Action Plan

1. Action Plan Title:
   Tech Prep/Credit by Exam Website

2. Unit Submitting Action Plan:
   Tech Prep and VTEA – Business and Technology

3. Contact Person(s)/Action Plan Leader(s):
   Prudence Ratliff, Tech Prep and VTEA Coordinator

4. Date of Initial Proposal:
   March 7, 2008

5. Action Plan Description (100 words or fewer):
   This Action Plan calls for a Tech Prep website that demonstrates student benefits, eligible articulation courses and credit by exam procedures to assist students through the integration and articulation of curricular pathways from secondary to post secondary. The Tech Prep programs at CR provide academic and vocational preparation in an identified career pathway. The expected outcome is increased enrollment at CR as relationships are improved between CR and area high schools. In addition, high school students who learn they can earn college credits before entering CR will be inspired to enroll in skill building courses that sequence into CR career pathway courses.

6. Action Plan Link to Program Review (discuss how the Action Plan is linked to program review goals, objectives and/or Quality Improvement Plans of programs impacted by this plan):
   A program review was not done for Tech Prep and VTEA. However, there is a link within the program for two areas within Business: Medical Office Business Skills and Word Processing and Desktop Publishing. The first link is in the Outreach and Marketing section of both programs. Presently, the Counseling/Financial Aid offices at the Mendocino campus are disseminating information to the students at Mendocino and Fort Bragg High Schools through outreach events. The outreach events include tours of the classrooms and promotion of both programs by the faculty. In addition, the events extend to the high school campuses where students and their parents are exposed to the programs. The second link involved establishment of a 2 + 2 Tech Prep program that gives students prerequisite credit for some courses. Also, the CIS Department faculty in Mendocino has met with Fort Bragg High School teachers and ROP instructors to discuss career pathways and updating the existing 2 + 2 Tech Prep agreement. As follow-up, three course outlines were sent to Fort Bragg High School teachers for possible articulation: CIS 1 (Computer Literacy); BUS 180 (Bookkeeping); and BUS 1A (Accounting Principles). The Tech Prep/Credit by Exam Website will reinforce these activities being performed at one of our smaller campuses. In addition, it will give parents, students, faculty, and counselors at all three campuses a tool for obtaining program information and credit by exam policies and procedures.

7. CR Strategic Goal(s) and 2008-09 Objective(s) specific to the Action Plan:
   This plan will address the following Planning Goals and Objectives:
   a. Goal 1 – Enable student attainment of educational goals
      i. Objective 1.4 – Increase number of degrees and certificates earned.
   b. Goal 2 – Develop and manage human, physical and financial resources to effectively support the learning environment.
      i. Objective 2.3 – Improve technology services and support.
c. Goal 4 – Contribute to the economic, cultural and social well-being of the Northcoast community.
   i. Objective 4.1 – Increase employer satisfaction with CR graduates.
   ii. Objective 4.2 – Educate the community about the importance and value of a college education.
   iii. Objective 4.4 – Increase the number of students who enter the workforce in jobs paying higher than minimum wage.
   iv. Objective 4.5 – Enhance the cultural richness of the community
   v. Objective 4.6 – Improve partnerships with area employers.

d. Goal 5 – Ensure student access
   i. Objective 5.2 – Enable degree and certificate completion in a timely manner.
   ii. Objective 5.4 – Improve K-12 outreach.
   iii. Objective 5.7 – Reduce or remove financial barriers for students.
   iv. Objective 5.8 – Increase program opportunities in public safety and health care.

8. Key Performance Indicators specific to the Action Plan:
   This plan will most affect or impact the following Key Performance Indicators: Enrollment, Persistence, Completion Rates, Student Satisfaction, and Community Satisfaction. All of these areas will be accomplished by providing the information that will inspire students to enroll in skill building courses that sequence into CR career pathway courses. In addition, CR graduates will bring into the workplace high vocational and technical skills that will increase employer satisfaction within the community.

9. ACCJC/WASC Accreditation Standard(s) specific to the Action Plan
   This plan will affect or impact the following ACCJC Accreditation Standard:
   a. Standard IIA. – Instructional Programs by offering access to high-quality instructional programs in emerging fields of study that culminate in identified student outcomes of leading to degrees, certificates, employment, or transfer to other higher education institutions or programs.

10. Data supporting the intent of the Action Plan (include enrollment data, committee minutes, etc):
    Many Community Colleges within California and across the United States have added Tech Prep information to their websites. These sites disseminate information about Tech Prep, course sequencing and credit by exam policies and procedures. For example, Shasta College located in Redding and San Diego Community College District (SDCCD) have websites that include a list of the articulated courses, a flow chart of the articulation process for high school faculty and students, FAQ’s, required forms, student benefits, etc. According to SDCCD’s website the total number of students receiving credit by exam increased by 38 students between the 01-02 academic year and 04-05 academic year. For further information on what has been included on SDCCD’s Tech Prep website, please visit the following link: http://ispt.sdccd.edu/techprep/index.html. For more information on what Shasta College is sharing on their website please visit the following link: http://www3.shastacollege.edu/rop/.
Community support for the creation of Programs of Study and Articulation agreements comes from the North Coast Schools to Careers Consortium with members from business, labor, high school and CR faculty, Eureka Adult School, and the Humboldt Regional Occupational Programs. In addition, the Tech Prep grants funded through Perkins and SB 70 must consist of: programs of study (Title I-C); link secondary and postsecondary through non-duplicative sequence of courses in career fields; use articulation agreements; and demonstrate how programs will help students meet high academic and employability competencies. The Tech Prep website will not only help meet but also build on those requirements. In turn the website will create a central location in which future CR students can learn about possible career pathways and credit by exam policies and procedures. Currently there are 31 programs of study and 9 articulation agreements that have been created through 3 Articulation Workshops that have been held this year. Some disciplines still need to develop programs of study and articulation agreements. Through the 08/09 Tech Prep grant Articulation workshops will be held with the Humboldt Regional Occupation Programs and Eureka Adult School. It is expected that the programs of study and articulation agreements created will increase by at least 20%.

11. Intended Action Plan Outcomes (include baseline data where applicable):

The website will provide a tool for adults and high school and CR students, teachers, parents and counselors. More area high school and adult education students will learn about the vocational technical educational opportunities that can be found at College of the Redwoods, thus increasing student enrollment. It is expected that 100-200 visitors will get information from the website. It appears that credit by exam information has not been included in the catalog since 2003-2004. At that time fourteen students received credit by exam and it is expected that 15 - 20 students will apply to receive credit by exam for the 2009-2010 year. An increase of 25% is expected in each following year with approximately 50 students applying for credit by exam by the fifth year. These outcomes are contingent on the website being completed on time and information being disseminated to CR and high school faculty, students and counselors.

12. Action Plan Activities and Proposed Timeline:

**September 2008** Surveys are developed to administer to high school faculty, counselors and students. Gather information to be included on the website. Surveys are conducted with high school faculty and students to determine what they consider to be the most important information to include on the website.

**October 2008** Tech Prep Coordinator and Web Designer sketch out a design for website. Tech Prep Coordinator will present these ideas to CR and high school faculty and counselors for feedback. Disabled Student Services will review the sketches and give feedback regarding accessibility. Admissions and Records will review for accurate process and procedures.

**November 2008** Changes to the website sketch are made and presented to CR and high school faculty and counselors, Disabled Student Services and Admissions and Records for feedback. Final changes are made.

**December 2008** Web Designer creates the framework for the actual site. The Tech Prep Coordinator tests the site as each section is completed.

**January 2009** CR faculty and counselors, high School faculty, counselors and students, Disabled Student Services and Admissions and
Records test the site and give feedback on any problems and/or needed changes

**February 2009**  
Website is complete

**March 2009**  
High School faculty and students begin using the site by exploring courses that are available for credit by exam and applying to take an exam to receive college credit. A workshop is presented for website training to the CR community. A workshop may also be provided to CR and area high school faculty and counselors.

13. Is the Action Plan an inter-unit project? If yes, describe

The plan will involve the Tech Prep Coordinator working with a web designer in ITS (met with Steve Stratton) to develop the website. Admissions and Records (met with Kathy Goodlive) will need to be involved to insure that the credit by exam process is described and followed in an accurate manner. Disabled Student Programs and Services (met with Tracey Thomas) will need to review the website design and implementation to meet the accessibility standards of the Americans with Disabilities Act. In addition, the Counseling Center (met with Melissa Green) will need to be informed about the website as it could be a valuable tool.

12.A. Contact information of involved manager(s) (name, title, email, phone)

- **Tracey Thomas**, Director, Disabled Student Programs & Services  
  tracey-thomas@redwoods.edu  
  707-476-4285

- **Steve Stratton**, Manager, Information Technology  
  Steve-Stratton@redwoods.edu  
  707-476-4193

- **Kathy Goodlive**, Manager, Admissions & Records  
  kathy-goodlive@redwoods.edu  
  707-476-4151

- **Melissa Green**, Executive Director of Student Development and Retention  
  melissa-green@redwoods.edu  
  707-476-4153

14. Identify any additional organizational areas that may be affected or involved in this Action Plan:

- [ ] Facilities/Maintenance
- [ ] Marketing
- [x] ITS/TSS
- [ ] Other: ________________________
- [ ] Library
- [x] Disabled Students Programs/Services
- [x] Student Services (List Specific Department(s):  
  Admissions and Records and the Counseling Center.
### 15. Budget

**Action Plan Budget Submission Form**

<table>
<thead>
<tr>
<th>Budget Items</th>
<th>Estimated Dollar Amount</th>
<th>Justification/Notes</th>
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<tbody>
<tr>
<td>Supplies (expendable, consumable)</td>
<td>$50.00</td>
<td>Paper for conducting surveys.</td>
</tr>
<tr>
<td>Equipment (non-expendable)</td>
<td>$39.00</td>
<td>Content management system software.</td>
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<tr>
<td>Technology (ITS/TSS)</td>
<td>0.00</td>
<td>N/A</td>
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<tr>
<td>Human Resources (students, staff, faculty)</td>
<td>Approximately 25 hrs Tech Prep Coordinator time.</td>
<td>Conducting surveys and working creating the website with the web designer. Build the website.</td>
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<tr>
<td></td>
<td>Approximately 25 hrs ITS Web Designer time.</td>
<td></td>
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<tr>
<td>Facilities/Maintenance</td>
<td>0.00</td>
<td>N/A</td>
</tr>
<tr>
<td>Other Costs</td>
<td>$50.00</td>
<td>Mileage for conducting the surveys and gathering information at area high schools.</td>
</tr>
<tr>
<td>Total Expected Cost</td>
<td>$139.00</td>
<td>This is budget neutral because ITS Web Designer payroll is being paid thru already established budget expenditures. All other expenses are being paid thru the Tech Prep 08/09 grant.</td>
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16. Manager Review: Helen Edwards Date: 3-5-08

*(name and title)*
**Impacted Area Review (for all units/departments listed in items 12 and 13):**

<table>
<thead>
<tr>
<th>Unit/Department Name</th>
<th>Manager (name, title, signature)</th>
<th>Review Date</th>
<th>Comments</th>
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*For Office Use Only*

- Date submitted to CPC Support Team:
- Action Plan Number Assigned:
- CPC Support Team Action:
- Date submitted to CPC:
- CPC Action:
- Date:

Revision: January 31, 2008