

## 2022 INSTRUCTIONAL ANNUAL PROGRAM PLANNING WORKSHEET

CURRENT YEAR: 2022

PROGRAM: NONCREDIT SHORT-TERM CAREER TECHNICAL EDUCATION

CLUSTER: STUDENT SUCCESS & SUPPORT PROGRAMS

LAST YEAR CPPR COMPLETED: 2020

NEXT SCHEDULED CPPR: 2024

CURRENT DATE: 2/19/2022

The Annual Program Planning Worksheet (APPW) is the process for:

- reviewing, analyzing and assessing programs on an annual basis
- documenting relevant program changes, trends, and plans for the upcoming year
- identifying program needs, if any, that will become part of the program's resource plan
- highlighting specific program accomplishments and updates since last year's APPW
- tracking progress on a Program Sustainability Plan if established previously

**Note:** Degrees and/or certificates for the *same* program *may be consolidated* into one APPW.

This APPW encompasses the following degrees and/or certificates:

C.C, Noncredit Enterprise Communication Certificate  
C.C, Noncredit Effective Marketing Communication Management  
C.C, Noncredit Powerful Presentations Certificate  
C.C, Noncredit Sales Techniques Certificate  
C.C, Noncredit Enterprise Communication 2 Certificate  
C.C, Noncredit Workplace Essentials Certificate  
C.C, Noncredit Customer Relations Certificate  
C.C, Noncredit High-Performance Teams Certificate  
C.C, Noncredit Managing to Maximize Performance Certificate  
C.C, Noncredit Harness the Cloud to Maximize Work Performance Certificate  
C.C, Noncredit Career Strategist Certificate  
C.C, Noncredit Thrive and Survive in the Workplace  
C.C, Noncredit Emerging Leaders Certificate  
C.C, Noncredit Strategic Marketing Certificate  
C.C, Noncredit Management Tool Box Certificate  
C.C, Noncredit Global Trends in Human Resources  
C.C, Noncredit Accounting Basics for Small Business Certificate  
C.C, Noncredit Project Management Certificate  
C.C, Noncredit Social Media for Business Certificate  
C.C, Noncredit Computer & Device Fundamentals  
C.C, Noncredit Basic Mac Software Skills  
C.C, Noncredit Windows Server Administration  
C.C, Noncredit Research Specialist Certificate  
C.C, Noncredit Blogging for Business Certificate  
C.C, Noncredit Beginning MAC Skills Certificate  
C.C, Noncredit Basic Office Software Skills Certificate

- C.C, Noncredit Beginning Computer Skills Certificate
- C.C, Noncredit Basic Internet Skills Certificate
- C.C, Noncredit Digital Maker Certificate
- C.C, Noncredit Digital Printing: Newsletters & Magazines Certificate
- C.C, Noncredit Green Documents for Business Certificate
- C.C, Noncredit Learn and Apply Adobe Acrobat Tools Certificate
- C.C, Noncredit Basic Imaging Certificate
- C.C, Noncredit Digital Design Software Basics for the Office
- C.C, Noncredit Web Designer Certificate
- C.C, Noncredit Information Design Certificate
- C.C, Noncredit Foster Youth Child Advocate

### **GENERAL PROGRAM UPDATE**

Describe significant changes, if any, to program mission, purpose or direction. *If there are not any, indicate: NONE.*

Cuesta College, Continuing Education’s Noncredit Career Technical Education program is committed to providing vocational skills to adult education students in our county through various stackable certificates to enter the workforce or expand vocational skills and become better prepared for today’s competitive workforce. We continue to build and grow our partnerships with the Workforce Development Board and local employers to promote course offerings and expand services throughout the county. This year the program will be undergoing changes for new program names for NCTE. Currently, there are several programs identified under this topic that needs to be updated. This change will be a valuable update for the future APPW and provide more accurate data of noncredit programs.

### **PROGRAM SUSTAINABILITY PLAN UPDATE**

Was a Program Sustainability Plan established in your program’s most recent Comprehensive Program Plan and Review?

- Yes  If yes, please complete the Program Sustainability Plan Progress Report below.
- No  If no, you do not need to complete a Progress Report.

If you selected yes, please complete the Program Sustainability Plan Progress Report below after you complete the Data Analysis section. That data collection and analysis will help you to update, if necessary, your Program Sustainability Plan.

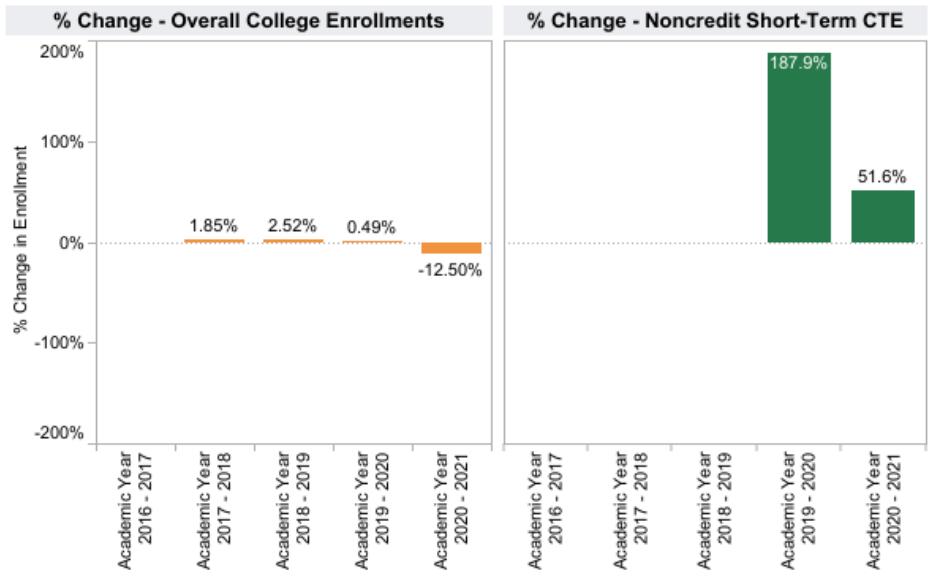
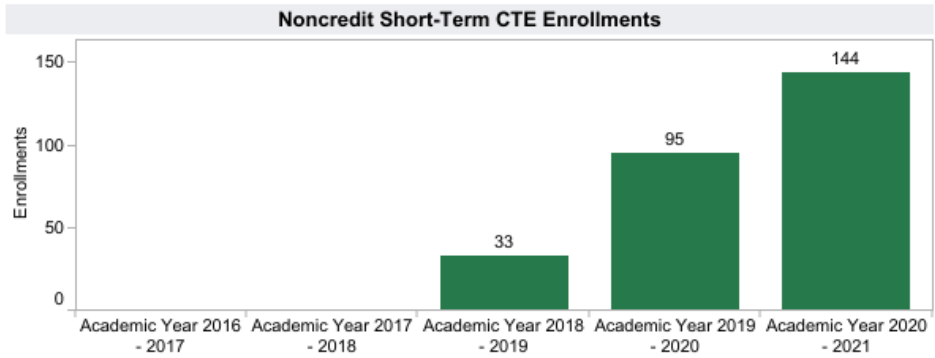
## DATA ANALYSIS AND PROGRAM-SPECIFIC MEASUREMENTS

Your responses to the prompts for the data elements below should be for the entire program. If this APPW is for multiple degrees and/or certificates, then you MAY want to comment on each degree and/or certificate or discuss them holistically for the entire program being sure to highlight relevant trends for particular degrees and/or certificates if necessary. Responses in this document need only reference the most recent year's available data.

### [General Enrollment \(Insert Aggregated Data Chart\)](#)

#### SLOCCCD Program Review Data - Enrollment

**Department:** Noncredit Short-Term CTE      **Course:** Multiple values      **Dual Enrollment:** All      **Prison:** All



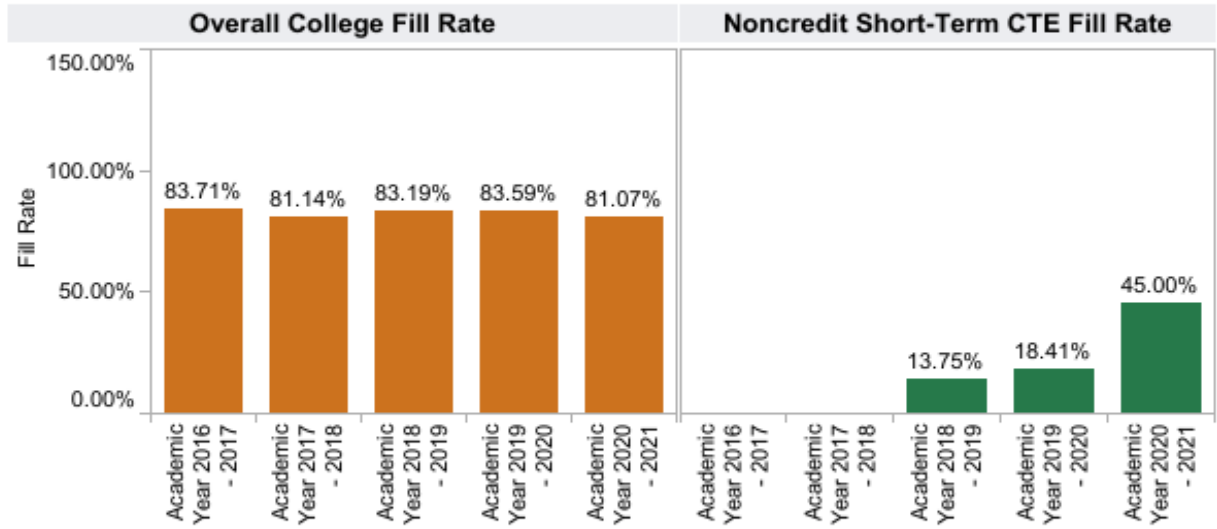
Enrollment: Duplicated count of students who completed greater than 0 units in positive attendance courses or were present on census for all other accounting methods.

The NCTE program has increased enrollment by 51% from 2019-2020 to 2020-2021. This increase is due to successful collaborations with community partners. Also, the Continuing Education program worked with ESL and other noncredit adult education programs to develop pathways and excel learning for students whose goals is to increase workforce skills. Another factor for increased enrollment is careful scheduling that provides working adults the opportunity to attend classes in the evening with student support services that help them retain, persist, and succeed.

[General Student Demand \(Fill Rate\) \(Insert Aggregated Data Chart\)](#)

**SLOCCCD Program Review Data - Student Demand (Fill Rate)**

**Department:** Noncredit Short-Term CTE      **Course:** Multiple values      **Dual Enrollment:** All      **Prison:** All



Fill Rate: The ratio of enrollments to class limits. Cross listed class limits are adjusted appropriately. Also, courses with zero class limits are excluded from this measure.

NCTE class fill rates increased by 27% from 2019-2020 to 2020-2021. Discontinuing multiple sections and cancelling lower enrolled courses improved the overall fill rate. We plan to work on maintaining strong fill rates through careful scheduling and promoting of current classes. The Continuing Education program provides intentional outreach and retention efforts for the local adult education population.

[General Efficiency \(FTES/FTEF\) \(Insert Aggregated Data Chart\)](#)

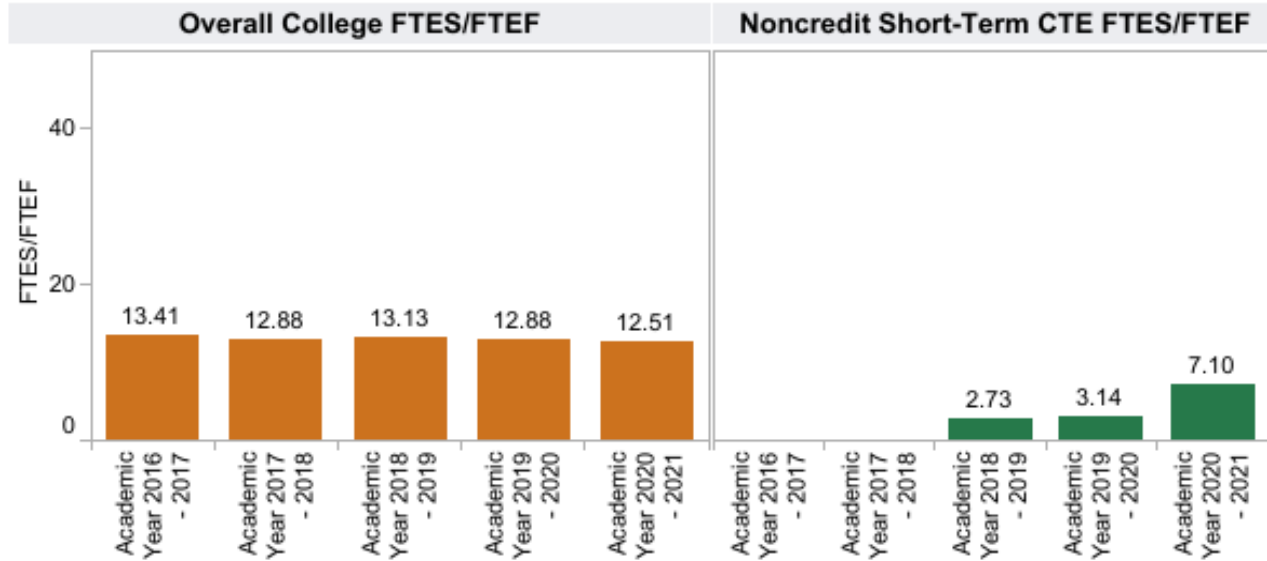
## SLOCCCD Program Review Data - Efficiency (FTES/FTEF)

**Department:**  
Noncredit Short-Term CTE

**Course:**  
Multiple values

**Dual Enrollment:**  
All

**Prison:**  
All



FTES/FTEF: The ratio of total FTES to Full-Time Equivalent Faculty  
(SXD4 Total-Hours/17.5)/XE03 FACULTY-ASSIGNMENT-FTE)

The efficiency increased by 4% from 2019-2020 to 2020-2021 academic year. However, it does remain 5% under the college’s average. The efficiency metric will always be slightly lower for noncredit programs because of the attendance accounting method. In person and synchronous instruction use the positive attendance method instead of census rosters.

The Continuing Education staff will continue to work to improve the efficiency by offering registration and enrollment support to students. The increase in efficiency during the 2020-2021 academic year was due to the outreach strategies and collaborative partnerships with community members to develop vocational skills that support adult learners in our communities seeking gainful employment in entry level positions. The outreach activities implemented by the Continuing Education department played a key role in the increase of efficiency for this program.

As we move past the pandemic, we will strengthen our community partner collaborations to increase vocational education courses that meet the needs of local employers and the county’s workforce. The Continuing Education Department goal for the coming year is to improve alignment with vocational skills courses and guided pathways to provide seamless transitions for students.

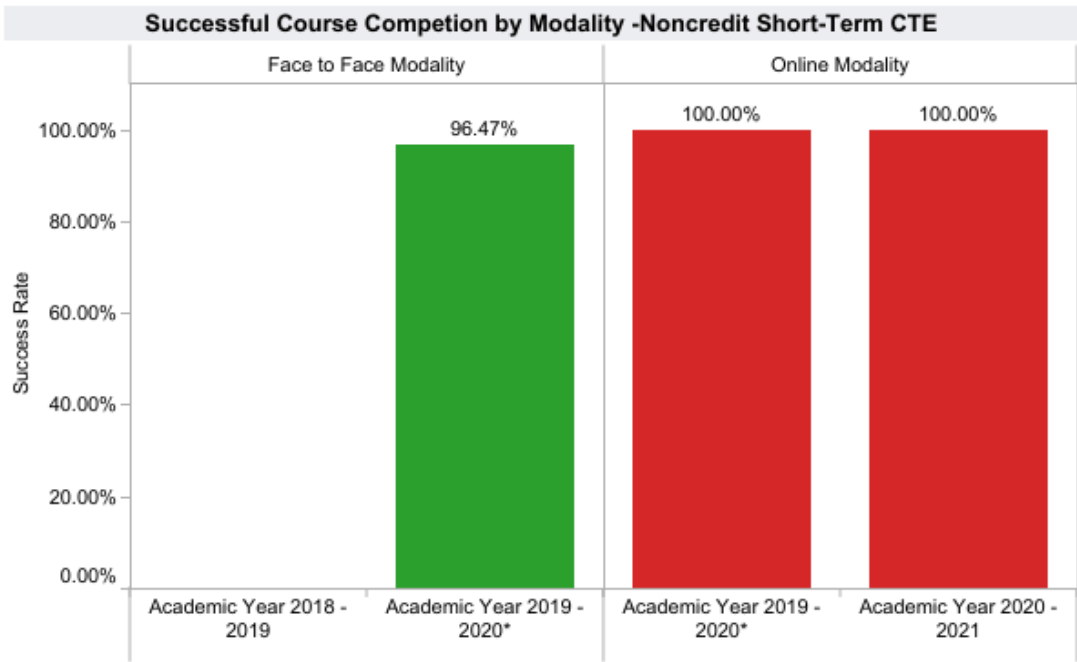
The NCTE program will be separated into two programs beginning Fall 2022. The name change for

the previous NCTE programs will be Vocational Education (VOCE) and Workforce Preparation (WKFP). This change will clarify programs for community partners and potential students as well as provide more accurate program review data.

[Student Success—Course Completion by Modality \(Insert Data Chart\)](#)

**SLOCCCD Program Review Data: Successful Course Completion**

Select Department: Noncredit Short-Term CTE      Course: Multiple values      Legend: Face to Face Modality (Green), Online Modality (Red)



**Successful Course Completion by Modality Table - Noncredit Short-Term CTE**

		Academic Year 2017 - 2018	Academic Year 2018 - 2019	Academic Year 2019 - 2020*	Academic Year 2020 - 2021
Face to Face Modality	Department Success Rate	83.75%	94.82%	96.76%	12.95%
	Total Department Enrollments	424	465	1,101	155
Online Modality	Department Success Rate			100.00%	69.16%
	Total Department Enrollments			43	859

Due to the pandemic all courses were offered through an online modality. The online learning environment was a challenge to students, and we experienced a decrease in course completion.

[Degrees and Certificates Awarded \(Insert Data Chart\)](#)

The Continuing Education Department will work with Institutional Research to include noncredit certificates in the program review data.

[General Student Success – Course Completion \(Insert Aggregated Data Chart\)](#)

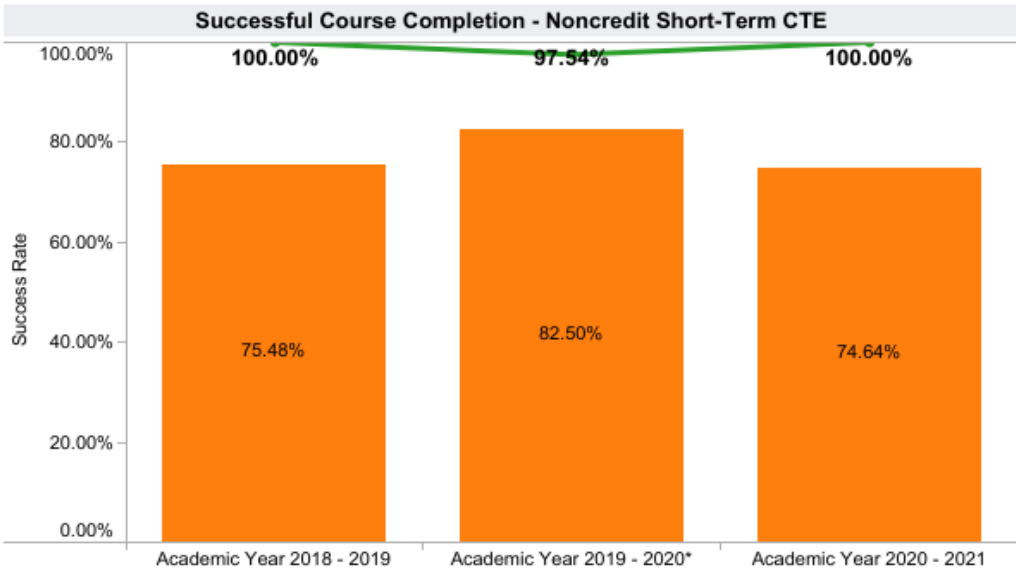
**SLOCCCD Program Review Data: Successful Course Completion**

Select Department:  
Noncredit Short-Term CTE

TERM  
All

Measure Names  
■ Department Success Rate  
■ Overall College Success Rate

COURSE  
Multiple values



**Noncredit Short-Term CTE Success Rate Table**

	Academic Year 2018 - 2019	Academic Year 2019 - 2020*	Academic Year 2020 - 2021
Department Success..	100.00%	97.54%	100.00%
Total Enrollments	87	201	195

Success: The Percentage of student enrollments resulting in a final grade of "C" or better

The success rate improved from 2019-2020 to 2020-2021 academic years by over 2%, and it was over 17% higher than the college’s average. This increase in success is encouraging. The collaboration between the Continuing Education staff and NCTE faculty are a key factor in the high completion rates. Staff and faculty develop motivational and community building events. The Continuing Education Department applies an early intervention model that consists of faculty communicating

with Continuing Education staff when students are struggling and require additional support. Continuing Education staff quick response effectively help student to stay on track and provide the additional services and academic support to succeed

### **OTHER RELEVANT PROGRAM DATA (OPTIONAL)**

Provide and comment on any other data that is relevant to your program such as state or national certification/licensure exam results, employment data, etc. If necessary, describe origin and/or data collection methods used.

### **PROGRAM OUTCOMES ASSESSMENT CHECKLIST AND NARRATIVE**

#### **CHECKLIST:**

- SLO assessment cycle calendar is up to date.
- All courses scheduled for assessment have been assessed in eLumen.
- Program Sustainability Plan progress report completed (if applicable).

#### **NARRATIVE:**

Briefly describe program changes, if any, which have been implemented in the previous year as a direct result of the Program or Student Services Learning Outcomes Assessment. *If no program changes have been made as results of Program or Student Services Learning Outcomes Assessment, indicate: NONE.*

NONE

### **PROGRAM PLANNING / FORECASTING FOR THE NEXT ACADEMIC YEAR**

Briefly describe any program plans for the upcoming academic year. These may include but are not limited to the following: *(Note: you do not need to respond to each of the items below). If there are no forecasted plans for the program, for the upcoming year, indicate: NONE.*

- A. New or modified plans for achieving program-learning outcomes  
None
- B. Anticipated changes in curriculum, scheduling or delivery modality  
The Continuing Education Department is in the process of reviewing NCTE and the courses under it. These noncredit courses are vocational and workforce preparation courses rather than career technical education. The new program name change will be effective for fall 2022.
- C. Levels, delivery or types of services  
The NCTE student population is unique and often faces barriers to their educational goals. Typically, these students require individualized assistance from Continuing Education staff



to navigate the community college system. Through adult education funding and the Student Equity & Achievement Plan funding, the Continuing Education is able to provide specialized supportive services for our adult education populations and ensure they have assistance with the onboarding process as well as various supportive services during their enrollment.

D. Facilities changes

The Continuing Education Department provides specialized student support services for the NCTE NABE, ESL, Adults with Disabilities, and Emeritus programs that all serve student with unique and diverse needs. The Continuing Education Department on the San Luis Obispo Campus would benefit from having a larger dedicated space. The Continuing Education staff assist students with onboarding services, including assessments, registration, and orientations for all the programs listed above. Currently, these services are provided in 3411 which is a very small office that two staff share along with two computers for students. This set up does not work. Staff are taking phone calls while students are taking tests and during peak times of the semester the line to serve students is down the hallway. We need access to computers for Continuing Education staff as well as a dedicated area with at least ten computers where students can receive assistance completing the online admissions application and taking CASAS placement tests. This space would mirror the existing Continuing Education Center at the NCC.

E. Staffing projections

**Part-Time Faculty Work:** We continue to need part-time faculty to teach courses, and we have part-time hiring pools almost every year. Since we do not have any full-time faculty members, we need to pay part-time faculty on special projects. For example, part-time faculty work on retention activities, curriculum development, and student office hours funded through CAEP and Student Equity. We will need to continue to pay part-time faculty to work on these essential program components.

F. Other

## PROGRAM SUSTAINABILITY PLAN PROGRESS REPORT

This section only needs to be completed if a program has an existing Program Sustainability Plan. Indicate whether objectives established in your Program Sustainability Plan have been addressed or not, and if improvement targets have been met.

Area of Decline or Challenge	Identified Objective (Paste from PSP)	Planning Steps (Check all that apply)	Has the Improvement Target Been Met?
Enrollment		<input type="checkbox"/> Identified <input type="checkbox"/> Resources Allocated <input type="checkbox"/> Implemented	Select one
Student Demand (Fill Rate)		<input type="checkbox"/> Identified <input type="checkbox"/> Resources Allocated <input type="checkbox"/> Implemented	Select one
Efficiency (FTES/FTEF)		<input type="checkbox"/> Identified <input type="checkbox"/> Resources Allocated <input type="checkbox"/> Implemented	Select one
Student Success – Course Completion		<input type="checkbox"/> Identified <input type="checkbox"/> Resources Allocated <input type="checkbox"/> Implemented	Select one
Student Success – Course Modality		<input type="checkbox"/> Identified <input type="checkbox"/> Resources Allocated <input type="checkbox"/> Implemented	Select one
Degrees and Certificates Awarded		<input type="checkbox"/> Identified <input type="checkbox"/> Resources Allocated <input type="checkbox"/> Implemented	Select one

If Program Sustainability Plan is still necessary, provide a brief description of how you plan to continue your PSP and update your PSP to remove any objectives that have been addressed and include any new objectives that are needed.