiential learning currently exists on campus. **Status:** Active **Goal Year(s):** 2018-19, 2019-20, 2020-21	**Request - Full Funding Requested -** Professional Membership (funding from college): State memberships such as California Internship Work Experience Association Membership & Conferences; National memberships such as National Association of Colleges and Employers **Describe Plans & Activities Supported (Justification of Need):** Professional Memberships: Renew CIWEA organizational membership. CIWEA offers specific work experience and internship support for colleges in California. Assists with maintaining relevant state law and Title V information as well as offers a voice to the chancellor's office regarding issues	

around experiential learning.

Obtain a NACE membership for Mt. SAC. NACE provides support at the national level for colleges and employers. Offers a larger network of resources including state and national trends, research, surveys, compliance and laws reviews.

The resources provided through membership provide relevant and vital information to help the college and program maintain state and federal compliance and effectiveness.

Memberships for both CIWEA and NACE also allow our students to compete for exclusive scholarships for members only.

Membership offers reduced pricing for training and development.
Lead: Rachael E. Brown
What would success look like and how would you measure it?: Access to research and reports needed by Work Experience staff, students, and faculty.
Type of Request: PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.
Planning Unit Priority: High
Documentation Attached?: Yes
On-Going Funding Requested (if applicable): 800
Related Documents:

	CIWEAMembership_2019-2.pdf NACEMembership&Benefits.docx **Request - Partial Funding Requested - ** Professional Training/Conference (will request funding from POD and Perkins): CIWEA Annual Conference CIWEA So. California Summit NACE Annual Conference **Describe Plans & Activities Supported (Justification of Need):** Professional Training: Specific training around pressing and vital issues such as marginalized student populations, engaging employers and creating effective partnerships, law and implementation, program organizations and protocols, and program effectiveness. Training will assist the college with remaining in compliance with state and federal guidelines, meeting goals set by the college and chancellor's office, as well as increase student engagement & retention. **Lead:** Rachael Brown **Type of Request:** PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees. **Planning Unit Priority:** Medium **On-Going Funding Requested (if applicable):** 5000	
**Campus Promotion and Outreach - ** Effectively promote Work Experience Program, courses, and activities. Increase program visibility and	**Request - No Funding Requested - ** Centralized Website and web presence. **Describe Plans & Activities**	

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
student awareness. **Status:** Active **Goal Year(s):** 2018-19, 2019-20, 2020-21 **Date Goal Entered (Optional):** 04/26/2019	**Supported (Justification of Need):** Create a centralized web page for work experience program with clear direction to sub web pages such as divisions, courses and support staff. Provide students and staff with an easier navigation experience to necessary information regarding work experience. Webpage will have an online student interest card to assist with capturing student information and tracking the number of students who are interested in participating in work experience. **Lead:** Rachael Brown **What would success look like and how would you measure it?:** One centralized work experience web page that connects all division work experience. Success will be measured by number of web page visits and student information submitted via the web page. **Type of Request:** IT SUPPORT: Requests for projects related to the implementation, integration, application, delivery, and support of information and instructional technologies. **Planning Unit Priority:** High **Documentation Attached?:** No **Request - No Funding Requested -** Social Media Presence **Describe Plans & Activities Supported (Justification of Need):** Use of social media such as Instagram and Facebook to promote and feature Work Experience	

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	program. Marketing campaign would include information about the program and student/employer testimonials. The work experience program does not have a social media presence which negatively impacts students exposure to the program and the benefits it offers. Social media marketing provides quick information in a format that is easy to digest and in a medium students prefer. **Lead:** Rachael Brown **What would success look like and how would you measure it?:** Work Experience program posts on Mt. SAC Instagram and facebook page. **Type of Request:** MARKETING: Requests for services in the areas of graphic design, news, and photography, posting information, communication and social media. **Planning Unit Priority:** Medium **Documentation Attached?:** No **Request - No Funding Requested -** Marketing materials **Describe Plans & Activities Supported (Justification of Need):** Provide multiple touch points for student exposure to work experience such as: Logo Print Materials Banner Marque Announcements Increase student exposure to the work experience program across	

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	campus. Also expose students to work experience earlier in their educational journey. This will allow students to begin to think about work experience before they are eligible to participate and in turn help students add work experience to their educational plan when they are eligible. **Lead:** Rachael Brown **Type of Request:** MARKETING: Requests for services in the areas of graphic design, news, and photography, posting information, communication and social media. **Planning Unit Priority:** Medium	
Employer & Partnership Engagement - ** Secure and maintain effective off campus partnerships. Build mutually benefiting partnerships between the college and employers for increased student opportunities and student/program development. Maintain the program's relevance. **Status: Active **Goal Year(s):** 2018-19, 2019-20, 2020-21	**Request - No Funding Requested -** Research support - evaluation of trends and employer feedback **Describe Plans & Activities Supported (Justification of Need):** Conduct and/or access employer surveys and data regarding local industry needs and hiring trends. Survey of participating partners identifying areas of strength and need of improvement for the program. Identify hiring demands in existing and new employer markets. **Lead:** Rachael Brown **Type of Request:** RESEARCH SUPPORT: Evaluating or researching the impact of your educational intervention (cross sectional, cohort tracking). **Planning Unit Priority:** Medium	
	Request - Full Funding Requested - Professional Organizational Reports & Surveys - NACE, MPACE, LinkedIn	

Describe Plans & Activities Supported (Justification of Need):
Professional Organizational reports and surveys of hiring trends and new budding job market; and student needs that can be addressed by the college and work experience program. Such reports will assist with work experience meeting the needs of local businesses and preparing students for the labor market upon graduation.
Lead: Rachael Brown
Type of Request: NON INSTRUCTIONAL EQUIPMENT: Tangible property with useful life of more than one year, other than land or buildings improvements, equal and over $500 per individual item. Used for administrative or non-instructional purposes.
Planning Unit Priority: Medium
Documentation Attached?: No

Request - No Funding Requested -
On campus opportunities for existing & prospect employers to engage with students and programs
Describe Plans & Activities Supported (Justification of Need):
Lunch and Learns:
Feature one employer to speak with specific program regarding their company's specific hiring needs, internship opportunities, and desired technical and soft skills.

Program specific speed interviews:
Host group of employers to interview program specific students for internship and job openings.

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	Employer panels: Host and feature a number of employers based around specific industry or service. Provide the opportunity for employers to share company information and desires in potential interns and employees. This would be an opportunity for a large number of students to attend and ask questions of the panelist. Classroom visits: Host employers in specific in upper division and/or advanced program courses. **Lead:** Rachael Brown **Type of Request:** OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD. **Planning Unit Priority:** Medium **Documentation Attached?:** No	
Quality Programming - Student Enrollment, Retention, Successful Completion, College Program Collaboration. **Status:** Active **Goal Year(s):** 2017-18, 2018-19, 2019-20	**Request - No Funding Requested -** Staff, technology, and resources to assist and support students with introduction to work experience, the benefits of work experience, resources, maintaining positive relationships during internship, successfully completing work experience,and transitioning with tangible skills and resources such as resumes and interviewing. **Describe Plans & Activities**	

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	Supported (Justification of Need): Soft skills development Employers have identified soft skills as one of the essential components for candidates to get hired. Work Experience is an opportunity for students to develop and mature their soft skills needed in the professional world. Soft skills can also be taught and practiced in other environments such as workshops, one-one meetings, and video/virtual scenarios. Educational materials such as pamphlets, guides, and books. Application of technical skills Provide occupational related work experience opportunities for students to apply and further develop their technical skills gained in the classroom. Applied theories learned as well. Student Assistance Assist students with internship selection, internship site situations and professional conversations. Exposure to professional development and internship opportunities. Educational materials such as pamphlets, guides, and books. Resume and Interviewing Assist students with resume writing and interviewing skills. Provide one-one appointments, classroom workshops, and virtual tools. Educational materials such as	

pamphlets, guides, and books.

Number work experience student enrollment
Increase the number of students enrolled in work experience courses. Create a college program culture in which students plan to participate in work experience early in their college plan.
Enrollment decreased from 17-18 to 18-19. Looking to reestablish strong enrollment in all CTE work experience courses offered. A significant decrease was due to program changes in curriculum such as AD eliminating unprotected internship courses and adding work experience courses.

Number work experience student interest
Increase the number of students interested in work experience.

Number of work experience courses and partnerships
Increase the number of courses offered by Mt. SAC. Increase the number of on and off work experience sites.

Student completion
Keep student completion percentage at 80% or greater. Have students complete with passing grade.

Number of student hires, job offers, and promotions
Track student success such as

student hires, job offers and promotions.

Lead: Rachael Brown
Type of Request: OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD.
Planning Unit Priority: High
Documentation Attached?: Yes
Related Documents:

Spring 18 Report -Work Experience Complete.docx

16-17 Year End Report -Work Experience.docx

AY2017- 2018 CSS Goals 1 & 2 - Goal 1 Activity 1.1 -1.3.pdf

Technology - Secure and maintain technological resources to support the needs of all stakeholders including staff, students, business partnerships and auditors for program effectiveness and student success.
Status: Active
Goal Year(s): 2018-19, 2019-20

Request - Full Funding Requested - Experiential Learning Computer Management System Platform
Describe Plans & Activities Supported (Justification of Need): With the increase of student enrollment in Work Experience and the increase of site partners along with the need to provide accurate reports and records and streamline the experiential learning process; in addition to Chancellor Oakley's Vision 2022 call for increased experiential learning opportunities for students, the work experience program is in need of a management platform to meet the demands of its expanding scope of work and stake-

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	holders. CMS will decrease the margin of error of compliance under Title 5. Compliance violations cost the college per student. The Work Experience Program cannot continue to grow without a CMS platform. **Lead:** Rachael Brown **What would success look like and how would you measure it?:** Purchase and set up of base system utilized by all Work Experience programs and experiential learning events. Use of one centralized location for all work experience processes, forms, reporting, and events. No longer manually tracking and creating individual excel spread sheets for reporting and student participation. Students, Faculty, Specialist and Business successfully completing WE processes online. Currently no software system for experiential learning exists on campus. **Type of Request:** INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over $500. **Planning Unit Priority:** High **Documentation Attached?:** Yes **One-Time Funding Requested (if applicable):** 10000 **On-Going Funding Requested (if applicable):** 1000 **Related Documents:**	

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	Mt.SanAntonioCollegePurple BriefcasePricing.pdf Purple Briefcase Functionality.docx Additional Purple Briefcase System Functionality.docx	
Work Experience: Maintain Relevance of Experiential Learning - Ensure strategic planning, processes, resources and tools to support students, faculty, and business partnerships **Status:** Active **Goal Year(s):** 2017-18, 2018-19, 2019-20 **Date Goal Entered (Optional):** 04/26/2019		
Staffing - Staffing - hiring necessary staff to meet the demands of the program, business partners, college and students. **Status:** Active **Goal Year(s):** 2017-18, 2018-19	**Request - Full Funding Requested -** Part-time Career Specialist for Technology and Health Division_copy **Describe Plans & Activities Supported (Justification of Need):** Currently the Coordinator of Experiential Learning serves in both rolls as the Career Specialist for Technology and Health and Coordinator for Mt. San Antonio College campus. The Division and the Campus need one person dedicated for each of the needs and demands of the two different roles. The Coordinator serving in both positions, cannot maintain growth in the T&H division work experience **Lead:** Dean of Technology and Health **What would success look like and how would you measure it?:**	

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	Dedicated Specialist to Work Experience in the Tech and Health Division. Grow and maintain students' access and participation in work experience. **Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees. **Planning Unit Priority:** High **Documentation Attached?:** No **One-Time Funding Requested (if applicable):** 50000	