

2017 Cooperative Education Annual Program Plan

COOP Cooperative Education

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| <p>I.A. Describe the program(s) to be reviewed. What is the purpose of the program and how does it contribute to the mission of Skyline College? (Program Profile: Purpose)</p> |
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Narrative

Cooperative Work Experience Education (CWEE) is a process of education, which combines work experience with regular college instruction as an integral part of the community college curriculum. It is called Cooperative Work Experience Education because it is dependent upon employers and educators cooperating to form a more complete educational program for the students. It is a unique plan of education designed to develop skills and knowledge and to improve self-understanding by integrating classroom study with planned, supervised work experience. Crucial to the integration of classroom study and supervised work experience is strong work experience is strong administrative support.

Skyline College's mission is to empower and transform a global community of learners. Students in Cooperative Education are already employed in the work place, they are getting the training they need to become empowered within the work place.

II.A. Describe the progress made on previously established program objectives (goals) including identification of achievements or areas in which further effort is needed. Programs which have not yet established CPR/APP objectives should discuss progress on program implementation or activities. (**Analysis: Progress on Prior Program Objectives (Goals) and Activities**)

Narrative

Our program objective is to develop and implement a comprehensive Cooperative Work Experience program that will enhance/develop students professionally while assisting students with the clarification of major/career goals.

Students gain realistic work experience that is meaningful and related to the student's college study program. Acquire knowledge, skills and attitudes essential for successful employment. The student will demonstrate an increase in confidence and positive self-image through a worthwhile on-the job experience. Develop a professional network and clarify career goals.

The Cooperative Work Experience program supports students' experiential learning by providing detailed feedback and career options based on performance evaluations from employers and students. Thus, contributing to our students' success while straightening community connections.

During the academic year 2016-2017, COOP streamlined communication via technology to promote efficiency with the following updates:

- Included text messaging. Texting is one of the best ways to get in touch with our students and it has proved to be a valuable tool.
- Added required forms and information on the COOP website. Students have access on the website to all forms needed for the program:
 - COOP Ed Application Form
 - COOP Ed updated Handbook
 - COOP Ed Learning Objective Form
 - COOP Ed Memo Form
 - COOP Ed Time Sheet

II.B. Describe any recent external or internal changes impacting the program or which are expected to impact the program in the next year. Please include when the specified changes occurred or are expected to occur. (**Analysis: Program Environment**)

Narrative

Our Office Assistant II has given her notice and will retire in June. This position must be replaced due to the nature of our program. Our assistant not only keeps all the records required by the state but must greet students, direct them to the proper staff members but also enroll them in the program.

General:

- Organize and maintain files and contracts for the Manager and department personnel as directed.
 - Complete filing in a timely and accurate manner.
 - Prepare all correspondence for the Manager and designated department personnel.
 - Sort and distribute incoming mail; Accounts Payable invoices, etc.
- Answer and screen incoming calls and visitors. Respond to inquiries, resolve disputes, gather information and/or transfer calls/visitors to the appropriate person or area.
- Excel and Word
- Maintain adequate supply of office supplies for the department; monitor and maintain office equipment, i.e. copy machine, fax machine, etc. as directed.
- Prepare various reports and supporting documents for department personnel, create and maintain spreadsheets, budgetary tracking.
- Schedule meetings, take notes and distribute minutes after manager approval.
- Assist with preparation of various projects/reports.
- Produce and maintain departmental manuals and/or processes as directed.
- Promote program, set up tables and talk with students.

- II.C.** (1) Instructional Programs Only: Describe what was learned from the assessment of course SLOs for the current and past year.
- (2) Student Service Programs Only: If PSLOs are being assessed this year (3-year cycle), describe what was learned. If no assessment was done because this is an off-cycle year, please state that this item is not applicable. (**Analysis: Student Learning Outcomes (SLOs and PSLOs)**)

Narrative

The COOP Department followed the 3-year assessment cycle for 2016-17. Both SLOs for COOP 670 were assessed and met the standards.

SLO 1 - Identify three to five measurable learning outcomes in their job that relates to student's academic major to assist them in achieving their career goals. An Exit Survey was conducted. The criteria of 70% of students will score "Accomplished objective towards established job learning outcomes/objective. The criterion was met. 94% of students scored "Accomplished Objective".

SLO 2 - Work with their immediate work supervisor and the Cooperative Education Supervisor to define and achieve work related objectives and apply skills to work related problems. An Exit Survey was conducted. The criteria of 70% of students will score "Accomplished objective towards established job learning outcomes/objective. The criterion was met. 84% of students scored "Accomplished Objective".

The COOP Department will conduct further assessments for data analysis. Also, COOP 671 will be assessed in the 2017-2018 assessment cycle.

COOP courses were mapped to ISLOs.

III.A. Consider the previous analysis of progress achieved, program environment, and course-level SLOs or PSLOs (if applicable). What are the key findings and/or conclusions drawn? Discuss how what was learned can be used to improve the program's effectiveness. **(Reflection: Considering Key Findings)**

Narrative

Cooperative Education provides invaluable and measurable experiential learning opportunities with performance feedback for all enrolled students. COOP students are able to explore new opportunities such as internships through this program, and are able to explore new job functions through this program as well. COOP students have the opportunity to discuss with their employers areas of career discovery that they would like to experience while employed/enrolled in this program, and receive feedback and credit; in return, the student is able to demonstrate new areas of proficiency for employers that can be used for salary increases and permanent placement. Furthermore, the program when used in conjunction with internships/ employment opportunities assist students with declaring a major, and clarification of future career alternatives.

We have had planning meetings on concerning restructuring with focus on employers becoming an inherent part of our program and increasing internships where appropriate. Employers have responded positively. We hope that our data base will help students in the future to gain internships and jobs.

III.B. If the program participated in assessment of ISLOs this year:

- (1) What are the findings and/or conclusions drawn?
- (2) Does the program intend to make any changes or investigate further based on the findings? If so, briefly describe what the program intends to do. (**Reflection: ISLOs**)

Narrative

The COOP Department did not participate in ISLOs in 2016-2017.

Previous annual program plans for COOP did not include graded COOP course enhancements. However, these enhancements when implemented will allow students opportunities for career growth that will assist students professionally and support the new SSSP model created by the California Community Colleges Chancellor's Office. (More information in "Action Plan")

Ways that Cooperative Work Experience Program benefits students.

1. Gain valuable work skills before graduation.
2. Obtain enhanced understanding of classroom concepts and apply them to the workplace.
3. Provide increased value to employer by establishing effective goals.
4. Build an expanded resume.
5. Participate in networking skills.
6. Document their work experience on college transcripts.
7. Be awarded credit for hours worked without any class meetings.
8. Apply work experience units towards an AA degree and most certificate programs.
9. Transfer work experience units to the CSU system.
10. Receive individual career guidance from professionals in the field.
11. Improve employee/employer relationships
12. Earn job advancement/pay increase opportunities
13. Inform employer of career goals, educational progress, and desire for advancement.
14. Test career choices.

IV.A. Indicate whether the program is continuing implementation of the last CPR strategy or revising the strategy. Please describe the modifications if revisions are intended.

Note: Any new strategies should be linked to Institutional Goals through creation of objectives in the next section. If the program has not yet participated in comprehensive program review, an annual or multi-year strategy can be defined in this item. **(Strategy for Program Enhancement: Continuation/Modification)**

Narrative

Planned Changes to Cooperative Education Program:

1). Continue work with the COOP Planning Team to explore the restructuring of Cooperative Education practices.

2). Align COOP with Strong Workforce and with a priority of strong connections with employers. This alignment is a strong focus of our District and Board priorities.

3). Work on Enhanced Web-Based Support

- Create Canvas Core Shell for COOP
- Design integrated short-training modules

Examples include:

- Career Conversations
- Professionalism in the Workplace
- Workplace Ethics

4). Comprehensive and Innovative On-boarding Experience

- Develop a new Student Orientation Module using Canvas

5). Increased Thoughtful & Engaging Pedagogy

- Develop a reflection activity (Video/Written)
- Develop engaging and timely discussion posts assignments

6). Implement Additional High Quality Assessments

- Employer tools evaluation of student performance on the job
- Google Survey to administer with employers after participation

7). Develop stronger connections with the Career Center

8). Using these new measures, increase COOP enrollment in all sections across multiple disciplines.

Questions. Focus Inquiry 2017/2018

1). Has COOP begin reaching out to Alumni and companies for employment opportunities and internships for Skyline students?

2). Has the COOP hybrid course been presented to the curriculum committee?

- 3). Have participating instructors completed a canvas training?
- 4). Have we begun outreaching to all departments and students informing them of the Cooperative Education Program at Skyline College?
- 5). Has the program contributed to increase enrollment in COOP?
- 6). How has COOP supported SSSP programming?

IV.B. Based on the most recent CPR and any desired modifications, develop an annual action plan with related resource requests. No narrative response will be entered in this section, but the objectives you create will be printed automatically in the APP report under this item.

(1) To begin, click on PLANNING at the top of the page, then CREATE A NEW OBJECTIVE. To view previously created objectives, click PLANNING at the top of the page, then VIEW MY OBJECTIVE.

(2) IMPORTANT! Make sure to associate each objective to this standard in the APP. Need help? Contact the PRIE Office for further instructions. **(Strategy for Program Enhancement: Action Plan and Resource Requests)**

Narrative

See Planning Module.

Associated Objectives

-  [117-Enhance the COOP Experience](#)
-  [189-Hire COOP Office Assistant \(Replacement\)](#)

Task Details Report

Planning Year: 2017-2018

Planning Unit: Cooperative Education

Unit Manager: Cooney, Steven

Objective: 117 - Enhance the COOP Experience

Objective Description:

Work with Career and Workforce and COOP Planning Committee to explore the restructuring of Cooperative Education practices. Create a COOP vision and what we want COOP to become. Align COOP with Strong Workforce and with the priority of strong connections with employers and internships. This alignment is a strong focus of our District and Board priorities. Supportive of our Skyline Promise of successfully helping students to GET In, GET Through, and GET Out on time.

Start Date: 6/5/2017	Task Type: Department/Division/Unit	Priority Level: High	Task Order: 1
Due Date: 5/18/2018	Completion Date: 5/18/2018	Task Status: Ongoing	Budget: \$0

Explore the restructuring/redesign of the COOP program.

COOP Planning Committee Meetings & Workshops (Beginning June 2017 through August 2018):

- Model program components tied with internships
- Redesign practices
- Web-based Supports
- UC articulation

The COOP Planning Committee:
Christine Roumbanis, Dean, BEPP
Andrea Vizenor, Director of Career and Workforce Programs
Steve Cooney, COOP Professor and Coordinator
Mike Fitzgerald, COOP Professor
Alexander Jones, COOP Instructor
Lavinia Zanassi, Faculty Counselor/Coordinator Career Services

Budget from Workforce.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Cooperative Education
Unit Manager: Cooney, Steven

Objective: 189 - Hire COOP Office Assistant (Replacement)

Objective Description:

This is a .48 Office Assistant II position request to replace the current office assistant who is leaving July 1.

Start Date: 5/12/2017	Task Type: Department/Division/Unit	Priority Level: High	Task Order: 1
Due Date:	Completion Date: 8/1/2017	Task Status: New/Pending	Budget: \$28,000

Estimated salary for a replacement 42.8% Office Assistant II position for Cooperative Education. The Office Assistant assists the program by providing information to inquiries inside and outside the College, coordinate calendar events, basic data entry, appointments, answer email inquiries, working with students and coordinators, and general office duties in the COOP office.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
2130	Cooperative Education	11 month position - Works January-June, August-December July is off 3.5 hours Monday through Friday .42% position	\$28000.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	