



# **PROGRAM COMPREHENSIVE REPORT**

**2023-2024**

Program Review (D) - Career Education

## General Information

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### **Briefly describe your division.**

The Career Education programs at Ventura College hold the key to unlocking a quality and affordable education, giving students real world skills that lead them to the in-demand, well-paying jobs of today and the future, while building stronger and more prosperous communities in the process.

Ventura College's Career Education programs are taught by instructors and professionals with experience in that field of study. Each program provides the training and skills students need for high-wage, in-demand jobs.

Career Education programs offer degrees, certificates, transfer opportunities, and upskilling.

### **How does your division support VC's mission?**

The Career Education division aligns well with the Ventura College mission by helping students achieve their personal, academic, and career goals. Completion of a Career Education degree or certificate supports students in transforming their lives by providing the workforce preparation needed for today's high-wage, in-demand jobs.

### **Which Disciplines are included in your division?**

The division includes the following disciplines:

Agriculture

Agriculture Business

Automotive Career Education

Diesel Mechanics

Accounting and Bookkeeping

Administrative Office Assistant

Business and Supervision

Social Media Marketing

Child Development and Education

Criminal Justice and Police Science

Nursing and CNA

EMT and Paramedics

Medical Assisting

Architecture, Drafting, and Construction

Manufacturing and Welding

## Program Planning

Water Science

### **SWOT Analysis: What are the strengths of your division?**

The division has dedicated full-time and part-time faculty who are experts in their fields and focused on preparing students for the workforce. They remain in tune with current and emerging industry needs due to their continuing employment in industry and/or connections with industry partners through industry advisory meetings and partnerships.

The division receives Perkins and Strong Workforce Program funding which supports instructional materials and equipment upgrades to remain current with industry standards, development and implementation of innovative projects to promote student success, engagement in professional development activities for faculty and staff, expansion of work-based learning opportunities for students, and in some cases direct supports for students.

The division has strong relationships with its K12 educational partners and industry partners.

### **SWOT Analysis: What are the weaknesses of your division?**

The division has a number of programs with only one full-time faculty member and/or a small pool of part-time faculty. These programs are disadvantaged because the full-time faculty member has a higher level of responsibilities than programs with multiple full-time faculty members. For example, programs with only one full-time faculty member often have more than 3 course preps per semester as the program can only offer one section of each course per semester and courses required for certificates and degrees must, at minimum, be offered at least once every two years in order for students to be able to graduate. CE faculty are also required to convene industry advisory meetings at least once per year and cultivate and sustain industry partnerships to ensure that programs remain responsive to current and emerging industry needs. These faculty are also often unable to participate in college governance committees due to conflicts with their teaching schedules and/or limited availability due to their additional responsibilities.

### **SWOT Analysis: What are some opportunities for your division?**

The Career Education deans and faculty have opportunities to work with their counterparts at our sister colleges and among the South Central Coast Regional Consortium. The Career Education Division participates in multiple meetings with workforce development and industry partners to stay informed of current and emerging needs in the local and regional community.

### **SWOT Analysis: What are some threats to your division?**

Heavy reliance on SWP funding can put programs at risk if SWP categorical funding were significantly reduced.

## **FTES, FTEF, and Productivity Targets**

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### **Did your division meet its productivity target last year?**

No

### **If no, why not?**

There are several programs that are still building enrollment, such as diesel, manufacturing, agriculture business, water science, and medical assisting. Although enrollment in the first-year course was at capacity for the diesel program, the number of students in the subsequent courses remains low as the program had a sharp decline in enrollments during the pandemic. Enrollments in the water science program – water treatment option is growing and has almost doubled since the hiring of the full-time faculty member. However, enrollment in wastewater treatment courses continues to remain low. Enrollments in the medical assisting program were reduced due to the inability to offer key courses from lack of faculty. In addition, the nursing program is challenged in meeting their productivity targets due to the restricted class sizes for clinical placements.

## Program Planning

**Did your division remain under its FTEF allocation last year?**

No

**If no, why not?**

The division was under the target for Fall 2022. We exceeded the target for Summer 2022 because we were asked to add additional classes in business and child development, especially in the July term, to boost FTES and the FTEF was to be covered by the discretionary FTEF budget. In Spring and Summer 2023, we also were asked to add classes to meet student demand and boost FTES.

**Did your division meets its FTES target last year?**

Yes

**If no, why not?**

The division was slightly under our FTES target for Fall 2022, which was likely due to the rebound from the pandemic and adjustments to course modalities. However, the division exceeded the targets for Summer and Spring 2023.

**Briefly describe the strategies your division employed to ensure that it met its target.**

The division continues to invest in marketing and outreach efforts. The division allocates a portion of its SWP regional funds to support a part-time graphic designer and Career Education outreach specialist. It also invests significant funding in social media campaigns to promote awareness and enrollment in our programs. The division hosted several events to increase awareness of and enrollments in our programs including 805 Industry Day, Career Education Open House, summer camp for high school students interested in architecture and drafting,

## **Six Factors Survey - Off Campus Program Only**

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## Objective

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### 5 -Year Objective

Increase career preparation

#### What specific actions will you take to meet this objective?

Increase internship opportunities.

Increase work-based learning opportunities.

Increase job placements.

#### Which of the following Educational Master Plan Goals does this objective align with?

Goal 1: Increase the success of our students while closing equity gaps, Goal 2: Increase our community's access to transfer, workforce preparation, and basic skills education, Goal 3: Strengthen local/regional partnerships and community engagement

#### Which of the following Student Equity Plan Goals does this objective align with?

Goal 5: Degree/Certificate Completion

#### Review Type

Comprehensive

#### Program Review Cycle

2023 - 2027

#### Objective Status

Active

#### Completion Date

06/30/2027

## Objective

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### 5 -Year Objective

Increase certificate completion

#### What specific actions will you take to meet this objective?

Review current short-term and stackable certificates in multiple departments to determine responsiveness to meet current and emerging workforce needs.

Create interdepartmental/interdisciplinary certificates.

Improve instructional facilities to better support student and program needs.

#### Which of the following Educational Master Plan Goals does this objective align with?

Goal 1: Increase the success of our students while closing equity gaps, Goal 2: Increase our community's access to transfer, workforce preparation, and basic skills education, Goal 3: Strengthen local/regional partnerships and community engagement

#### Which of the following Student Equity Plan Goals does this objective align with?

Goal 5: Degree/Certificate Completion

#### Review Type

Comprehensive

#### Program Review Cycle

2023 - 2027

#### Objective Status

Active

#### Completion Date

06/30/2027

### Resource Requests

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#### Resource Request Status

Active

#### Request Year

2023- 2024

**Resource Request Title (First 3 letters of Program Name+2-digit Year + 2-digit Request Number)**

CAR1801

**Description of Resource Request**

Convert classroom MCE-336 to a computer lab. The need for computer classes exceeds the capacity of the existing computer labs in MCE.

**Estimated Cost**

Total Cost: \$129,000

33 Computer Desks = \$48,000

33 Computers = \$48,000

33 Cabling = \$8000

Cables/Mounts/Accessories = \$1000

Computer Switches = \$4000

Electrical = \$20,000

**Do you have categorical funds available to fund this request? If yes, please enter the FOAP below.**

No

**Type**

Technology

**New/Replacement**

New

**Previously Requested in Year(s)**

2021-2022, 2020-2021, 2018-2019, 2019-2020, 2022-2023

**Priority**

01

**Primary Contact For This Resource Request**

Debbie Newcomb

**Administrator, Faculty, or Staff Request**

**Equipment, Technology, or Facilities Request**

**Pirate's Code**

heave for computers and splash for electrical

**Please explain how critical this request is to your program's goals.**

Without adequate available computer labs, we cannot provide the up-to-date training required for high-wage, in-demand careers. Students must be prepared with the skills and software use for the careers they seek. Local industry is reliant upon us to provide high quality, current level training. The need for computer classes far exceeds the capacity of the existing computer labs in MCE. Unless we train students with the skills and software they will encounter in their careers, we are doing a disservice to them and to local industry.

**Criticality:** An additional computer lab is critical to the division's goals of increasing enrollments and certificate completions, as it will enable us to offer needed program courses. Currently, we are unable to schedule enough in-demand courses. Current and innovative curriculum that meets industry training needs requires the use of computer software. Students need these courses in order to complete degrees and certificates. There are currently at least eleven courses (listed below), some with multiple sections, that are competing for these computer labs. Without another computer lab, we will be unable to meet the needs of students. Other computer labs on campus are already at maximum capacity so there are no scheduling alternatives.

**Alignment to Master Plan:** This request aligns with the Educational Master Plan Goal 1 to "increase the success of our students while closing equity gaps and Goal 2 to "Increase our community's access to transfer, workforce preparation, and basic skills education". Completions require that we are able to offer the courses needed and workforce preparation requires that the students are taught using the technology they will encounter in the field, which means more courses are required to teach varying computer skills. It also aligns with Student Success Access 2, which is "to effectively support degree/certificate completions that will lead to employment by identifying core academic and career/technical programs and focusing resources on them". The request also aligns with the technology master plan, which states a purpose of providing innovation and planning in order to meet technology needs. It aligns with the Information Technology program's purpose to "provide innovation and planning in order to meet technology needs."

**Costs/Benefits:** The resources requested will enable us to offer BUS V17 additional, high demand sections, as well as BUS V64 (Computer Fundamentals), BUS V62 (Excel), BUS V61 (Word), BUS V08 (Quickbooks), BUS V49 (Social Media Marketing), BUS V57 (Data Analytics), BUS V26 (Electronic Health Records), BUS V28A (Medical Assisting Front Office) BUS V29 (Medical Insurance), AG V13 (Ag Computers), and AG V14 (Ag Accounting). It will also support the addition of updated curriculum in the business and accounting programs, which will require computer labs.

**Sustainability:** There are no recurring additional software costs but ongoing maintenance by IT would be included in their current maintenance plans.

**Innovation:** As business and industry rely so heavily on computers and software, we must have access to those so that students are properly trained in the competencies needed for today's and future jobs.

**How many students will be impacted by this request?**

More than 4000 students

**What, if any, ongoing maintenance and licensing costs will your request require?**

IT maintenance and troubleshooting

**Have you identified funding sources to cover ongoing costs?**

No

**How will this resource improve the current learning environment, campus services, or operating conditions on campus?**

This will provide the needed computer labs to meet student demand for classes in Career Education, and in particular for accounting, business, medical assisting, and agriculture.

**Resource Requests**

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**Resource Request Status**

Active

**Request Year**

2023- 2024

**Resource Request Title (First 3 letters of Program Name+2-digit Year + 2-digit Request Number)**

CAR2302

**Description of Resource Request**

The Career Education Division is requesting to convert the area between the AEP-1 and AEP-2 classrooms into a student lounge area with round tables and chairs and a TV. Currently, we often find students sitting in their cars or on the ground of the North parking lot while they wait for classes to start. This low cost solution provides a more welcoming environment for students by providing them with some shelter during inclement weather and a space to gather to build community with other students and instructors and a space to study between classes. The TV will also allow the division to share college-wide and division-specific resources with students to increase awareness and engagement. The estimated cost of \$7,000 is for electrical work and furniture. The TV, computer and associated mounting and cabling costs estimated at \$8600 will be paid with division funds.

**Estimated Cost**

\$7,000

**Type**

Facilities

**New/Replacement**

Replacement

**Priority**

03

**Primary Contact For This Resource Request**

Felicia Duenas

**Administrator, Faculty, or Staff Request**

**Equipment, Technology, or Facilities Request**

**Pirate's Code**

Tack

**Please explain how critical this request is to your program's goals.**

This

**How many students will be impacted by this request?**

200

**What, if any, ongoing maintenance and licensing costs will your request require?**

No annual maintenance and licensing costs are associated with this project. Furniture will eventually need to be replaced/upgraded.

**Have you identified funding sources to cover ongoing costs?**

The division can purchase a new TV when a replacement is needed.

**How will this resource improve the current learning environment, campus services, or operating conditions on campus?**

This resource request will provide a more welcoming environment for students, as well as provide a space to study and build community with other students and instructors. This will support student engagement, persistence and success.

**Resource Requests**

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**Resource Request Status**

Active

**Request Year**

2023- 2024

**Resource Request Title (First 3 letters of Program Name+2-digit Year + 2-digit Request Number)**

CAR2301

**Description of Resource Request**



The Division would like to request gradually reducing the percentage of tenured faculty salaries and benefits that are currently funded with Strong Workforce Program (SWP) and transition the cost to the college's general fund as originally planned. When the Career Education deans started in academic year 2017-2018, the plan that was presented was that faculty salaries would be funded 80% by SWP and 20% with general funds in the first year and that the percentage funded by SWP would be reduced by 10% each subsequent year. There are currently 2 tenured and 2 tenure-track faculty members whose salaries and benefits are funded 80% by SWP. This reliance on SWP funding to fund faculty salaries reduces the SWP funding available to support innovation, new programs, and the instructional equipment needs of existing programs.

**Estimated Cost**

\$47,698

**Type**

Other (Not Prioritized)

**New/Replacement**

New

**Priority**

02

**Primary Contact For This Resource Request**

Felicia Duenas and Debbie Newcomb

**Administrator, Faculty, or Staff Request**

**Equipment, Technology, or Facilities Request**

**Resource Requests**

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**Resource Request Status**

Active

**Request Year**

2023- 2024

**Resource Request Title (First 3 letters of Program Name+2-digit Year + 2-digit Request Number)**

CAR2303

**Description of Resource Request**

The Career Education Division would like to place five outdoor solar charging tables by the MCE and MCW buildings to provide students with another area to study independently and/or with a group and charge their technology. Many students sit on the floor next to outlets and on the stairwells in between classes.

**Estimated Cost**

\$53,750

**Type**

Equipment

**New/Replacement**

New

**Priority**

04

**Primary Contact For This Resource Request**

Debbie Newcomb and Felicia Duenas

**Administrator, Faculty, or Staff Request**

**Equipment, Technology, or Facilities Request**

**Pirate's Code**

Wander

**Please explain how critical this request is to your program's goals.**

This request will support student persistence and success by providing students with additional spaces to study (alone or with others) and charge their devices that are needed for learning.

**How many students will be impacted by this request?**

3000

**What, if any, ongoing maintenance and licensing costs will your request require?**

No. Minimal maintenance, if any.

**Have you identified funding sources to cover ongoing costs?**

N/A

**How will this resource improve the current learning environment, campus services, or operating conditions on campus?**

This will provide students with additional spaces to study, meet with other students and charge their technology.