

**Co-Op Ed. Work Experience Program  
Program Review  
Evergreen Valley College  
2016**

Prepared by

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Faculty  
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## TABLE OF CONTENTS

Mission Statement .....	1
Overview of the Program.....	3
Part A: Program Effectiveness and Student Success.....	9
Part B: Program Access.....	20
Part C: Student Learning Outcomes.....	21
Part D: Faculty and Staff.....	24
Part E: Budget Planning and Resource Allocation.....	25
Part F: Future Needs.....	25
Part G: Additional Information.....	26
Part H: Annual Assessment .....	26

Department/Program Name: **Co-Op Ed. Work Experience Program**

Last Review: **2011-2012**

Current Year: **2016**

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Dean/Vice President: **Gloria Arevalo Counseling Dean,  
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## **Mission Statement**

The mission of the Evergreen Valley College Co-Op Ed. Work Experience Program is to provide all students at Evergreen Valley College with an opportunity to have access and gain hands on experience in their respective majors as well as explore careers by enrolling in the work experience program and participating in various internships or volunteer opportunities.

The goals of the Co-Op Ed. Work Experience Program are for students to:

- Develop critical thinking skills
- Learn the dynamics of making career decisions
- Learn to develop professional work habits
- Improve their work performance
- Expand employability skills
- Understand how to apply course knowledge in an actual work environment
- Have a better understanding of the skills needed to be successful in their major
- Understand current employment trends as it relates to their educational goal
- Understand how an organization or department functions in relation to their work

## **Historical Background**

“Internships”, have a long and proven history of enhancing educational programs. Integrating work experience into higher education, the University of Cincinnati pioneered in 1906 cooperative education experience, which provided academic credit for structured job experiences, with learning objectives which were supervised by faculty. The California Community Colleges Board of Governors initially authorized Cooperative Work Experience Education in December 1969 through the adoption of title 5 regulations. (Board of Governors California Community College presentation 9-14-15-2009) Evergreen Valley College hired a Full-Time Faculty Coordinator for the Program, Fall of 1997.

In May of 2006 the California Community College Chancellor's Office in Collaboration with Hatchuel Tabernik & Associates published an assessment on the influence of internships and cooperative work experience-on the education and earning outcomes of graduates from California Community Colleges.

Significant findings included:

- Cooperative Education Work Experience graduates differ from Occupational graduates largely in the type of degree they receive. Cooperative Education Work Experience graduates tend to receive Associate degrees at a higher rate than Occupational graduates.
- Cooperative Education Work Experience graduates differ from non-Cooperative Education Work Experience Students/non-Occupational graduates in the number of credits received during their academic career. Although both tend to receive Associate degrees, Cooperative Education Work Experience graduates also have more total credits than non-Cooperative Education Work Experience/non-Occupational graduates.

Cooperative Education Work Experience participants will exit their community colleges with a strong 15-22 percent lead in workforce participation compared to other graduates. By the second year after graduation, this gap decreases to a 5 percent lead, and by year three there is a 3 percent difference remaining in employment rate for Cooperative Education Work Experience graduates' compared to other community college graduates who were not enrolled in the program.

Cooperative Education Work Experience graduates are 22 percent more likely to maintain stable earnings over three years compared to non-Cooperative Education Work Experience/non-Occupational graduates and 6 percent more likely to maintain stable earnings when compared to non-Cooperative Education Work Experience Occupational graduates.

Cooperative Education Work Experience graduates demonstrate consistently higher earnings compared to other graduates. Cooperative Education Work Experience graduates earn 50-71 percent more annually than non-Cooperative Education Work Experience /non-Occupational graduates. Occupational graduates earn 43-58 percent more annually than non-Cooperative Education Work Experience/non-Occupational graduates. Thus, Cooperative Education graduates earn 17-21 percent more than graduates who participate in occupational coursework alone. (Board of Governors California Community College presentation 9-14-15-2009)

## **Overview of the Program**

### **Program Summary**

Evergreen Valley College's unique Cooperative Education Work Experience program pairs employers and educators with students to assist them with acquiring the skills necessary for a successful career in today's business environment. The wide participation of local businesses, industry, and community organizations is reflected in the success of the program.

Students in the Work Experience program, gain valuable experience with the latest techniques, procedures, and equipment used in community agencies and businesses, making class work more relevant. In addition to receiving credit towards their certificate or degree, students often experience increased on-the-job visibility, learn new skills and take on additional responsibilities, and as a result obtain a raise, or are promoted to a new position. They become an asset to their employers through cross-training opportunities. Students are assisted by the Co-Op Ed. Work Experience Coordinator who monitors progress and assists with bridging the gap between these learning opportunities and the realities of work.

The program is open to all students in all majors provided that they meet the requirements to enroll in the program. Students must be employed in a paid position, be a volunteer or intern and under the guidance of a participating first line supervisor. Students will assume new or expanded job duties. Students in the occupational work experience courses are required to have completed 6 units of course work in their major and their job or internship must be related to their specific major in order to be able to benefit from their internship or volunteer opportunities. Students must have basic working knowledge or a general understanding of their major course work in order to gain valuable experience that will enhance their employment marketability upon completing their degree or certificate.

At the beginning of each semester, students are required to develop learning objectives which create new learning experiences with their immediate supervisor and coaching from the Co-Op Ed. Work Experience Coordinator. The coordinator works with both the student and employer during the semester to monitor progress and provide assistance as needed. At the end of the semester the employer/supervisor evaluates the student's performance regarding the learning objectives and submits a performance appraisal review to the college Co-Op Ed. Work Experience Coordinator. The performance review, their final written report, and additional student work determines the final grade for the course.

Students who are working and getting paid are required to complete a total of 75 hours for 1 unit of credit for which they are enrolled. Students who volunteer are required to complete a total of 60 hours for 1 unit of credit for which they are enrolled. In addition, they must complete various course assignments. The General Work Experience course has a maximum of 6 units student can earn and the occupational work experience courses has a maximum of 16 units a student can earn.

Evergreen Valley College's Work Experience Program is beneficial for students wishing to pursue an active career while in college as well as those who want a successful career in the future, after college. Placement assistance is available, but not guaranteed as the student must go through an application and interview process for each employment, internship or volunteer opportunity with a company or organization.

### **Benefits**

- Build resume; secure references
- Gain a competitive edge or career advancement
- Professional Development
- Learn valuable job skills
- Develop social skills
- Learn specific occupational skills
- Expand professional portfolio
- Create a professional network

All of the Cooperative Education Work Experience courses are designated as CSU transfer status under elective units.

The importance of the Co-Op Ed. Work Experience program is essential to providing all of Evergreen Valley College students with a competitive edge in an increase global job market. As the competition for employment opportunities continues to expand, being more qualified than the local talent is not enough, as companies are considering qualified talent around the world. We all understand the importance of a degree or certificate however, without having an enhanced experience outside of the classroom in the form of an internship or employment related experiences students find themselves struggling to find employment in their respective degrees or certificates.

## **Our Students**

Every semester Evergreen Valley College students will enroll in various sections of the work experience occupational courses to gain hands on experience or meet a requirement for their major or certificate.

Evergreen Valley College students who enroll in the general work experience course want to explore a possible career, expand their knowledge, cross train, and enhance their skills sets for their current employment.

### **Co-Op Ed. Work Experience Course Offerings:**

<b>ACCTG. 138</b>	<b>Occupational Work Experience</b>	<b>1-8 units</b>
<b>AJ 138</b>	<b>Occupational Work Experience</b>	<b>1-8 units</b>
<b>BIM 138</b>	<b>Occupational Work Experience</b>	<b>1-8 units</b>
<b>BIS 138</b>	<b>Occupational Work Experience</b>	<b>1-8 units</b>
<b>BUS 138</b>	<b>Occupational Work Experience</b>	<b>1-8 units</b>
<b>CADD 138</b>	<b>Occupational Work Experience</b>	<b>1-8 units</b>
<b>FCS 138</b>	<b>Occupational Work Experience</b>	<b>1-8 units</b>
<b>WE 88</b>	<b>General Work Experience</b>	<b>1-8 units</b>

## **2. Please state at least three recent accomplishments for your program, which show how it contributes to the College's success.**

The Co-Op Ed. Work Experience Programs accomplishments:

### **Community Partnerships**

The Co-Op Ed. Work Experience Program has developed many internships and employment opportunities with various agencies which provide major specific areas for students to gain hands on practical experience in their program of study. Some of these internships have resulted in employment opportunities for some students. As a need arises for specific internships, the Co-Op Ed. Work Experience program continues to develop partnerships to assist students with employment and internship opportunities. These are some of the partnerships that have been developed over time:

- City of San Jose Police Dept.
- City of San Jose
- City of Santa Clara
- Santa Clara Water District
- Cancer Care Institute
- Santa Clara County
- Santa Clara County Public Defender's Office
- Kaiser Permanente
- Indian Health Center of Santa Clara Valley
- San Jose Regional Medical Center
- Valley Medical Hospital
- O'Connor Hospital
- INROADS
- AT&T
- Asian Americans for Community Involvement (AACI)
- NASA Ames Research Center
- Various local Attorneys
- Mexican Consulate
- Flextronics
- Somos Mayfair
- Siren
- San Jose Sharks
- YMCA
- Catholic Charities (Coral Program)
- HACU Paid Internships

These community partnerships are in line with providing our students with access to opportunities in which they will gain valuable hands on experience as they prepare for their respective careers. These opportunities will assist with professional development skills which will provided them with a competitive edge in today's workforce. They also fall in line with the College's strategic initiatives or increasing visibility and developing strategic partnerships throughout city of San Jose and beyond.

## **Annual Spring Job Fair**

The Co-Op Ed. Coordinator plans, organizes and promotes an annual EVC Spring Job Fair which brings 30 plus employers on campus every year to recruit our talented students. Employers have become partners of the College by their yearly participation and providing employment opportunities on an ongoing basis. This year's Spring Job Fair 2016, had 99.7 Now radio station participated to create a festive EVC Spring Job Fair. Employers and Students enjoyed their participation. This activity promotes our community engagement through increased visibility and the development of strategic partnerships.

## **Technology**

Student Success funds have funded the College Central Network Service to power Evergreen Valley College's Job Placement Center with an online platform. Evergreen Valley College Job Placement Center can now have employers register, post job opportunities. Students can now search jobs, and internships offered by employers who have partnerd with the college, as well as, obtain employability resources 24/7. The Co-Op Ed. Faculty Coordinator has received initial training to manage and promote this service. All work experience orientations can be scheduled online through SARs Grid offering access to all students who need to schedule their work experience orientation.

## **Classroom Workshops**

In addition to assisting students enrolled in various work experience courses, our Co-Op Ed. Faculty Work Experience Coordinator provides in classroom workshops utilizing CACareerCafe an online resource. This online service provides resources in Career Exploration, Goal Setting skills and Resume/Employability skills. This is an ongoing collaborative effort as time permits with our Counseling, Reading and Nursing Faculty, to provide workshops during Faculty's class time. Each workshop is tailored to provide students with the tools they need for identifying a specific career/major, understand the importance of setting goals to achieve student success, and learn the skills and preparation needed to become gainfully employed. This semester Faculty/Coordinator provided a career exploration workshop for four career planning classes with 40 students in each class. She also provided a resume workshop for 15 nursing students in the ENSA Club. These workshops are more efficient and productive when they are targeted to specific classes.

The Transfer Career Center assigned one Counselor to conduct several Career Café workshops during the Fall 2016. I suggested to the Transfer Coordinator to target all new incoming freshman who attended Day at the Green. These workshops were offered during the summer months before the semester began. Please refer to the chart below you will see that during the month of August there was a high participation making the first three dates in August very efficient and productive. The Following months the attendance for these workshops declined.

<b>Career Café Workshop Fall 2016</b>	
<i>Date</i>	<i>Number of students</i>
August 10, 2016	10
August 19, 2016	21
August 24, 2016	20
September 7, 2016	6
September 16, 2016	13
September 30, 2016	12
October 7, 2016	7
October 12, 2016	1
October 21, 2016	6
November 4, 2016	7
November 9, 2016	3

## **Resources**

The Co-Op Ed. Work Experience Faculty/Coordinator provides all EVC Faculty with ongoing resources on employment, internship and volunteer opportunities as they become available in the various disciplines. (Nursing, Automotive, Medical Assisting, Administration of Justice, Paralegal, Science, Family Consumer Studies, CADD and Business). As well as labor market information for discipline specific areas when there is a request.

### **3. Where would you like your program to be three years from now?**

In the next three years or Spring 2017, I would like to see a commitment from the Division and the College to bring back together the Transfer/Career/Work Experience Center to its original location which was SC-214. The SC-214 suite was a space with this designation. Unfortunately, VP Irma Archuleta separated these services only to rent out the space to Cal-Soap who is rarely in the office with no student traffic or services. It functions as a storage area and staff who come in to work on their laptops for a few hours. In the meantime our students have a corner Transfer area in the open area of counseling. There should also be a commitment to hire a Full-Time Program Specialist for the Co-Op Ed. Work Experience Program to provide clerical support, maintain 8:00 a.m. to 5:00 p.m. M-F hours and assist with program activities. The program lost their Program Specialist who was assigned to the Transfer/Career/Co-Op Ed. Work Experience Center, when the individual retired 5 years ago. This position was replaced under the direction of the past VP of student services Irma Archuleta, who changed the job description to solely support student success. This left a void and no support for the EVC Co-Op Ed. Work Experience Center. It is essential for the Co-Op Ed. Work Experience program to have a Full-Time staff member who can support the program in order to provide students with the best possible services as the program continues to thrive.

#### **Part A: Program Effectiveness and Student Success**

- 1) State the goals, focus of this program, and explain how the program contributes to the mission, strategic initiatives, comprehensive academic offerings, and priorities of the College and District.**

The main focus of the program, is for all Evergreen Valley College students to have access to employment and internship opportunities in order for them to acquire the necessary skills and experience which will prepare them and give them a competitive edge when applying to employment opportunities in their career majors (AA/AS Degrees) or certificates. This focus is based in our guiding philosophy of equity, opportunity, and social justice.

The goals of the Co-Op Ed. Work Experience Program are for students to:

- Develop critical thinking skills
- Learn the dynamics of making career decisions
- Learn to develop professional work habits
- Improve their work performance

- Expand employability skills
- Understand how to apply course knowledge in an actual work environment
- Have a better understanding of the skills needed to be successful in their major
- Understand current employment trends as it relates to their educational goal
- Understand how an organization or department functions in relation to their work

The program's goals are in line with providing student access and success to the various employment or internship opportunities that will enhance their employment skills with the various partnerships in business and community organizations which the program has developed. The participation of our students with these partnerships increase the visibility and image of the College and District. The program also addresses the recommendations from the CA State Chancellors Office Strong Workforce Task Force, which includes provisions for student services to provide students with career exploration, job readiness, placement, and work-based learning. These recommendations are already implemented through the occupational work experience classes offered in some of the Career Technical Education (CTE) programs at Evergreen Valley College.

## **2) Identify student success rate and patterns within the program paying particular attention to our college's target groups.**

Evergreen Valley College largest student population is comprised of two major ethnic groups which are Asian and Hispanic. The Co-Op Ed. Work Experience enrollment for these two ethnic groups is highlighted by the student success rate and patterns data provided by the District Research Office which clearly reflects our student population in the areas of course completion, course success rate and persistence rate for past three years. (See Figures 1, 2, & 3) The data in each of these figures shows that both ethnic groups: Asian and Hispanic, as well as, other students are successful in the Co-Op Ed. Work Experience classes. The data derives from students enrolled in all work experience classes. The success of these students is based on the Faculty/Work Experience Coordinator providing students with an orientation to the program, a detail course syllabus with their assignments, examples and an e:mail reminder of their assignments. There are no other services which support the program. The Faculty/Coordinator contributes to the success of the program.

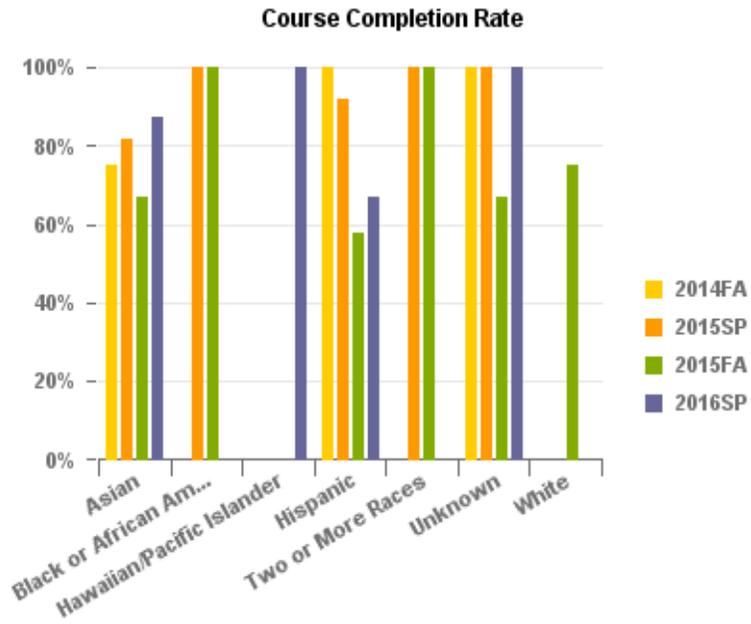


Figure 1: Course Completion Rate

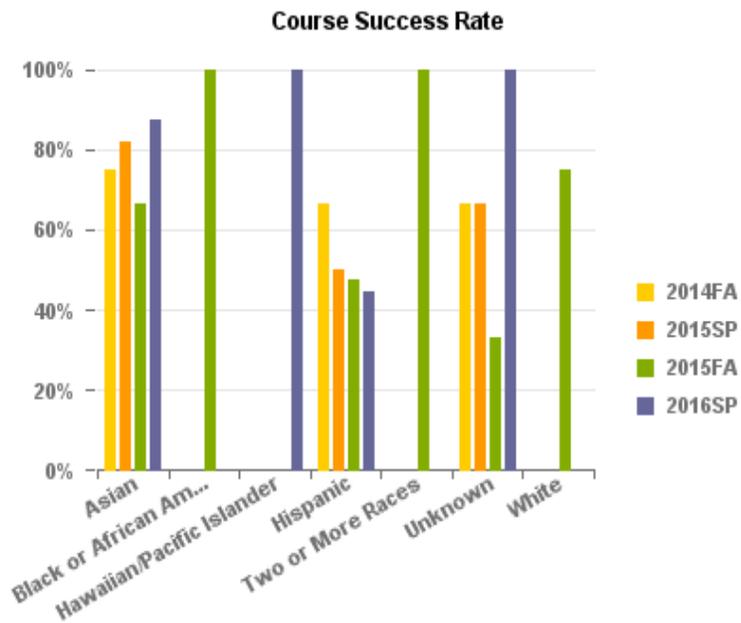


Figure 2: Course Success Rate

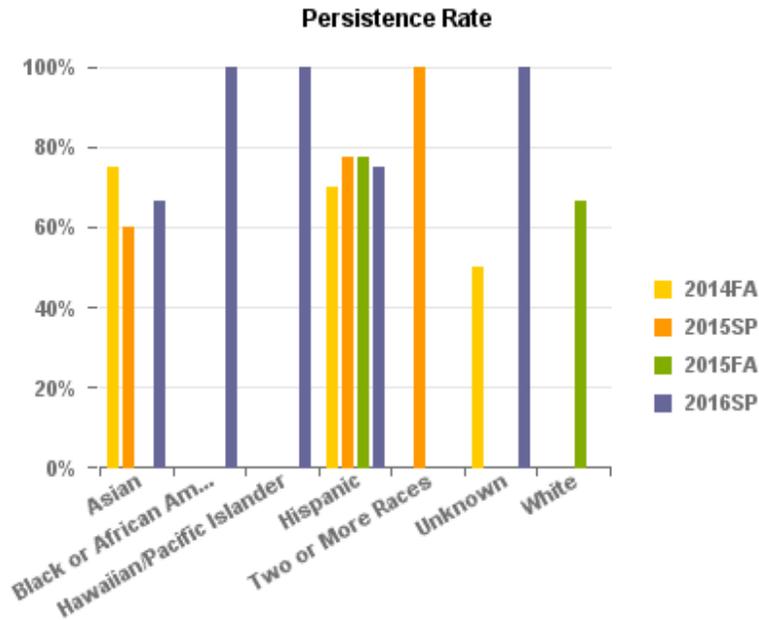


Figure 3: Persistence Rate

- 3) Identify current student demographics including ethnicity, age and gender. Does the program’s population reflect the college demographic data, if there are recent student Demographic changes, explain how these changes are being addressed.**

Evergreen Valley Colleges’ students enrolled in the Co-Op Ed. Work Experience courses reflects the college’s demographic data. (See Figures: 4, 5 & 6) Our college largest ethnic groups are Asian and Hispanic. The graph color blue identifies the Asian student population enrolled in the program while the orange identifies the Hispanic student population enrolled in the program. As you can see the Co-Op Ed. Work Experience program is reflective of our EVC student population. (See Figure 4). The age groups with the largest percentage of students enrolled in the work experience program are ages 24 to 29 and 18 to 24. These age groups reflect Evergreen Valley Colleges’ student population. (See Figure 5). As for gender, (See Figure 6). There is a larger percentage of females enrolled in the program.

The Co-Op Ed. Work Experience Program has been addressing the demographic student population changes by working closely with the Vietnamese Counselors to assist when there is a need to communicate and explain course requirements for limited English, Vietnamese speaking students. The Spanish speaking student population is able to communicate directly with the Co-Op Ed. Coordinator who is fluent in the language.

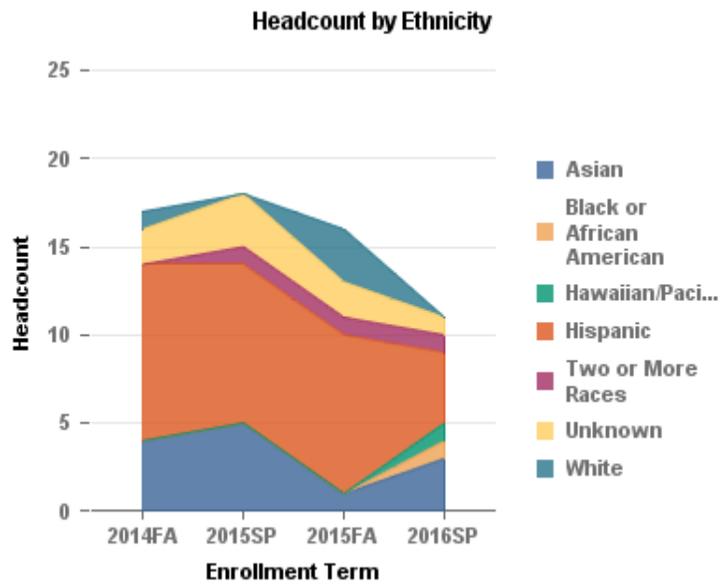


Figure 4: Headcount by Ethnicity

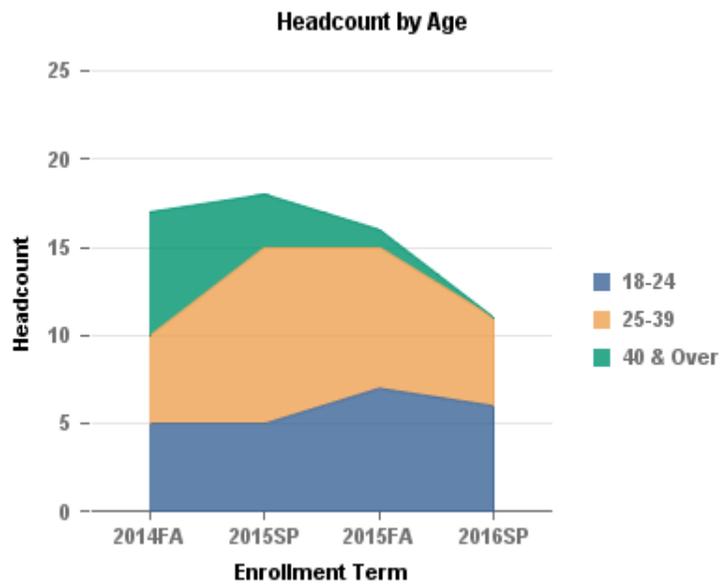


Figure 5: Headcount by Age

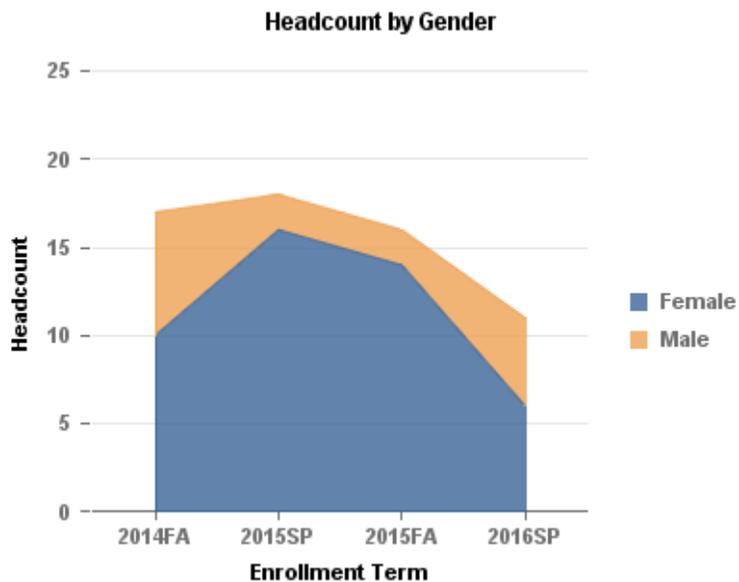


Figure 6: Headcount by Gender

**4) Identify enrollment patterns of the program and provide an analysis of any notable trends.**

As I review the enrollment patterns for the Co-Op Ed. Work Experience program over the past three years, the ethnic background, age and gender of the students enrolled in the program reflect the overall Evergreen Valley College student population. The seat count for the last three years shows a large percentage of Hispanic students enrolled. (See Figures 7). This trend represent EVC’s student population. As for the largest age groups enrolled in the program, they are between ages 25 to 29 years of age and 18 to 24 years with a high percentage of female students. (See Figure 8 & 9). These patterns are reflective our Evergreen Valley College’s ethnic, gender and age trends. The increase in the enrollment for these groups is due in large part to current students or former students in the work experience program marketing and promoting the Co-Op Ed. Work Experience program to new students.

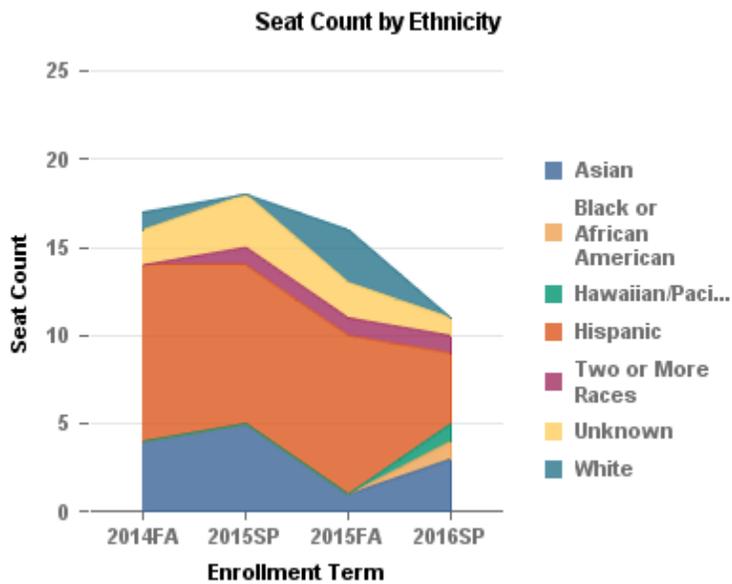


Figure 7: Seat Count by Ethnicity

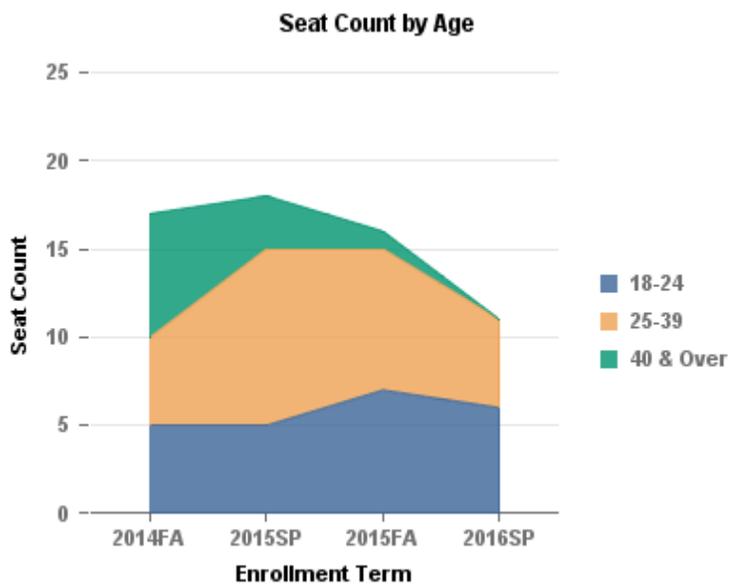


Figure 8: Seat Count by Age

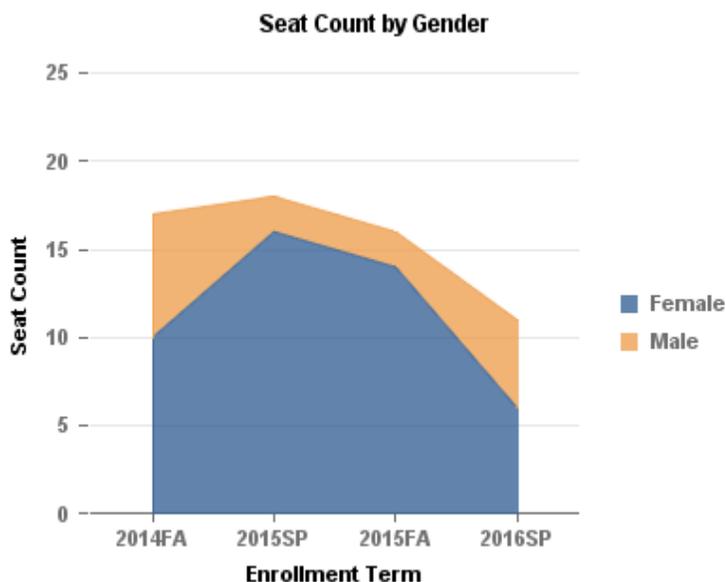


Figure 9: Seat Count by Gender

**5) Identify program productivity (WSCH/FTEF).**

The Co-Op Ed. Work Experience Program enrollment for the past three years is reflective of our EVC enrollment patterns. (See Figure 14). The FTES reflects the enrollment pattern of the College. If our overall enrollment is high, the number of students who enroll in the program increase. The same is true when our enrollment is down, there are less students enrolled in the program. (See Figure 10). The productivity of the program exceeds the productivity goal when our student enrollment was high. (See Figure 11). The programs' course completion and success rate have been successful for just one Faculty/Coordinator without any staff support to assist students. In addition to assisting students the Faculty/Coordinator serves as the career counselor and coordinates various activities for the program. (See Figures 12 and 13)

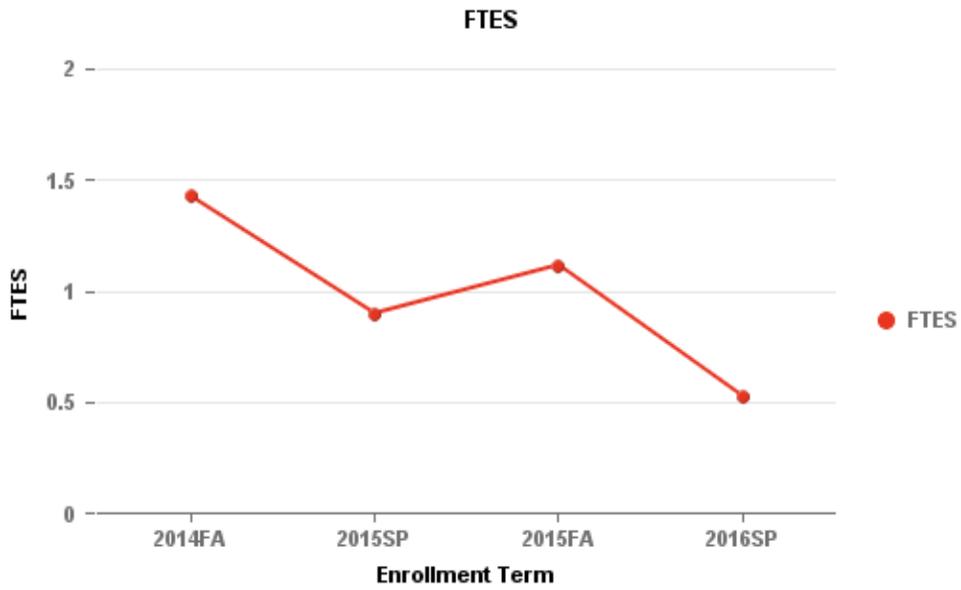


Figure 10: FTES

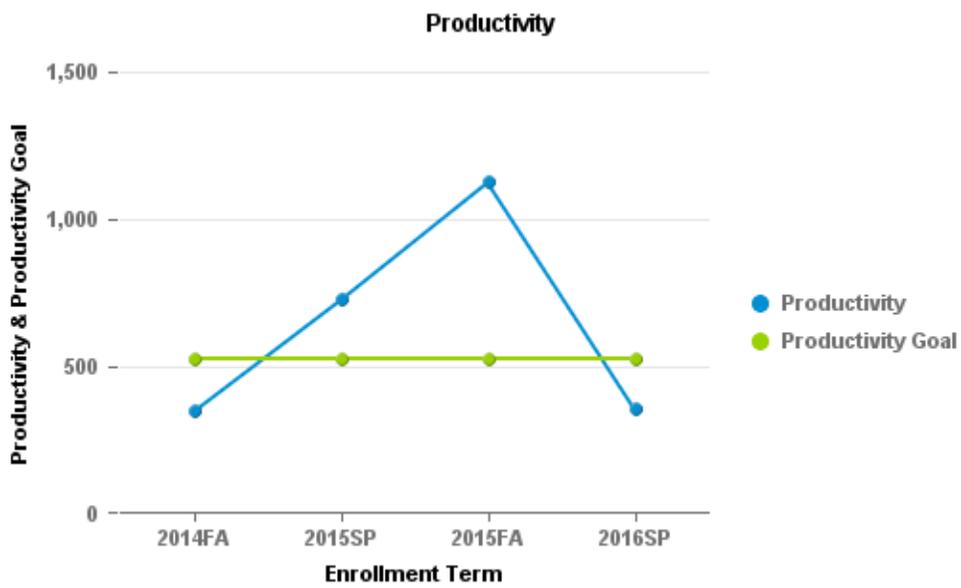


Figure 11: Productivity

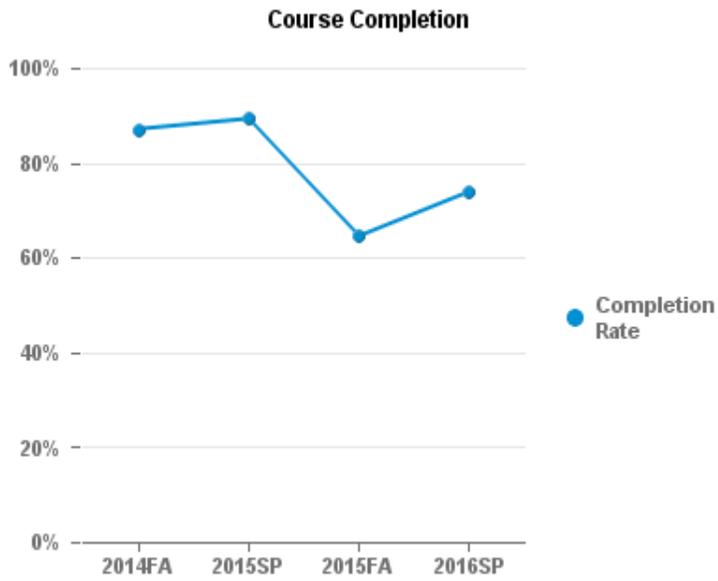


Figure 12: Course Completion and Success

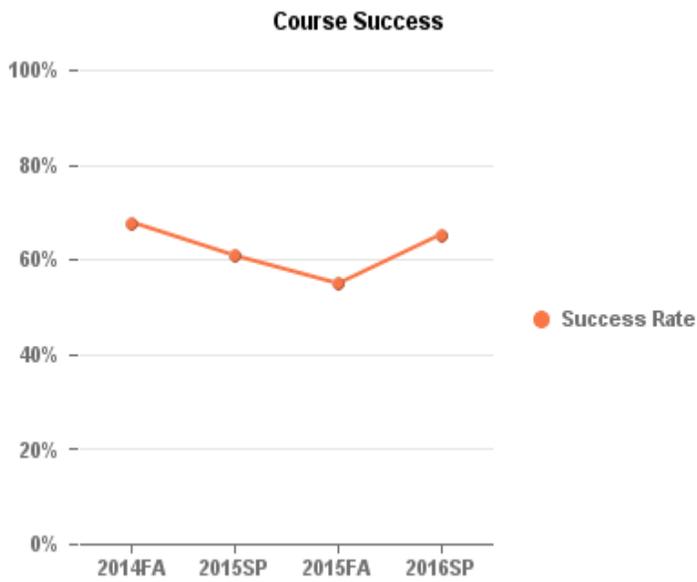


Figure 13: Course Success

## EVC

2014FA		2015FA		2016FA		
#	Pct Change from Prior Yr	#	Pct Change from Prior Yr	#	Pct Change from Prior Yr	3 Yr Change
8996	-1%	9062	1%	9170	1%	-4%
						<b>Total Headcount</b>
						<b>FTES</b>
						<b>Seat Count</b>
881	1%	909	3%	894	-2%	1%
						<b>Section Count</b>
191.1811	-1.83%	207.1108	8.33%	195.9925	-5.37%	

Figure 14: EVC Total Head Count Summary

- 6) If the program utilizes advisory boards and/ or professional organizations, describe their roles.

The Co-Op Ed. Work Experience Program does not utilize advisory boards.

### Management Information Systems (MIS)

7. The Co-Op Ed. Work Experience Program does not have any MIS data mandates.

## Part B: Program Access

1. All student have access to enrolling in all the work experience classes provided they meet the course requirements. They can add work experience classes through myweb prior to the first day of classes. After this period, students may request an add code for any of the work experience courses by attending a work experience orientation on campus in SC-250 and meeting the requirements for each occupational or general work experience class.
2. Student eligibility is determined during the work experience orientations. Each student's eligibility is determined through an application process which is reviewed by the Faculty/Coordinator to insure that students are working, volunteering or interning. This process allows the coordinator to verify that the students are employed/volunteering and have an immediate supervisor. As well as verify that each student has taken courses in their designated major for students enrolled in the occupational work experience courses.

This information can be located on:

- All Recruitment flyers
  - Brochures
  - EVC College Catalogue
  - Work Experience Web Page
3. Faculty/Coordinator communicates and tracks students throughout the semester for which they are enrolled in order to insure students continue working or interning.
  4. Students are required to attend one of several Work Experience Orientations offered on Campus. The program is designed for students to earn their units for their Internship, Volunteer or Employment once these have been approved by the Co-Op Ed. Coordinator.

## Requirements

**Questions 4-6 Not Applicable for the Co-Ed. Work Experience Program.**

### **7) What type of documentation is the program required to maintain?**

The Co-Op Ed. Work Experience Program must maintain the WE-103 evaluation contract form for each student enrolled in the program for 5 years.

## Services

### 8) Describe program services

The Faculty/Coordinator in addition to Coordinating and managing the work experience program provides assistance to all EVC students with Career Services. These include: career exploration, resume review, job search activities, mock interviews, career exploration workshops, internship workshops, resume workshops as time permits. Assists all employers with job postings requests, on campus tabling requests and the recruitment of employers to participate in the annual Spring Job Fair.

**Questions: 9-10 Not Applicable**

### Part C: Student Learning Outcomes

List of all Occupational/General Work Experience Courses and student learning outcomes:

ACCT. 138	AJ 138
BIS 138	BUS 138
BIM 138	CADD 138
FCS 138	LA 138
WE 88 General Work Experience	

#### 1. What are the SLOs for the Program

SLO#1 Demonstrate understanding of workplace success skills which are directly related to the work experience situation.

SLO# 2 Analyze and describe personal and career learning process and skills acquisition in relation to work setting.

SLO#3 Developed measurable work experience objectives evaluating and documenting results against initial expectations.

## **2. List or describe all assessment mechanisms you are using to evaluate course and/or program student learning outcomes**

There are eight occupational Co-Op Ed. Work Experience course and one general work Co-Op Ed. Work Experience course which are actively using the assessment SLO which was developed. The assessments tools used are based on student assignments such as their WE-103 Employer Contact Evaluation form and their Self-Evaluation paper.

The link to the Co-Op Ed. Work Experience courses and SLO assessment matrices are:

[http://evcwebs.sjeccd.edu/SLO/Course/COUNSELING/WE\\_88.pdf](http://evcwebs.sjeccd.edu/SLO/Course/COUNSELING/WE_88.pdf)

[http://evcwebs.sjeccd.edu/SLO/Course/COUNSELING/WE\\_138.pdf](http://evcwebs.sjeccd.edu/SLO/Course/COUNSELING/WE_138.pdf)

## **3. Since the last program review, summarize SLO assessment results at the course level.**

Since our last program review 2010, there was no integration of the SLO assessment results for our campus. The 2014 summary was utilized instead. The assessment results for the Co-Op Ed. Work Experience courses indicated that students enrolled in the program are understanding workplace success skills, are able to analyze and describe personal and career learning processes, and are able to develop learning objectives which they are able to evaluate and document their results based on their experience. The data for the past three years indicate a high completion and success rate for students enrolled in the Co-Op Ed. Work Experience courses. Students gain a deeper understanding of employability skills and professional development.

#### **4. What plans for improvement have been implemented to your courses as a result of SLO assessment?**

The Co-Op Ed. Work Experience courses data indicates a strong enrollment, persistence and success rate which reflect the following implementations:

- Students receive an e:mail reminder for their assignments
- Students with questions receive prompt responses from Faculty
- Student receives a direct phone call if there is no response to e:mail
- Students receives a letter in the mail if e:mail or phone call is non-responsive

These reminders have assisted students with completing their assignments and following through with the course requirements. However, having a full time staff person would provide additional services and activities for the program which at this time are limited.

#### **5. As a result of SLO assessment data, will you be requesting additional resources for your courses/program? Yes**

The most important resource is to have a Full-Time Program Specialist that will support all students and the program. Additionally, would like to request a copier.

### **Part D: Faculty and Staff**

1. Janina Espinoza Faculty/ Coordinator for the Co-Op Ed. Work Experience Program/Job Placement also serves as the career counselor for the College. The Faculty/Coordinator contributes to the Co-Op Ed. Work Experience success by providing students with quality services as time permits with the limited resources available to the program in the form of a Full Time Program Specialist.
2. List major professional development activities completed by Faculty
  - Attend annual State of Silicon Valley Conference
  - California Placement Association Conference
  - CA Career Café annual conference
  - Webinars on careers as well as technology training
  - Stay current with local labor market information
  - BIS Advisor Committee member

- Taken courses in business, marketing, human relations, psychology, labor studies and Family Consumer studies in order to provide student with an overview of these courses as they relate to possible careers and skills sets.
- The Cooperative Education Work Experience Program stays current through the mandates of the California Community College Chancellor's Office. They provide updates and guidelines under Title V to which the program must adhere.
- The Cooperative Education Work Experience Faculty/ Coordinator researches employment trends through department of Labor.
- The Cooperative Education Work Experience Faculty/ Coordinator researches skills required for all Career Technical Education.
- The Cooperative Education Work Experience Faculty/ Coordinator stays current with all Career Technical Education (CTE) courses at Evergreen Valley College.
- The Cooperative Education Work Experience Faculty/ Coordinator networks with various employers in Silicon Valley to stay current on employment trends and skills sets.
- The Cooperative Education Work Experience Faculty/ Coordinator researches Silicon Valley Labor Market information through the Employment Development Department.

## **Part E: Budget Planning and Resource Allocation**

1. How do you ensure that categorical funds are only used for allowable and mandated costs?  
There is a regularly monitoring of the budget in collaboration with the Business Office and with respective managers in charge of given departments.
2. Is the College mandated to provide a match/maintenance of effort? Yes
  - a. How is this met? The match is accomplished through Fund 10 and other programs, typically categorical.
  - b. Explain any outcomes, should the College not meet match/maintenance of effort obligation. Reduction or lack of funding by the State Chancellor's Office.
3. Describe the process for developing and obtaining local, state. Or federal Budget and Expenditure approval (include timelines). This would typically take place by applying through grants, plans, and proposal to various entities. The timelines vary throughout the year per given grants or proposals.

4. Indicate the process for completing the program's fiscal reports and relationship to the district's year end program accounting (include timelines). Dean is new and unfamiliar with the district's process and timelines.
5. Were reports submitted on time? Yes
  - a. If not, explain rationale for late submissions and the process for requesting an extension.
6. Explain any other external funding sources for which your program is benefiting from, or would be a good candidate. Dean is not aware or knowledgeable at this time.
  - a. Do you have plans to apply for such sources? Typically, yes.
7. Indicate if you are receiving or planning to request funds beyond the state or federal categorical allocation. No.

## **Part F: Future Needs**

1. A Full-Time Program Assistant who will support and assist students in the work experience program. Re-Designate SC-214 location as the Transfer/Career/Work Experience Center. This would provide a cohesive center which would promote Transfer workshops, University Representative and services along with career exploration, employment and internship opportunities in one main location which was the original plan when the Student Services Building was remodeled. Our Evergreen Valley College students deserve a state of the art location that allows for these activities in one main location.

This is a simple request that should be part of the Colleges Students Success Mission and Vision to have a complete center as it once did. Today, the Transfer area is an open area in the Counseling department which only has a corner and the Career Work Experience area has one office and open center space. I would hope that this separation is not the vision or priorities of the College for our students. I believe that having a full functioning center as it was intended would be a priority of the College. As having a full Transfer/Career/Work Experience center which would be more conducive to hosting University representatives, and employers which ties directly to our strategic initiatives of being student centered and community engagement.

2. No plans to automate/or create additional services within program.
3. In the next 3 years or sooner, hiring a Program Specialist to support the Career/Work Experience program would be ideal to maintain and further develop the program. At this time, the Faculty/Coordinator has no support to assist students during the Intersession or Summer.
4. The current budget is barely enough for supplies and mileage. The program would benefit from having a copy machine and additional computer stations to assist students with career exploration and employment/internship opportunities.

**PART G: Additional Information N/A**

**PART H: Annual Assessment N/A**