El Camino College

Program Review

Community Education

Planning of Goals - Community Education

Enrichment/Personal Development Classes

Goal Description
Provide high-quality, engaging, community-driven and market-driven fee or free-based classes, workshops, and events that are responsive to the enrichment/recreational interests or personal development needs of our local community.

* Goal Status
In Progress/Funded

* Goal Cycle(s)
July 2023 - June 2027

Rapid Job Training

Goal Description
Serve the immediate job training needs of ECC's surrounding communities along with the job hiring needs of our local industries/businesses by providing high-quality, engaging, community-driven and market-driven free or fee-based short-term classes, workshops, and events that are responsive to the vocational needs of a diverse demographic of students, while maintaining high levels of student and employer satisfaction.

* Goal Status
In Progress/Funded

* Goal Cycle(s)
July 2023 - June 2027

Revenue Generation

Goal Description
Generate adequate revenue streams through fee-based or grant-based support to sustain the self-funded Community Education department.

* Goal Status
In Progress/Funded

* Goal Cycle(s)
July 2023 - June 2027

Foster & Kinship Care Education

Goal Description
Provide pre-service and in-service state/federal-funded trainings that are free to foster & kinship (FKCE) caregivers to support foster children living in out-of- home care.

* Goal Status
In Progress/Funded

* Goal Cycle(s)
July 2023 - June 2027

Planning of Outcomes - Community Education

Enrichment/Personal Development Classes

Outcome Description
Community Education students, comprised of members of ECC's surrounding communities, will enroll in fee or free-based classes, workshops, and events that are responsive to their enrichment/recreational interests and personal development needs.

* Outcome Status
In Progress/Funded

* Outcome Cycle(s)
July 2023 - June 2027

Actions needed to achieve outcome
Engage in ongoing research and development to create new or update existing classes that reflect the enrichment/recreational interests and personal development needs of the community.

Develop schedule of classes three times per year to coincide with the development, production, and printing of three Community Education catalogs: 1) Winter/Spring Schedule: Due first Friday of August. 2) Fall Schedule: Due second Friday of May. 3) Summer Schedule: Due second Friday of February.

Performance indicator/accomplishment
Number of new or updated enrichment/personal development classes.

Target
Produce two to five high-quality revenue-generating enrichment/personal development classes.

Job Training

Outcome Description
Community Education students, comprised of members of ECC's surrounding communities, will enroll in fee-based, short-term, and in-demand job training classes or programs.

* Outcome Status
In Progress/Funded

* Outcome Cycle(s)
July 2023 - June 2027

Actions needed to achieve outcome
Engage in ongoing research and development to create or update "high-demand" job training classes that reflect the vocational needs of local businesses/industry to provide rapid employment for community members.

Develop schedule of job training classes three times per year to coincide with the development, production, and printing of three Community Education catalogs: 1) Winter/Spring Schedule: Due first Friday of August. 2) Fall Schedule: Due second Friday of May. 3) Summer Schedule: Due second Friday of February.

Performance indicator/accomplishment
Number of new or updated job training classes/programs.

Target
Produce two to five high-quality revenue-generating job training career development classes.

Revenue Generation

Outcome Description
The Community Education department's personnel salaries, instructional partnership(s) fees, and all other programmatic fees will be generated through fee-based student enrollments or grants.

Planning of Outcomes - Community Education

* Outcome Status
In Progress/Funded

* Outcome Cycle(s)
July 2023 - June 2027

Actions needed to achieve outcome
Maintain financial sustainability of the Community Education department by engaging in ongoing development of new or updated "high-demand" classes, while discontinuing or revamping poorer-performing, low-enrollment offerings. Submit job training programs to ITrain/CalJobs for individual student funding support. Submit for programmatically-related grant support, i.e. Young@Heart 50+ older adult initiatives.

Performance indicator/accomplishment
Adequate fee-based enrollments and grant-funded support to maintain financial sustainability of the department.

Target
Maintain or increase revenue to support all Community Education programs. This includes receiving grant support for eligible programs, i.e. Young@Heart 50+ older adult offerings.

Foster & Kinship Care Education

Outcome Description
Foster & kinship (FKCE) caregivers will complete pre-service and in-service required trainings to support the foster children in their care.

* Outcome Status
In Progress/Funded

* Outcome Cycle(s)
July 2023 - June 2027

Actions needed to achieve outcome
Engage in ongoing collaboration with state and local (i.e. Department of Child & Family Services) foster & kinship groups or advisory committees to update or obtain new curriculum that will fulfill the pre-service and in-service training requirements for foster & kinship caregivers to support the foster children in their care.

Develop schedule of foster & kinship care education classes three times per year to coincide with the development, production, and printing of three Community Education catalogs: 1) Winter/Spring Schedule: Due first Friday of August. 2) Fall Schedule: Due second Friday of May. 3) Summer Schedule: Due second Friday of February.

Chancellor's office requirements/due dates: 1) Beginning year budget forms and proposed schedule for July - June: DUE to the first week of August. 2) End-of-year database and final budget report: Due last week of August.

Performance indicator/accomplishment
Number of foster & kinship caregivers served.

Target
Maintain or increase Foster & Kinship Care education enrollments increasingly per year.

Planning of Annual Resources

July 2021 - June 2025

Facilities & Equipment Assessment

What resources does the office/program currently have? Attach any documents in the next field.
Communications building Room 201-c w/test proctoring computer room.

What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.

Access to the following types of classrooms: 1) Rooms with sinks and dedicated locked cabinet(s) for Phlebotomy Technician, Clinincal Medical Assistant, and craft-enrichment classes, i.e. soap making, candle making and cooking (instructor provdes burners for each student). 2) Exercise room: For community yoga, dance, and other wellbeing-enrichment classes. We had to cancel our popular yoga instructor's class after 15+ years due to not being able to obtain a proper room for yoga. We received several complaints from his students. 3)Computer room with 20 to 30 computers: For computer basics classes and career training classes. 4) Access to large outdoor parking lot area for Truck Driving program. 5) During the summer, access to 4 dedicated classrooms clustered together, for Kid's College program. Kid's College has been reduced to 1 day events due to inability to obtain dedicated space for the kids during the summer.		

Planning of Annual Resources

Technology & Software Assessment

What resources does the office/program currently have? Attach any documents in the next field.
Computers to support up to 7 staff.

6 computers to support test proctoring services.

Augusoft/Lumens/Modern Campus enrollment management system.

What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.
Access to Canvas for Community Education job training programs.

Staffing Assessment

What resources does the office/program currently have? Attach any documents in the next field.
2 full-time staff.

What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.
Community Advancement Administrative Assistant Hire to also support administrative components of

Community Education department.

Additional staff department to scale programs.