Rozanne Hernandez – CTE Program Manager
2016-2017 Work Plan

Student Learning

• Successful implementation of VTEA and CTE Enhancement Funds grants
  o CTE EF Final Report
  o VTEA Final Report
• Increase transparency of the CTE Department
• Redevelop all CTE Pathways marketing materials
• Redevelop CTE website so it is more easily accessible and there is a better presence on the BC website
• Redevelop TECH Prep Articulation website
• Develop better systems for budget management and organization
• CTE Advisors will focus on major specific advising

Student Progression and Completion

• Develop Dual Enrollment and TECH Prep Handbooks
  o Transparency on policies, procedures and processes
  o Schedule bi-weekly meetings with all grant parties involved in DE
• Internship Development
  o Grow internship program
  o Increase internship opportunity
  o Expand Work Experience Opportunities
  o Collaborate with CRC Internship Partnership

Facilities

• Fund new/upgraded equipment for:
  o Electronics
  o Commercial Music – new program
  o Automotive
• Seek outside funding sources to support instructional equipment and support staff needs
• Reallocate unused funds by Q3 to support additional equipment purchases
• Support bond initiative

Leadership and Engagement
• Communicate timely information to management staff, faculty chairs, faculty and classified staff
  o Schedule monthly CTE staff meetings
  o Increase transparency
  o Implement effective team building
• Grow effective communication of CTE goals among all instructional Deans, faculty and staff
• Continue Occupational Education Taskforce meetings once faculty returns
• Provide effective supervision and mentoring of academic advisors, job development specialist, department assistant, and student workers
• Grow community partnerships and relationship with industry partners
• Continue to collaborate with regional partners
• Schedule CTE Department Retreat
• Develop professional development guidelines for CTE staff and faculty
  o Staff development should address core indicators and special populations
• Attend staff development to grow management skills and knowledge of Perkins Title 1C

**Oversight and Accountability**
• Successfully meet all expenditure requirements for all grants
  o Perkins IV, 1C
  o CTE Enhancement Funds
• Meet quarterly targeted expenditures
  o Eliminate shortfall reporting
  o Budget revisions done before end of Q3