



Administrative Leadership Unit Review (ALUR) Template for FY 2022-23

Date: 2/25/2022

Division: BEPP

Division Dean/VP: Kane

Program(s) within your division: Click or tap here to enter text.

I. List the programs that fall within your Division.

Accounting, Business, Business and Computer Systems Management, Management, Sales and Marketing, Human Resources Management, Hospitality Tourism and Management, Entrepreneurship, Automotive Technology, Education, Early Childhood Education, Wellness, Cosmetology, Esthetician, Barbering, Real Estate, The Child Development Learning Center, The Bay Area Entrepreneurship Center

II. Briefly describe any major changes to the Division or Programs' purview and functions during the past year.

We have had two significant changes over the last year, first we will be ending the Massage Therapy Certificate and our affiliation with the California Massage Therapy Council at the end of this academic year. Second, in October, 2021 the state changed the total hour requirements for the Cosmetology, Esthetician and Barbering Programs from 1600 to 1000 hours effective January 1st, 2022.

III. Briefly describe the major challenges and achievements for your Division over the past year.

The major challenge over the last year was the response to COVID and the transitions related to the ever-changing regulations that programs in the division faced both from the District as well as outside organization regulations. In terms of achievements, our Cosmetology department revamped all of their program requirements and curriculum, the program was also nominated for the program excellence award via the Academic Senate. Our Early Childhood Apprenticeship Program was awarded a \$500,000 grant from the state as well as a \$40,000 grant from the Silicon Valley Community Foundation. The Bay Area Entrepreneur Center was awarded and implemented a \$325,000 in grant funds from the San Bruno Community Foundation to provide microgrants and assistance to San Bruno businesses struggling with the impacts of COVID 19.

IV. List and describe the major goals for your Division – What will the Division focus on achieving over the next 1-3 years? How do your Division goals align with the College's [M-V-V](#) and [Education Master Plan](#)?

1. The Division will be taking a look at the certificates and degrees existing within each department and assessing each's relative success in terms of numbers of awards. Analyzing the results and determining if programs not meeting the standard need assistance or should be deleted. The main purpose is to focus on success and do a better job utilizing Division resources.



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2. The Division will continue the work interrupted by the pandemic in developing 2-3 schedule plans for each department.

3. The Division will continue work on finalizing and institutionalizing the online degree pathways offered in the Division.

- V. **Using the boxes below, list the resource requests that the Division is moving forward for consideration. Please note that the resource requests should be in declining order of priority, as indicated in the upper left corner of each box. For each resource request, describe how it connects with your Division goals, and the potential consequences of not securing the requested resource. In sum, please explain why filling this request should be a priority for the College.**

Order of Priority	Resource Request Title	Type	Program(s) Impacted	Amount \$
1	ADAS Equipment for Automotive	Equipment	Automotive	\$75,000
<p>Describe how this request impacts program/division operations, and how it will further completion of the Division goals stated above.</p>				
<p>We need to modernize the automotive curriculum and equipment to reflect current technology in the automotive industry to continue to meet the industry standard. Not related to the goals above but to the continuing overall goal of all career education programs which is to meet industry standards to support the employability of our completers.</p>				

Order of Priority	Resource Request Title	Type	Program(s) Impacted	Amount \$
2	CDLC staffing	Classified Professional FTE	CDLC	\$100,000
<p>Describe how this request impacts program/division operations, and how it will further completion of the Division goals stated above.</p>				
<p>We need to revise the existing staffing structure of the CDLC to provide for adequate staffing to return to pre-pandemic level of staffing and to meet expansion plans for the center. Doesn't impact the goals above but meets the goal of providing quality instruction and services.</p>				



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Order of Priority	Resource Request Title	Type	Program(s) Impacted	Amount \$
3	Barbering equipment and lab update	Renovation/ Designated Space	Barbering and Cosmetology	\$50,000
<p>Describe how this request impacts program/division operations, and how it will further completion of the Division goals stated above.</p>				
<p>We need to buy the equipment necessary to start the program as well as update the design of the lab in order to facilitate the additional program utilizing the space. Doesn't directly impact the goals above but meets the goal of providing quality instruction and services that will eventually lead to certificate and degree completions.</p>				

Order of Priority	Resource Request Title	Type	Program(s) Impacted	Amount \$
4	CDLC equipment updates	Equipment	CDLC/ECE	\$40,000
<p>Describe how this request impacts program/division operations, and how it will further completion of the Division goals stated above.</p>				
<p>Need to update some of the appliances in the center, redesign some of the sinks and bathroom fixtures, as well as update internet infrastructure per the recommendation of ITS.</p>				



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5	Hire Business Program PSC	Classified Professional FTE	Business, BCM, Sales and Marketing, HR, Real Estate, HTM, management, entrepreneurship, BAEC	\$100,000
<p>Describe how this request impacts program/division operations, and how it will further completion of the Division goals stated above.</p>				
<p>The business program area has 8 academic programs and the coordination and work associated with these programs as well as our directive to create a tighter connection to BAEC has greatly increased the staffing needs for this area. Doesn't directly impact the goals for the year but does support the goal of providing quality education.</p>				

Order of Priority	Resource Request Title	Type	Program(s) Impacted	Amount \$
6	Hire full-time automotive faculty	Faculty/ Adjunct FTE	Automotive	\$100,000
<p>Describe how this request impacts program/division operations, and how it will further completion of the Division goals stated above.</p>				
<p>This position is needed to allow for the automotive program to effectively teach the current full scope of the automotive program. Doesn't directly impact the goals for the year but does support the goal of providing quality education.</p>				