



College for Working Adults (CWA)

Program Review - Annual Update

2022 - 2023

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Annual Update Questions - Disciplines

1. Describe any changes or updates that have occurred since you last submitted program review. If there haven't been any changes or updates since your last program review, enter N/A.

The scope of the program with regard to campus engagement and collaboration with other programs and services has expanded. Please see goals below.

Career Education/Workforce : We are looking to expand our program to provide CWA services to evening working adult certificate students. Increasing our services will not only strengthen CWA but support certificate seeking evening students to persist.

Increase Degree Offerings: CWA is exploring evening degree offerings in hopes to using the CWA model to provide accessible pathways to degree completion for evening students. Specifically we would like to start looking into our Child/Adolescent Development degree.

Support ESL evening students: Providing accessible evening degree and certificates to inspire ESL students to continue their education.

Re-Entry Population: Establish a "campus community"to support our re-entry population via CWA. Provide accessible degree and certificate programs.

Program collaborations: CWA has since created partnerships with Promise Scholars Program, Umoja, Project Change and the Rising Scholars Network.

2. Provide a summary of the progress you have made on the goals identified in your last program review. Below is a quick summary of each goal and update of our progress:

1 Keep the CWA office open on at least one Friday per month and provide counseling services at least one Saturday per month. Addresses identified gaps in student support as evidenced by CWA student feedback received.

UPDATE: In order to provide much needed student advising and/or counseling support, on Friday and selected Saturday mornings, we will need to increase our Project Director to 100% time to find coverage

2 Continue to review curriculum and degree offerings Addresses need to identify areas for program expansion and align new curriculum with projected employment growth fields.

UPDATE: Since our last year's program review CWA is working on expanding its offerings in Career Education/Workforce. The program would like extend its services to support evening working adult

College for Working Adults (CWA) - Annual Update

certificate students. Along with this expansion, CWA is also looking into adding a degree in Child/Adolescent Development.

3 Conduct CWA surveys and/or focus groups to gather information about student needs Addresses need to strengthen program assessment overall.

UPDATE: Our assessment of the CWA program is ongoing. After surveys and feedback, we have concluded the expansion of offerings and in degree and certificates for our evening students will create success for the program. Along with this we are focusing on supporting ESL evening students to persist in completing a degree or certificate.

4 Create outreach partnerships with private sector companies. Addresses need to strengthen the connection of the CWA program with area employers, many of whom are actively seeking training and education opportunities for their current and prospective employees.

UPDATE: We have since been collaborating with Job Train, San Mateo County Human Services Agency, Maple Street Correctional Center. CWA is also working alongside Project Change and Rising Scholars Network and currently researching local tech companies that could benefit from the CWA program.

5 Create a more defined action plan for early intervention

UPDATE: Since our last program review we have developed a seamless intervention action plan with our CWA Faculty, Retention Specialist and the College's Early Alert Team.

3. If your goals are changing, use this space to provide rationale, or background information, for any new goals and resource requests that you'll be submitting that were not included in your last program review. College for Working Adults is broadening its scope to support Cañada College students, specifically evening and weekend students, in direct support of the college Education Master Plan and related college activities to promote reentry student achievement: 1.2 Build on the CWA Model; 2.13 Evaluate academic support programs; 4.3 Create a hub for evening and weekend students.

Updated CWA Goals:

1. increase CWA access to evening career education and workforce students, 2. expand as possible evening, online, and weekend degree patterns to serve evening students, 3. provide direct support to evening ESL students in completing degrees or certificates, and 4. establish a "campus community" to support reentry and formerly incarcerated students (from on-boarding to completion). The Project Director is currently a liaison to Maple Street Correctional Center (one day per week) and in the process of establishing an MOU for continued and enhanced transition service to potential students. Also, the CWA Project Director is the college lead for the Project Change/Rising Scholars network initiative to serve justice impacted students.

Supporting Information

College for Working Adults (CWA) - Goals and Resource Requests

Goals

Goal Status

1 - New (PR)

Goal Title

Expand CWA Scope and Service (See below goals 1-4)

Goal Description

Programmatic goals and direct support to college EMP directives to increase evening services and continue campus and community collaborations include: 1. increase CWA access to evening career education and workforce students, 2. expand as possible evening, online, and weekend degree patterns to serve evening students, 3. provide direct support to evening ESL students in completing degrees or certificates, and 4. establish a "campus community" to support reentry and formerly incarcerated students (from on-boarding to completion).

Program Review Cycle When the Goal Begins

2022 - 2023

Who's Responsible for this Goal?

Jose Zelaya/James Carranza

Resource Requests

Item Requested

Increase Project Director hours from 80% to 100% (See position request below.)

Item Description

Addresses multiple programmatic goals for success and supports college EMP directives to increase evening services and continue campus and community collaborations: 1. increase CWA access to evening career education and workforce students, 2. expand as possible evening, online, and weekend degree patterns to serve evening students, 3. provide direct support to evening ESL students in completing degrees or certificates, and 4. establish a "campus community" to support reentry and formerly incarcerated students (from on-boarding to completion). The Project Director is currently a liaison to Maple Street Correctional Center (one day per week onsite) and in the process of establishing an MOU for continued and enhanced transition services to potential students. Also, the CWA Project Director is currently leading the Project Change/Rising Scholars network initiative to serve justice impacted students.

Status

New Request - Active

Type of Resource

Non - Instructional Personnel

Cost

TBD (Budget Augmentation)

One-Time or Recurring Cost?

Recurring Cost

Critical Question: How does this resource request support closing the equity gap?

The College for Working Adults addresses equity gaps by supporting and accommodating working adults, first generation and non-traditional/traditional first-time college students to persist and complete AA/AS, ADT. It is a pre-designed curriculum that allows part-time evening students to complete their degree at night, online, and weekends. The increase in hours (7.5 hours weekly) will allow CWA to continue its plans to further support minoritized (and other students) to 1. increase CWA access to evening career education and workforce students, 2. expand as possible evening, online, and weekend degree patterns to serve evening students, 3. provide direct support to evening ESL students in completing degrees or certificates, and 4. establish a "campus community" to support reentry and formerly incarcerated students (from on-boarding to completion). The program is making progress in goal 4, as the Project Director is currently a liaison to Maple Street Correctional Center and in the process of establishing an MOU for continued and enhanced transition service to potential

College for Working Adults (CWA) - Goals and Resource Requests

students. Also, the CWA Project Director is currently leading the Project Change/Rising Scholars network initiative to serve justice impacted students.

Critical Question: How does this resource request support Latinx and AANAPISI students?

Increasing the Project Director role to 100% will enable for our most marginalized to benefit from a consistent resource throughout their academic journey. Many of our first generation students from these populations lack the institutional capital to persist. According to our data reports on average the program co-hort is 70% first generation college students. Using the four year average, 66.75% of our students are Latinx and 14.5% are ANNAPISI. With these communities making up the majority of our program (81%), a full-time Project Director for CWA would be critical to further supporting these communities. It is important for these groups to rely on someone to guide them through collegiate institutions. Consistent student engagement and support will enable students to persist at higher rates and will increase degree completion.

If requesting Personnel please complete the New Classified Hiring/Position Justification or the New Faculty Position Proposal Below.

NEW CLASSIFIED HIRING/POSITION JUSTIFICATION

Hiring Division/Department:

Humanities Social Sciences

Position Title:

Project Director

Is this position permanent?

Yes

Position Type

Full - Time

If Part-Time, what percentage of Full-Time is this position?

N/A

Provide # of months

12

Position: General Funds

Fund 1

Allocation: External Funds

N/A

Justification

1. Describe the specific needs for the position requested and the duties of this position in a brief statement.

The duties of the existing College for Working Adults Project Director position include the following: student recruitment, enrollment management, marketing, data collection and analysis, program development, including collaboration with community partners, budget planning and expenditure monitoring, applicant screening, staff training, compliance with applicable rules and regulations and overall integration of CWA with existing Cañada College services and instructional programs. In support of the Education Master Plan, CWA is in the process of expanding its scope of service to students in collaboration with instructional divisions and college programs-- The Human Behavior and Culture Interest Area (and more generally Guided Pathways), Promise Scholars Program, Umoja, and Project Change/Rising Scholars. See also CWA program goals 1-4 below. While the specific duties for a Project Director remain relatively constant, the scope of CWA is expanding to include direct support of additional student groups and the inclusion of a new college partnership with the San Mateo County Sheriff's Office at the Maple Street Correctional Center. Additionally, the Project Director is also serving as the college lead for the Project Change/Rising Scholars initiative which serves justice involved youth and incarcerated and formerly incarcerated students.

2. Explain how this position aligns with and supports the mission and strategic goals of the college.

College for Working Adults is broadening its scope to support Cañada College students, specifically evening and weekend students, in direct support of the college Education Master Plan (and related college activities to increase reentry student achievement): EMP, 1.2 Build on the CWA Model; 2.13 Evaluate academic support programs; 4.3 Create a hub for evening and weekend students. CWA is a model College access program. The

College for Working Adults (CWA) - Goals and Resource Requests

CWA cohort is 70% first-time college students. Additionally, 80% of CWA cohort students are from Asian American Native American & Pacific Islander and Latinx student groups. CWA is an open access college program for working adults. The program provides wrap-around support services and instructional degree pathways for, again, largely first-time, minoritized students of color.

3. Explain how adding this position will strengthen the department or division.

While College for Working Adults is under the Humanities and Social Science division, it is by design a college program serving student completion in six AA/Associate Degrees for Transfer as well as necessary GE courses across divisions: Humanities and Social Sciences, Business, Design, and Workforce, Science and Technology, Kinesiology, Athletics, and Dance, and Counseling (Career).

The increase in Project Director hours (7.5 hours weekly) will allow CWA to support program expansion plans to 1. Increase CWA access to evening career education and workforce students, 2. Expand as possible evening, online, and weekend degree patterns to serve evening students, 3. Provide direct support to evening ESL students in completing degrees or certificates, and 4. Establish a "campus community" to support re-entry and formerly incarcerated students (from on-boarding to completion). The Project Director is currently a liaison to Maple Street Correctional Center (onsite one day per week) and in the process of establishing an MOU for continued and enhanced transition-to-Cañada services for incarcerated and formerly incarcerated students. Also, the CWA Project Director is currently leading the Project Change/Rising Scholars initiative to serve justice impacted students. The CWA project director has also established collaborative relationships with campus programs serving new and returning students, specifically, the Promise Scholars Program and Umoja. Increasing the Project Director role from 80% to 100% will allow for continued and new collaboration as CWA formalizes its broader scope of service to students and Cañada College.

4. Explain how this work will be accomplished if the position is not filled.

The scope of CWA services and program expansion is relative to the amount of time the Project Director can commit to it. The proposed CWA expansion will be delayed, and the college will need to revisit how to support the items identified in CWA's expanded scope. (The project director at 80% will remain focused on managing CWA's existing, primary services.)

This position has been reviewed by the department or division and is recommended for hiring.

Dean / Director / Hiring Supervisor Name

James Carranza

Date

11/03/2022

NEW FACULTY POSITION PROPOSAL

C. Program Vitality and Viability

D. What is the evidence of student demand to justify the proposed position?