

# ADMINISTRATIVE SERVICES, STUDENT SERVICES AND PRESIDENT'S CLUSTER ANNUAL PROGRAM PLAN WORKSHEET

**Program:** Cuesta Sustainability Resource Center

**Planning Year:** 2018-19

**Last Year CPPR Completed:** 2017-18

**Unit:** Workforce Economic Development & Community Programs

**Cluster:** Workforce & Economic Development

**Please complete the following information. Please note that responses are not required for all elements of this document.**

## I. GENERAL PROGRAM INFORMATION

A. Describe changes to program mission, if applicable.

None

B. Describe any changes in primary relationships, internal and external, to the District.

None

C. List any changes to program service, including changes and improvements, since last year, if applicable.

None

D. List changes to program in the last year in reference to relevant statutory authority/program regulation and related compliance issues, if any.

None

## II. ANNUAL PROGRAM SUPPORT OF DISTRICT'S MISSION STATEMENT, INSTITUTIONAL GOALS, INSTITUTIONAL OBJECTIVES, AND/OR INSTITUTIONAL LEARNING OUTCOMES

A. Provide updates, if any, in how your program addresses or helps to achieve the District's Mission Statement in the last year.

a. Cuesta College is an inclusive institution that inspires a diverse student population to achieve their educational goals.

i. The CSRC provides educational outreach to diverse student populations to K-12 schools throughout SLO County, with a focus on K-6.

b. We effectively support students in their efforts to improve foundational skills, earn certificates or associate degrees, transfer to four-year institutions, and advance in the workforce.

Not applicable

c. Through innovative and challenging learning opportunities, Cuesta College enhances lives by promoting cultural, intellectual, personal, and professional

growth. We prepare students to become engaged citizens in our increasingly complex communities and world.

- i. The CSRC promotes critical thinking skills to both the K-6 teachers that participate in the program and to their pupils, who complete the learning activities provided to the teachers by the CSRC. The CSRC also promotes critical thinking skills through its educational outreach in cutting edge energy and sustainability related topics. Student interns participate in events within their community promoting sustainability education.

B. Provide updates, if any, to how your program addresses or helps to achieve the District's Institutional Goals and Objectives, and/or operational planning initiatives in the last year.

- a. Institutional Goal 1. San Luis Obispo County Community College District will increase the rates of completion for degrees, certificates, transfer-readiness overall for all students.

Not applicable

- b. San Luis Obispo County Community College District will increase student access to higher education.

- i. At the K-12 level, the CSRC will expose hundreds of students in the SLO county school districts, both in school and after school, to sustainability programs and curriculum offered by the CSRC. Concurrently, this student population will learn about career opportunities in STEM and of the many STEM-based career pathways that Cuesta has to offer.

- c. San Luis Obispo County Community College District will develop and sustain collaborative projects and partnerships with the community's educational institutions, civic organizations, businesses, and industries.

- i. The CSRC will develop strategic partnerships and alliances with numerous community organizations, businesses, and schools in San Luis Obispo County and beyond. Specifically the CSRC will:
  - 1. Become an intimate partner with the K-12 institutions as it delivers K-12 sustainability programs and curriculum to the SLO county school districts.
  - 2. Develop and support community educational events that promote sustainability such as Earth Day activities.

3. Collaborate with educational clubs and organizations (e.g. CREEC, CCGBC, One Cool Earth)
  4. Develop a CSRC Advisory Council links business and educational communities with the purpose of advising the development, management, and expansion of the CSRC. Members will consist of representative or delegates from the solar companies, project environment biologists, local K-12 educators, local environmental education organizations, and Carissa Plains.
  5. Participate in SLO County's Green Business Certification project. Cuesta will take the lead on a grant from the Green Business Network for a one-year project to establish the infrastructure for green business certification.
- d. San Luis Obispo County Community College District will integrate and improve facilities and technology to support student learning and the innovations needed to serve its diverse communities.

The CSRC has opened its office space to be used by Career Connections staff to better serve the students at the NCC. The Green Business Certification component will integrate use of technology into training opportunities in green business certification. This initiative will diversify the population served by the CSRC.

- e. San Luis Obispo County Community College District will build a sustainable and stable fiscal base.  
Not applicable, CSRC is funded by an external grant.

### III. ANNUAL MEASUREMENTS, ANALYSIS AND IMPROVEMENTS

Programs are often impacted by institutional or other organizational change. Please review program-relevant institutional data sources, such as institutional enrollment trends, which along with some other relevant program data, is available on the [SLOCCCD Institutional Research and Assessment website](#). Other organizational or departmental measurements may provide useful information for planning in your program; please describe those measurements and the data below.

#### A. Data Summary

- Describe data collection tool(s) used.  
All participant counts are based on the number of CSRC commitments for one complete school year. Teacher numbers are based on those that participated in CSRC educational outreach throughout the school-year. Student numbers are based on the actual number of students served in those teachers' respective classes. School numbers represent the number of schools that house the combination of students and teachers previously described.
- Include updates to program data results from the previous year, if any.

	School Year 2014-15	School Year 2015-16	School Year 2016-17	School Year 2017-18
Number of Teachers	15	27	37	50
Number of Students	350	721	1,500	1,800
Number of Schools	9	7	13	16
Number of School Districts	4	4	4	5

#### B. Data Interpretation:

- Describe results from previous improvement efforts to the program based on institutional or departmental changes.  
Number of teachers and students served has increased from last year. This growth was a result of several factors. Presentation of CSRC services was presented at a professional development workshop put on by Atascadero and Paso Robles Districts, which resulted in 15 new teachers reserving kits. Teachers are spreading the word about the kits to other teachers at their schools. Connection with the Principal at Bishop's Peak Elementary was made through a Green Ribbon presentation. Kits are now provided for Bishop's Peak STEM classes in the San Luis Coastal district.
- Identify areas if any that may need improvement for program quality and growth.  
None
- Recommend any changes and updates to program based on the analysis above. For

elements that require funding, complete the Resource Plan Worksheets.

The CSRC program has established wide spread service throughout the Atascadero School District at most K-6 schools as well as the Middle School. There is a goal to expand to serve more schools in the Paso Robles, Lucia Mar and San Luis Coastal Districts. This growth will be facilitated through connections with other non-profits serving schools in those districts.

#### IV. ANNUAL PROGRAM OUTCOMES (ASOs AND SSOs), ASSESSMENT AND IMPROVEMENTS

Your program has established either Administrative Service Outcomes or Student Service Outcomes. Those outcomes are assessed and tracked in the Course or Program Assessment Summary. Review CPAS documents for ASO or SSO assessment results for program outcomes.

A. Describe any results from improvement efforts arising from ASO or SSO assessment in the last year.

	PROJECT GOALS	CURRENT OUTCOMES and STATUS
	<p>I. K-12 Sustainability Education</p> <ul style="list-style-type: none"> <li>K-12 Education: Integrate sustainability-focused STEM education at Carissa Plains Elementary School (Atascadero Unified School District)</li> </ul>	<ul style="list-style-type: none"> <li>Planned with teachers for integrating sustainability into curriculum.</li> <li>Teachers currently using Solar Energy kit for K-6 grades.</li> <li>Assisted CP with the \$500 mini-grant application offered through the CCGBC Gateway to Green Schools. The school integrated a sustainability student-focused project installing rain barrels.</li> <li>Grant check was presented to CP at District Board Meeting 2/28/17</li> <li>Consulted on Green Ribbon Schools Award application for 2018. Award results will be announced April 2018. CP will receive another \$500 from CCGBC for applying for the award.</li> </ul>
	<ul style="list-style-type: none"> <li>K-12 Education: Integrate sustainability-focused STEM education throughout Atascadero Unified School District.</li> </ul>	<p>For 2017-18 School Year:</p> <ul style="list-style-type: none"> <li>Santa Margarita Elementary: 3<sup>rd</sup> grade-Wind and water kits. 1<sup>st</sup> grade-solar kit. 2<sup>nd</sup> grade- Water Kit</li> <li>Monterey Road Elementary was chosen as a pilot school for integrating sustainability across all grades. All teachers in grades K-4 teachers are integrating NEED kits and outdoor instruction throughout the school year to implement NGSS as required by the Principal. Teachers receive in class support whenever requested. The CSRC served as the lead in applying Monterey Road to the Green Ribbon Schools Certification for 2015, 2016, &amp; 2017. They received the Silver award for 2015 &amp; 2016. Superintendent wishes to apply these successes to other Atascadero Schools and ultimately apply for a district Green Ribbon Award. Participated in a Waste Audit for the school in collaboration with One Cool Earth (1/11/16 and 12/13/16)</li> <li>San Gabriel Elementary: 1<sup>st</sup> grade- solar kit.</li> <li>Santa Rosa: 1<sup>st</sup> grade- 2 kits: primary science of energy and solar energy. 2<sup>nd</sup> grade- Water kit. 3<sup>rd</sup> grade- Magnets kit. Considering applying for a Green Ribbon Award for 2018-2019, opportunity for CSRC to consult.</li> </ul>

		<ul style="list-style-type: none"> <li>Atascadero Middle School: The entire 6th grade science of 5 teachers and 9 classes of students- 3 kits: wind, water, and solar energy.</li> <li>Creston Elementary: Kindergarten- Solar kit, 1<sup>st</sup> grade- primary science of energy, 2<sup>nd</sup>/3<sup>rd</sup> grade combo- Magnets and wind kit, 4<sup>th</sup>/5<sup>th</sup> grade combo-water kit and Science of Energy.</li> <li>San Benito: 3 kindergarten teachers reserved solar kits, due to scheduling issues they returned the kits before using them. Recent meeting with the principal will expand kits in the school. Considering applying for a Green Ribbon Award for 2018-2019, opportunity for CSRC to consult.</li> </ul>
	<ul style="list-style-type: none"> <li>K-12 Education: Integrate sustainability-focused STEM education throughout SLO County</li> </ul>	<ul style="list-style-type: none"> <li>A total of 50 teachers &amp; 1800 students served across 5 school districts through teacher professional workshops, curriculum and science kit distribution through our library exchange system, and in-class outreach.</li> <li>2017-2018 outreach to San Luis Coastal Unified School District: Monarch Grove Elem., Bishop's Peak Elem., potential to connect with Sinshimer Elem., Los Osos Middle School; Atascadero USD: Monterey Road Elem., Santa Margarita Elem., San Gabriel Elem., Creston Elem., Carissa Plains Elem., Santa Rosa Academic Academy, Atascadero Middle School, &amp; San Benito Elem.; Paso Robles USD: Virginia Peterson Elem, Georgia Brown Elem., Winifred Pifer Elem.; &amp; Lucia Mar USD: Dorothea Lange Elem.</li> <li>Paso Robles Unified School District After School Safety and Education (ASES) programs: Winifred Pifer Elementary, Bauer Speck Elementary, Virginia Peterson Elementary. Energyworks kit divided between the 3 sites.</li> </ul>
	<ul style="list-style-type: none"> <li>K-12 Education: CSRC Family Science Nights</li> </ul>	No Family Science Nights were scheduled due to lack of staff
	<ul style="list-style-type: none"> <li>K-12 Education: Green Ribbon Schools Awards (&amp; \$500 mini-grants from CCGBC partners)</li> </ul>	<ul style="list-style-type: none"> <li>Monterey Road received the 2015 and 2016 Silver Award, which would be the first school awarded on the Central Coast. Results for this year's application will be announced in April 2018.</li> <li>Carissa Plains applied for the award this year. Results will be announced in April 2018.</li> <li>Opportunity to consult on future applications for Santa Rosa Elem, San Benito Elem, and the district award for Atascadero.</li> </ul>
	II. Community Education	<ul style="list-style-type: none"> <li>Managed a booth at the Earth Day Festival in San Luis Obispo April 2017. Passed out PG&amp;E promotional materials on saving energy at home.</li> <li>CSRC is collaborating with CCGBC Green Schools Committee to organize a Green Schools Showcase at Monterey Road. This event will be open to the public.</li> </ul>
	III. Workforce Preparation	<ul style="list-style-type: none"> <li>Established internship program at CSRC. Work study student assisted in the office for 6 months. The Specialist provided this student with a letter of recommendation for an internship.</li> <li>CSRC is partnering with SLO County and other agencies to apply for a grant to establish a Green Business Certification program in SLO County. A component of the project will include developing training in green business certification (credit, noncredit or fee-based, as appropriate) which will be an element of workforce preparation.</li> </ul>

	IV. Infrastructure/Capacity Building	<ul style="list-style-type: none"> <li>• Attend CCGBC Green Schools meetings every other month</li> <li>• Specialist serves on the AUSD Resource Management Steering Committee</li> <li>• CSRC website shows NEED Science kits and the ability to download all associated lessons and workbooks are available. Other sustainability teaching resources are listed. <a href="http://www.cuesta.edu/community/resources/sustainability/">http://www.cuesta.edu/community/resources/sustainability/</a></li> <li>• Researching and purchasing of sustainability resources (technology, programs, activities, exhibits, and curriculum) is ongoing.</li> <li>• Sustainability resources have been expanded to include sustainability topics beyond energy, such as water, waste, transportation and food systems.</li> <li>• Education Specialist attended the "Green California Schools and Community Colleges Summit and Exposition"</li> <li>• Participate in the development of Green Business Certification in SLO County.</li> </ul>
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- B. Recommend changes and updates to program based on assessment of program outcomes. For elements that require funding, complete the Resource Plan Worksheets and review the Resource Allocation Rubric.

The program is meeting its program outcomes. The priority will be on adding additional schools/teachers served with the NEED renewable energy kits. Recent referrals have come from a school in Paso Robles and San Luis Coastal.

The workforce preparation outcomes will be addressed with the Green Business Certification initiative (if the grant is awarded). The timeline of this grant is March 2018-March 2019.

## V. ANTICIPATED SERVICE CHALLENGES/CHANGES

Provide a brief description of challenges or changes anticipated in the next year and any needs that have emerged as a consequence.

### Suggested Elements:

- A. Regulatory changes N/A
- B. Internal and external organizational changes  
The vacant position of Supervisor for the CSRC will be filled for one year to lead the Green Business Certification project. The position has been left vacant because the program has been meeting its core outcomes in K-12 education.
- C. Student and staff demographic changes
- D. Community economic changes – workforce demands

- E. Role of technology for information, service delivery and data retrieval
- F. Providing service to multiple off-campus sites
- G. Anticipated staffing changes/retirements

With the departure of the CSRC Supervisor, an assessment of the capacity of the program (based on the experience of the first years) led to focusing on the K-6 education component of the project. Serving higher grades or doing general community education and outreach about sustainability was not overly successful or effective. Since the K-6 education component (and Green Ribbon Schools) has remained highly successful by the Sustainability Education Specialist, the staffing for the program is being reconsidered. The expansion of this component throughout the County may be served by increasing the percentage of the current Sustainability Education Specialist position or adding a second part-time Sustainability Education Specialist position or a part-time Program Coordinator position.

## **VI. OVERALL BUDGET IMPLICATIONS**

Provide a brief description of the immediate budget request(s) made in your Resource Plan (formerly called the Unit Plan). These elements will be reflected in the District planning and budget process.

As the CSRC is funded with the Cuesta Foundation account established with funds associated with Carrizo Plains solar projects, any budget requests would not involve District funds. The program was initially projected to run for 6-7 years with the original allocation. Recent changes in staff costs will likely extend the life of the project. New projections will be completed once a final staffing plan is determined.

### **Elements:**

#### **A. Personnel**

As noted above the program expands, additional staff may be needed. The appropriate additional position has not yet been determined. It may involve increasing the percentage of the current Sustainability Education Specialist position or adding a second part-time Sustainability Education Specialist position or a part-time Program Coordinator position.

The Green Business Certification project will need a 0.5 FTE Supervisor for one year. The project is to launch the certification program in SLO County and transition to local agency in Spring 2019.

#### **B. Equipment/furniture (other than technology)**

#### **C. Technology**

#### **D. Facilities**

CSRC will lose its office space on NCC in May and will be without an office and work space. The program could relocate to SLO Campus. The program serves as a library for instructional materials (kits in bins) which require adequate space to assemble and store.



## SIGNATURE PAGE

Director(s), Manager(s), and/or Staff Associated with the Program

**Student Services and Administrative Services Programs: All full-time director(s), managers, faculty and/or classified staff in the program must sign this form.**

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Division Chair/Director Name	Signature	Date
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