

Department of Institutional Effectiveness

Report to the Board of Trustees

January 29, 2021

<p>Institutional Effectiveness</p> <p>Dr. Lawrence Buckley <i>Vice Chancellor of Institutional Effectiveness</i></p> <p>Dr. Cynthia Herrera <i>Associate Vice Chancellor</i></p> <p>John Cooney <i>Researcher</i></p> <p>Holly Correa <i>Program Director I</i></p> <p>Jessica Lau <i>Senior Accounting Tech</i></p> <p>Daniel Rangel <i>Administrative Assistant</i></p>	<p><u>Partnerships</u></p> <ul style="list-style-type: none">● Report preparation for March Board of Trustees meeting<ul style="list-style-type: none">○ The AVC and all four of the Career Education Deans are steadily working toward the development of the <i>Career Education and Economic Development</i> report to the Board of Trustees which will offer an overview of ongoing and new career education – economic pathways and outcomes.● Ventura College Advanced Manufacturing<ul style="list-style-type: none">○ Continued monitoring of formal apprentice on-the-job training in partnership with California Tooling and Machining Apprenticeship Association (CTMAA)○ Ongoing pre-apprenticeship dual enrollment planning with Ventura County Office of Education● Dual Enrollment with Ventura County Adult Education Consortium (VCAEC)<ul style="list-style-type: none">○ The VCCCD-VCAEC-VCOE workgroup met with the intent of creating a “systems-approach of integrating dual enrollment into the Adult Education sites with the focus on career-specific program pathways leading to a certificate or degree, resulting in job placement. The team agreed to focus on manufacturing; developing program pathways for the Fillmore and Moorpark Adult Schools with Ventura College and Moorpark College, respectively. Ideally, the Adult Schools would like to begin to offer the dual enrollment opportunities in Fall 2021, given mutual agreement of coursework as well as the timely completion and processing of MOU agreements.● County of Ventura Title IV E Contracts<ul style="list-style-type: none">○ Continued CPR trainings for County HSA○ Continued fiscal management for county HSA programs● Port of Hueneme – Employer Needs Survey leading to Contract Ed.<ul style="list-style-type: none">○ The survey has been completed and a meeting is currently being scheduled to discuss contract ed. Opportunities. One potential barrier to moving forward is the completion of the processing of the MOU/Agreement with the College of the Canyons which is under review with VCCCD’ Business Services division.● ETP Partnership with College of the Canyons<ul style="list-style-type: none">○ The VCCCD has been engaging in discussions with the College of the Canyons to partner with them utilizing ETP funding to support contract education in Ventura County. This is the first phase of developing the VCCCD ETP funded, contract education system for Ventura County. A draft Agreement was presented to Business Services in December and continues to be under review.
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- Skyworks
 - Level I Electrical Technician contract education training completed
 - Level 2 Electrical Technician contract education training
 - Processing documents to provide Level 2 training development in partnership with employer to meet industry demand
- Ventura County Office of Education (VCOE)
 - AVC participated in two Career Education Advisory Committee meetings for the Regional Occupational Center at the Camarillo Airport. Advisory Committee activities include identifying the skills and knowledge that students complete in an occupational course sequence and reviewing specific occupational sequences offered.

Contract Education-ETP Development

A video has been developed to promote contract education within the VCCCD. The video has been posted on the VCCCD SPEA webpage which can be viewed by utilizing the following link: <https://www.vcccd.edu/departments/strategic-partnerships-enrollment-and-advancement/corporate-training>

Four-Year Strategic Plan and One-Year Business Plan

Moving forward, it is imperative that we utilize available partnerships to form a solid foundation via ETP resources. A draft Agreement with College of the Canyons with the VCCCD is under review in Business Services. This will allow the VCCCD to utilize an existing College of the Canyon's ETP agreement while the VCCCD rebuilds its reputation with ETP as well as enhances business services processes that are needed to be responsive to employers in a timely fashion. Contract education focus will be on *Manufacturing, 21st Century Business Skills/soft skills and Leadership Skill's Development*.

Next Steps: Building the VCCCD Contract Education System

Tentative *Contract Education System Development* timeline is as follows:



DAC / Colleges Additional / New Reporting Support

Districtwide B.o.T. level AB-705 reporting and dashboard development

Districtwide B.o.T. level canceled sections reporting and dashboard development

Districtwide B.o.T. level course Completion reporting and dashboard development

Financial Aid / Business Services HEERF / CARES federal reporting (Data requirements)

Updated design of VCCCD Employee Diversity Dashboard

Potential Spring 2021 fraudulent enrollment analysis

After increased communication statewide regarding the potential for fraudulent enrollments VCCCD IE – Research coordinated a districtwide data collection, validation and analysis process to evaluate districtwide CCCApply, enrollment and financial aid data as it relates to the latest information provided by other CC's experiencing potential fraud.

DAC IE Research will monitor, collect and analyze data and information for future process evaluation and recommendations

Development VCCCD DAC Strategic Plan (On-going)

Begin development of VCCCD District Administrative Center Strategic Plan.

Development VCCCD DAC Program Review (On-going)

Begin development, process updates and improvements for VCCCD 2nd Annual Program Review.

Organized DAC Program Review discussion and direction for DAC Unit Leads.

Will begin "Customer Service" surveys for DAC Program Review in February

Development of districtwide survey calendar (On-going)

The districtwide survey calendar will note all consistent surveys deployed by Moorpark College, Oxnard College, Ventura College and the DAC. The purpose of the survey calendar is to monitor and analyze current districtwide survey volume and purpose so to better manage for institutional consistency as well as survey fatigue.

Compressed Calendar Review Process

Districtwide committee formed, I.E. Research leading districtwide subcommittee on project research component

Weekly Enrollment Management Reporting (On-going)

- FTES Comparison
- Fill Rate Comparison
- Headcount Comparison
- Units Comparison
- SCFF Comparison

Monthly Student Clearinghouse reporting (On-going)

U.S. postsecondary institutions with automated enrollment verification and deferment reporting on their financial aid students to the education finance industry and the Department of Education.

Continue to support College and DAC level data and research needs (On-going)

