STATEMENT OF ASSURANCES

Coordination

The LEA assures that vocational education programs, services, and activities covered by this plan have been developed after coordination with the LEA Advisory Committee for Vocational Education and with applicable local representatives of (1) employment development and educational agencies; (2) programs funded under the Job Training and Partnership Act and the Adult Education Act; (3) Regional Occupational Programs; (4) other secondary and postsecondary vocational schools, both public and private; (5) the state Employment Development Department field office; (6) public and private sector employers; and (7) labor unions. Such coordination was in compliance with the Act and the State Plan for Vocational Education.

Statutory

The composition of the LEA Advisory Committee for Vocational Education satisfies the requirements of the State Plan for Vocational Education; Title 5, California Administrative Code; and Section 8070, Title 1, California Education Code.

This plan complies with Titles VI and VII, Civil Rights Act of 1964 under which Form HEW 441 was filed with the Chancellor’s Office on 1/28/65; California Fair Employment Practices Act; Title IX, Education Amendments of 1972; Section 614(a), Education of the Handicapped Act of 1975; and Chapter 4 (beginning with Section 30), Division 1, Title 5, California Administrative Code.

CERTIFICATION

This vocational education plan complies with the provisions of Title II, Section 115, P.L. 98-524, and with implementing instructions issued in May, 1985 by the Chancellor’s Office. After review by the LEA Advisory Committee for Vocational Education, it was approved by the district governing board on ___________.

The person who has responsibility in this district for vocational education is:

Name Henry Pugh
Address 721 Cliff Drive
         Santa Barbara, CA, 93109
Telephone (805) 965-0581, #250
Signature of Chancellor/Superintendent

Date 9/26/88

9/14/88 -1-
INTRODUCTION

The Carl D. Perkins Vocational Education Act of 1984 (P.L. 98-524) continues federal assistance to vocational education. The intent of Congress was to concentrate federal support of vocational education of special populations which could benefit from occupational training, and provide funds for the development of new programs and the improvement and expansion of ongoing programs.

This document contains the District Plan for Vocational Education, 1988 - 90, as mandated by the Act, and the 1988 - 89 application for Vocational Education Act funds. The two-year District Plan can be amended each year as necessary. Application for VEA funds must be submitted each year.

The district plan and application for funds has been reviewed by college staff, the Governing Board, and the Vocational Educational Advisory Committee.

PHILOSOPHY

The growth and development of vocational education at Santa Barbara City College has been guided by a philosophy that aims at excellence in education and in service to the student and the community. The college, as part of its major objectives, provides occupational education in technical, vocational and semi-professional curricula to meet employment opportunities and to upgrade skills of persons already employed in business and industry.

Santa Barbara City College students have the opportunity to earn a vocational certificate and/or an associate degree upon completion of requirements.
OCCUPATIONAL PROGRAMS

Administration of Justice
Applied Technology
    Women in the Workforce
Automotive Services
Business
    Accounting
    Banking & Finance
    Escrow
    Marketing/Management/Supervision
    Real Estate
Business Office Education
    Word Processing
    Secretarial
Computer Maintenance
Computer Science
Cooperative Work Experience
Cosmetology
Drafting/CADD (Computer Assisted Drafting)
Early Childhood Education
Electronics/Computer Technology
Emergency Medical Technician (EMT)
Engineering Technology
Graphic Communications, including Photography
Health Technologies
    Dental Assisting
    Registered (ADN) Nursing
    Vocational (LVN) Nursing
    Radiography (X-Ray)
Hotel, Restaurant & Culinary
Landscape Horticulture
Machine Shop
Marine Diving Technology
Recreation Technician
Water Science
Welding

9/14/88
Planning and Coordination

Santa Barbara City College provides a variety of services for vocational students, including special assistance for handicapped, disadvantaged, adults needing training, single parents & homemakers. The District maintains advisory committees for financial aid, handicapped, and EOPS programs. Vocational needs of these special students are considered by these committees. The District Vocational Education Advisory Committee reviews all vocational programs and services and makes recommendations. The committee is scheduled to meet at least once a year to review the progress of the program and make suggestions for program improvement. The needs of special populations are also discussed at these planning meetings.

Santa Barbara City College is devising current demographic, education, ethnic, and population characteristics for the district, including age, sex, unemployment, etc. The data is collected from several sources including federal and county census information, Santa Barbara Department of Education, Employment Development Department. Student requests for support services are reviewed in the planning process. The college is committed to improving its vocational delivery to all residents by eliminating the artificial hurdles and barriers to being successful within the higher education system.

Santa Barbara City College is also involved with other agencies and organizations. The college district completed several articulation agreements with local high school district and County Department of Education Regional Occupation Programs (ROP) which provide entry-level, short-term training for adults. Santa Barbara City College is part of the South Coast Community College Occupational Deans Committee, where regional planning for vocational education occurs. The college also works with the Santa Barbara Private Industry Council and is negotiating a contract to train JTPA participants. Santa Barbara City College staff also meet with Welfare Office, EDD, Chambers of Commerce, community based organizations to discuss vocational training and supportive services.

Needs/Service/Use of Federal Funds

Handicapped students: Specialized vocational assessment and career counseling services need to be provided. Individual limitations must be matched with career fields that provide viable placement. Handicapped students also need to be counseled into necessary basic skills training, and need to be made aware of college services available to them. The Handicapped Advisory Committee reviews the needs and makes recommendations each year. Extensive counseling services are provided by the college. VEA funds will be used to pay for a portion of the cost of the counselor assigned to the Handicapped Program. Interpreters for the deaf as well as laboratory teaching assistants and consultants for the non-credit handicapped food preparation program are furnished from this allocation.
Disadvantaged students: The socio-economic data for the district’s population leads to a demand to coordinate the services to assure that the economic needs of vocational education students are met. Through research, historical trends in students success rates are predictable. Patterns of counseling and a planned study are developed from this research information. Students taking the mandatory assessment who do not meet the minimum reading levels or math standard are encouraged to increase their abilities in basic skills. This policy requires providing tutorial assistance to academically disadvantaged students. VEA funds will be used to pay the salary of a special program advisor for the Cooperative Agencies Resources for Education (CARE) and the Extended Opportunities Programs and Services (EOPS) and for some tutorial costs for vocational students. Funds will be furnished to pay for daycare of some children of vocational education students.

Limited English Proficiency (LEP): This series of courses is designed to aid the resident student for whom English is a second language. Instruction is proffered to assist the LEP student master basic English communications skills necessary to make reasonable progress in an American community college environment. All new students take an assessment test which places them in the courses most appropriate for their ability. In addition, departmental staff provide overall academic and career advising to all students enrolled in ESL classes. Funds for ESL instructors, teaching assistants, ESL materials and recruitment will be distributed in this category.

Adults Needing Training: A large number of Santa Barbara City College students are returning to college to make a career change and retrain due to company layoffs. Many of these students have not been inside a classroom for many years. There is a need to recruit and assist these students in remaining in the programs. VEA funds will be used to pay for student recruitment and coordination. Funds will be for classified coordination of cosmetology activities and to supplement tutorial services for occupational students. Maintenance of laboratory equipment will be provided from these resources. A portion of these funds will supplement the non-credit handicapped program and childcare services.

Single Parents and Homemakers: There is a need to provide basic skills training, recruitment activities, and counseling services to single parents and homemakers returning to college to pursue vocational goals. Many support services are available to these students, but they need to be made aware of them. The re-entry student is often in need of transportation and childcare support. A vocational orientation course called Women in the Workforce was developed and designed to introduce single parents, homemakers and women to non-traditional vocational career skills. Daycare is provided for single parents in a vocational or pre-vocational major who qualify for financial aid. VEA funds will be used to pay a portion of a counselor’s salary and for recruitment and conference activities.

Sex Bias and Stereotyping: Many of our students, particularly women, need to be exposed to the full range of career opportunities available to them espe-
cially in the non-traditional fields. There is a need to provide career orientation workshops, counseling services and recruitment activities. College staff needs to be made aware of sex bias or stereotyping elements in textbooks or other materials they use with students. The college will continue to provide opportunities for in-service education for faculty and staff, and will sponsor various activities for students.

Courses have been developed and implemented to introduce women to non-traditional vocational careers. Hands-on experience enables students to actually use various kinds of equipment. The college will continue to provide opportunities for in-service education for faculty and staff and will sponsor various activities for students including workshops for such functions as Women’s Opportunity Week and Career Information Day. VEA funds will be used to pay for a portion of the instructor’s and counselor’s salaries and benefits, purchase of media materials emphasizing women in the world of work, in-service workshops, and conferences for faculty and students.

TITLE II - PART B

Vocational Expansion and Improvement

Santa Barbara City College offers occupational programs that are designed to provide students with up-to-date employable skills that are needed in business and industry. The college maintains active program advisory committees which review curriculum and equipment, in particular, and make recommendations for change. Several vocational programs were evaluated in the school year of 1987/88. Program analysis included information on enrollment, centrality of mission, student success, employment related to training and cost data. Information from these evaluations is used by instructional administrators, faculty and advisory committees to improve program quality. Santa Barbara City College also maintains a student follow-up system which has been integrated with the Student Accountability Model (SAM) system. The results of these surveys will be published by the Research Office, distributed to the occupational divisions, Academic Affairs staff, the President, and made available to the Board of Trustees. Segments of the follow-up study will be incorporated into the design of this program.

Needs/Activities/Use of Federal Funds

Vocational Instruction: Santa Barbara City College is establishing a vocational placement program. The primary focus will be to improve job placement for vocational students upon completion of a certificate program or graduation with an associate degree in one of the occupational programs. The program will also incorporate the use of a computerized job referral system to assist job seekers in the following ways: (1) Matching program completers or graduates to known opportunities; (2) Sharing information about probable employment opportunities and requirements; (3) Providing employer lists; (4) Providing information about advanced training opportunities for transfer students and referring those students with special needs to appropriate community agencies.

9/14/88
for assistance; (5) Advising unsuccessful job seekers; (6) Mailing promotional lists to announce employment and/or transfer opportunities for students. The placement service will maintain contact with advisory committee members, employers, and the Employment Development Department.

Placement service will include: (1) Job search training; and (2) In-service training for our faculty in job search instruction. Evaluation of the placement services will be ongoing. Placement service will be integrated into the follow-up system. This information will be used to improve our counseling programs and provide feedback to occupational programs.

Resources for an instructional aide in graphics to improve the delivery of the program will be provided. In-service activities, including conference attendance for faculty and staff is funded. Consultants to advise on the implementation of the placement activity is budgeted along with funds to improve a vocational education classroom. Funding for office supplies and data information systems is planned. Supplement to daycare will be taken from this resource. Funds will be designated to purchase the state-of-the-art electronic equipment to support instructional programs in this department. Clerical assistance will be furnished for Health Technology programs to support expanded efforts to provide hospital scholarships to students and development of minority recruitment efforts. Tutorial assistance for vocational education in reading will also be provided.

**TITLE III - PART B**

**Planning and Coordination**

**Consumer-Homemaking Education:** Programs are evaluated each year to insure program direction and focus. The large population of low income, limited English speaking families residing in the district boundaries are hampered by the lack of knowledge in consumer affairs and parent education.

Organization and planning is conducted by an advisory group representing all ethnic groups in the community. Sub-committees for curriculum development meet periodically to review and recommend course offerings and content.

**Need/Plan/Use of Federal Funds**

The language barrier prevents most limited- or non-English speaking students from gaining instruction in parenting. There is a definite need for training in the basic principles of parent education, consumer education, home economics. Classes in the above courses are offered, and access is provided to non-English speaking students. Courses are scheduled off-campus to meet the needs of students in economically depressed areas. The district teaches English as a second language to the parent and the child simultaneously and focuses upon the functional use of the language in consumer education. VEA funds will be used to pay for a portion of the salaries, professional development for recruitment and for instructional aides.

9/14/88 -7- VEA811A - F