



Educational Partnerships - Office of VP Student Services - Educational Partnerships

Main

Overview

Academic Year 2024 - 2025

Originator Mann, Lelannie

Division Office of VP Student Services

Department Educational Partnerships

Programs

Co-Contributors

Questions? Find answers in CurricUNET User Manual. (http://www.Gavilan.edu/en/employee-services/office-of-instruction/curricunet/program_reviews/create_pr.html)

Contributor

- Craig-Marius, Renee
- Servin, Adriana

Annual Update

1. Academic Year 2024 - 2025

Previous Goals Partner with all high schools in our district.

Proposed Activity to Achieve Goal:

Connect high school partners

Responsible Party:

Dual Enrollment Team

Total Three Year Resource Allocation Request:

0

Timeline to Completion Month / Year:

Three to five years.

How Will You Evaluate Whether You Achieved Your Goal:

Data dashboard development: reviewing data through Tableau which will help track the number of dual enrolled students. In one to two years compare student and retention and success based on increased CCAP Agreements.

End of Year Goal Status In Progress

Please describe your status (No more than 200 words)

We are currently partnered with several local high schools and continuation schools to offer dual enrollment opportunities for students. Of the six high schools, we have a CCAP agreement with four, and we also provide a form of dual enrollment (High Step) at one of the continuation high

schools. We are actively in discussions to expand our offerings, aiming to establish a CCAP agreement with two additional high schools and one additional continuation school for Fall 2025.

Student success is a top priority for us, and we work closely with our partners and counselors to monitor progress and provide timely interventions. These interventions include tutoring resources and one-on-one academic counseling to ensure students receive the support they need. Our new College Transitions Counselor has played a key role in supporting dual enrollment students and guiding their successful matriculation.

In collaboration with our Admissions and Records team and IT department, we regularly run reports to track key metrics such as grades, drops, and success rates. Additionally, we are working with our new Action Researcher to gather more detailed data to identify potential gaps and areas for improvement. The data dashboard has been updated, and we are excited to move forward with our new platform to enhance our monitoring and support capabilities.

Did you request the same resources the previous year? If so, what was the result? Has there a been a significant change since your request?)

Although no additional resources were requested in the previous PIPR, significant changes in our Dual Enrollment program have led us to recognize the need for additional support. Our program has grown substantially, now serving over 1,000 students and continuing to expand. We are noticing a gap in our outreach efforts, particularly with the addition of another large district (GUSD), which will soon be offering CCAP. To address this, we propose adding a third outreach team member to assist with recruitment, onboarding, presentations, and events in our community.

Additionally, there is a need for more support in managing the student contract process. We would benefit from an additional dual enrollment support person who would focus on collecting, reviewing student contracts, and registering students. This is a critical and highly detailed step in the process, as it is the final stage before students are officially enrolled as college students. Given the importance of this task and the time it requires, additional resources are essential to ensure we continue to meet the growing demand and maintain the quality of support we provide to our students.

We would like to explore a competitive approach to compensating our high school faculty who teach Dual Enrollment. This is an area that has been brought up by our partners as the dual-enrollment high school faculty are taking extra time to prepare, complete HR paperwork, training etc.

Lastly, we would like to implement a Dual Enrollment student Ambassador program. Current high school students participating in dual enrollment can serve as the bridge between high school and college. This is a powerful approach to peer support. A stipend would be requested.

Planning

We are continuing our discussions with districts to emphasize the importance of dual enrollment and our commitment to removing barriers and ensuring equitable access for all students.

The team is thoroughly reviewing our processes to ensure that we are providing the necessary support and fostering a positive experience for students. We are meeting with deans, faculty and continuing internal and external retreats to review our practices. We are actively strategizing to maximize resources as we expand, while also ensuring that our high schools receive the support they need. Additionally, we will continue to analyze data and conduct student surveys to drive continuous improvement.

Additional Comments

I am incredibly proud of all the work the team and the college are doing. The Dual Enrollment team has been highlighted in Benito Link, professional webinars and conferences. Dual enrollment has grown significantly, and it has been a testament to the passion we share for supporting the success of our current and future students.

Resource Requests

Click Add Item to Enter a Resource Request

1. **1. Request Name (short title)** Program Services Specialist Outreach
2. **Request amount** 70000
3. **Type of Request** Personnel
4. **Alignment to Goal(s)** Partner with all high schools in our district.
5. **Is this a one-time or ongoing expense.** Ongoing
6. **Category of Request (Select all that apply).**
 - Full-Time Classified Professional

7. The committee will separate goals with resource requests. Requests will be categorized into two groups: those to be ranked and those not ranked. The requests not ranked include Safety, Compliance, Personnel, and Position.

Which of the following best describes your requests?

- Personnel and Position: Requests that involve hiring, staffing, or reclassifying full-time or part-time faculty or staff. These requests are reviewed and approved through a separate process by the Faculty Staffing Committee or the Executive and Leadership Council.

8. Provide a complete description, justification, or rationale for the requested amount.

Describe how it aligns to the selected goal(s) and your responses to the above questions. (300 words)

As our programs continue to expand—particularly in dual enrollment, community events, and student retention—we would like to formally request the addition of a third outreach person to our team. This position will play a key role in supporting our strategic plan and helping us further strengthen our relationships with both local high schools and the broader community.

Recently, we have seen a noticeable increase in our presence within the community, with several organizations and outside high schools reaching out to request our participation in presentations, tabling events, and other activities. While this is an exciting development and a testament to our growing impact, it also highlights the need for additional support to manage these opportunities effectively.

With the recent addition of the Hollister campus and our projected future growth, we are excited to be more visible in our service areas and even expand our outreach beyond. Having a third outreach person will enable us to keep up with the increased demand, ensuring that we maintain the quality of engagement with both current students and potential partners.

We are confident that this addition will greatly benefit our efforts and help us achieve even greater success in the coming years.

2. **1. Request Name (short title)** Dual Enrollment Student Ambassador

2. Request amount 20000

3. Type of Request Personnel

4. Alignment to Goal(s) Partner with all high schools in our district.

5. Is this a one-time or ongoing expense. Ongoing

6. Category of Request (Select all that apply).

- Part-Time Classified Professional or Student Worker

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8. Provide a complete description, justification, or rationale for the requested amount.

Describe how it aligns to the selected goal(s) and your responses to the above questions. (300 words)

As we continue to enhance our Dual Enrollment program, we would like to introduce a Student Ambassador program at our local high schools. This model, already successfully implemented at other schools, would provide dual enrollment students the opportunity to offer peer-to-peer support while gaining valuable leadership skills.

The Student Ambassadors would serve as mentors and resources for their peers, helping with academic challenges, navigating the dual enrollment experience, and fostering a positive, collaborative learning environment. This initiative not only benefits the students they assist but also provides the ambassadors with the chance to develop important skills, such as communication, teamwork, and leadership.

To ensure that these student ambassadors are compensated for their time and efforts, we propose offering a \$1,000 stipend per academic year. This financial support would help recognize their contributions and encourage more students to participate in the program.

We believe this initiative will greatly enhance the dual enrollment experience and create a strong network of student support.

3. 1. Request Name (short title) Dual Enrollment High School Faculty Stipend

2. Request amount 30000

3. Type of Request Non Personnel

4. Alignment to Goal(s) Partner with all high schools in our district.

5. Is this a one-time or ongoing expense. Ongoing

6. Category of Request (Select all that apply).

- Professional or Contracted Services

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Which of the following best describes your requests?

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Personnel and Position: Requests that involve hiring, staffing, or reclassifying full-time or part-time faculty or staff. These requests are reviewed and approved through a separate process by the Faculty Staffing Committee or the Executive and Leadership Council.

8. Provide a complete description, justification, or rationale for the requested amount.

**Describe how it aligns to the selected goal(s) and your responses to the above questions.
(300 words)**

As we continue to grow and strengthen our partnerships, a topic that has been raised frequently is the substantial additional workload that high school faculty teaching Dual Enrollment courses must manage. Many times, this extra work is completed without additional compensation, which can include tasks such as HR paperwork, curriculum development, Keenan training, orientations, department meetings, and more.

We recognize the importance of these efforts in maintaining the quality and success of our programs, and we would like to propose a more competitive approach to acknowledge the time and dedication required by the high school faculty. Specifically, we suggest putting in place a stipend for the extra responsibilities tied to teaching these courses.

4. **1. Request Name (short title)** Program Services Specialist (Dual Enrollment)

2. Request amount 70000

3. Type of Request Personnel

4. Alignment to Goal(s) Partner with all high schools in our district.

5. Is this a one-time or ongoing expense. Ongoing

6. Category of Request (Select all that apply).

- Full-Time Classified Professional
- Part-Time Classified Professional or Student Worker

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Which of the following best describes your requests?

- Personnel and Position: Requests that involve hiring, staffing, or reclassifying full-time or part-time faculty or staff. These requests are reviewed and approved through a separate process by the Faculty Staffing Committee or the Executive and Leadership Council.

8. Provide a complete description, justification, or rationale for the requested amount.

**Describe how it aligns to the selected goal(s) and your responses to the above questions.
(300 words)**

We have found after the past two years that there is a need for more support in managing the student contract process and onboarding. We would benefit from an additional dual enrollment support person who would focus on collecting, reviewing student contracts, and registering students. This is a critical and highly detailed step in the process, as it is the final stage before students are officially enrolled as college students. Given the importance of this task and the time it requires, additional resources are essential to ensure we can continue to grow and ensure our partner districts and students feel supported. We want the enrollment process to be a positive experience and leave students with excitement about attending college.

Executive Summary

Please provide a brief executive summary regarding program trends and highlights that surfaced in the writing of this report. Summarize, using narrative, your program goals for this year. Your audience will be your Peer Review Team, the program review Committee, President's Cabinet, Dean's Council, ASGC, Academic Senate, Budget Committee and Board of Trustees (300 words or less).

I would like to highlight the tremendous work the Dual Enrollment team has been doing in support of the students currently participating in the program. The team's dedication and efforts have not gone unnoticed, as we have received recent recognition in local publications like *Benito Link* and our participation in a webinar/conferences showcasing our success.

We are actively building the infrastructure necessary to sustain and expand dual enrollment, not just within our current team, but also in collaboration with the college. Achieving continued success in this initiative requires teamwork across multiple departments—including Deans, faculty, Human Resources, Admissions & Records, and the Research department—and I'm proud to say that this collaborative effort is already yielding positive results.

Looking ahead, I anticipate that additional schools will begin offering some form of dual enrollment within the next two years. Our goal is to ensure that students are not only participating but also engaged in an academic pathway that prepares them for long-term success. As we move forward, we will continue to monitor our data and gather feedback from all stakeholders to guide our ongoing improvements.

The work we've done so far is just the beginning, and I'm excited for what's to come as we continue to grow and strengthen this program.

Attach Files

If there is any additional information regarding your program that you will like to have uploaded, please attach it here.

Attached File