

2020 Annual Program Review

Program Name: SMC Noncredit Initiatives

Program Review Author: Dione M. Carter, Submitted July 28, 2020

I. PROGRAM DESCRIPTION: In one or two paragraphs, provide a description of the primary goals of your program or service area. Attach an appendix to describe your program or service area in more detail, if needed.

Note: If no changes have occurred, feel free to copy and paste from your last review. If it exists, feel free to copy the brief description of your program from the college catalog: <http://www.smc.edu/CollegeCatalog/Pages/default.aspx>

The SMC Noncredit Initiatives Team is driven by five grants and initiatives: California Adult Education Program (CAEP), Los Angeles County Workforce Development Board MOU for Adult Education, Strong Workforce Program for noncredit, Student Equity and Achievement, and the Adult Education and Family Literacy Act, Title II of the Workforce Innovation Opportunity Act (AEFLA WIOA II). All grants and initiatives focus on establishing noncredit Career Development College Preparation (CDCP) courses and programs in addition to student services to provide free, accessible, and equitable classes, certificates, academic counseling, staff guidance, and career services primarily to underserved, unemployed, and underemployed students. Noncredit CDCP courses and programs are in the categories of: Adult Basic Education (English as a Second Language), Adult Secondary Education (future English and math basic skills), Short-term Vocational, and Workforce Preparation. The Noncredit Initiatives Team is led by the Dean of Noncredit and External Programs/Academic Affairs supported by one Project Manager, one Lead Faculty in ESL, one Program Specialist, one Student Services Clerk, one Administrative Assistant II, one Lead Faculty in Counseling, two part-time Counselors, student workers, and one Research Analyst. Noncredit Initiatives Team members, with the exception of the Dean, are fully or partially funded by one or more noncredit grants.

As the primary member of the Santa Monica Regional Consortium for Adult Education, a California Adult Education Program consortia, SMC Noncredit Programs, excluding noncredit Older Adult (Emeritus), remains committed to: (1) successful student transition from the the Santa Monica Malibu Unified School District (SMMUSD) Adult Education Center (AEC) to noncredit and/or credit courses and programs; (2) successful student transition from the AEC and Noncredit to credit and/or the workforce (at least mid-level employment with livable wages); (3) expanding marketing and outreach efforts to online platforms to reach students who are most impacted by COVID-19 and the current economic crisis; (4) exploration of apprenticeship opportunities; (5) increasing efforts in gathering and interpreting student racial equity data to inform program planning and evaluation; (6) professional development for faculty, administrators, and classified staff with a particular focus on infrastructure for distance education and remote services, and implementation of noncredit CDCP programs in collaboration with faculty; (7) increasing face-to-face and virtual student services and registration support; and, (8) cultivating strategic community and industry partnerships across the region to better support the region’s most underserved, unemployed, and underemployed adult learners based on labor market information, particularly given the need for economic recovery due to the impact of COVID-19 and the economic crisis.

Identify the original objectives from your last review, as well as any objectives that emerged during the year (if applicable). For each objective, determine status and explanation for status.

Objective	Status (Check one)	Status Explanation
<i>Collaborate with faculty, the Academic Senate, and the CCCCCO to approve noncredit short-term vocational and workforce preparation courses.</i>	<input type="checkbox"/> Not Completed <input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Completed	11 noncredit CDCP short-term vocational and workforce preparation programs have been approved thus far. Each program consists of a sequence of two to four noncredit courses: (1) Bicycle Maintenance, (2) Business Essentials Level 1, (3) Customer Service, (4) Introduction to Early Care and Education, (5) Receptionist, (6) Rehabilitation Therapy Aide, (7) Sustainability in

		Organics Aide, (8) Sustainability Assistant, (9) Sustainability Technician, (10) Transition to College and Career, and (11) Working with Older Adults. A new faculty lead and coordinator of noncredit ESL was recruited to oversee noncredit ESL faculty; update noncredit ESL curriculum, including exploring vocational pathways for noncredit ESL; organize and communicate noncredit ESL faculty professional development; in addition but not limited to modifying noncredit ESL courses to reflect true CDCP programs. Noncredit ESL collaborated with the Early Childhood Education (ECE) Department to develop Integrated Education and Training (IET) whereby these new courses will be contextualized for noncredit ESL students interested in ECE career pathways.
<i>Network and develop relationships with regional community, business, school district, and other adult education partners potential.</i>	<input type="checkbox"/> Not Completed <input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Completed	Collaborative partnerships and relationships established with but not limited to the SMMUSD Adult Education Center, Santa Monica High School (SAMOHI), Los Angeles County Workforce Development Board/Adult Education, JVS West Los Angeles WorkSource Center, Santa Monica Public Library, City of Santa Monica Cradle to Career and Education Collaborative, Los Angeles Orange County Regional Consortium/Strong Workforce Program— Noncredit, OneWest Bank, Chrysalis, City of Santa Monica Chamber of Commerce, and most recently, City of Santa Monica Community and Economic Recovery Task Force and SMC Workforce and Economic Development Blue (Ocean) Economy workgroup.
<i>Market existing and future noncredit courses and student services.</i>	<input type="checkbox"/> Not Completed <input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Completed	Developed and distributed, in partnership with SMC Marketing, a professional comprehensive brochure and rack cards for all noncredit ESL, Immigrant Education (Citizenship), short-term vocational, and workforce preparation programs. Updated the noncredit pathways folder for noncredit and SMMUSD adult education counselors to guide students transitioning from the AEC to SMC Noncredit and noncredit to credit and career, and most recently, marketing and outreach materials and student support services are accessible via online platforms and social media such as the SMC Go App, SMC web site, and Facebook.
<i>Meet the expectations of adult education (noncredit) grants; complete grant plans and reports.</i>	<input type="checkbox"/> Not Completed <input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Completed	Recognized by the California Community Colleges Chancellor’s Office (CCCCO), California Adult Education Program (CAEP), Los Angeles and Orange County colleges, and the Association of Community and Continuing Education (ACCE) as one of the State’s fastest growing noncredit programs. All grant plans, reports, and budgets are submitted and certified by communicated deadlines. The Project Manager takes the lead to

		participate in grant-related local and statewide informational and mandatory meetings and events in addition to or in absence of the Dean and essential faculty and classified staff.
<i>Grow noncredit administrative team and classified staff positions (i.e., hire a full-time Administrative Assistant II and advocate for a Director as noncredit and external programs grow in the future).</i>	<input type="checkbox"/> Not Completed <input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Completed	Since SMC’s recruitment of the Dean overseeing Noncredit and External Programs in March 2016, hired: one full-time Administrative Assistant II, one Student Services Clerk, funded the reclassification of one Student Services Specialist now Program Specialist, partially funded a Research Analyst, funded a second part-time counselor assigned to noncredit, and continued making intentional pathways and opportunities a reality with the ongoing support of a full-time Project Manager, two faculty leads funded to support the objectives of all noncredit initiatives and grants, classified staff, and last but not least, SMC Department Chairs and faculty.

III. ACHIEVEMENTS

(Optional) List any notable achievements your program accomplished in the last year.

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As the primary member of the Santa Monica Regional Consortium for Adult Education, the SMC Noncredit Initiatives Team continued to fulfill the objectives of the CALIFORNIA ADULT EDUCATION PROGRAM (CAEP). Significant accomplishments:

- For 2019-2020, awarded a total allocation of \$428,049.
- Developed and implemented an online student referral and reporting system between the SMMUSD Adult Education Center and SMC Noncredit Initiatives Team. This resulted in an initial referral of 18 AEC students with 13 students enrolling in noncredit career development and college preparation classes and programs.
- Solidified a partnership with JVS West Los Angeles WorkSource Center, a Los Angeles County America’s Job Center of California. SMC noncredit career development and college preparation classes and programs are now promoted in JVS West Los Angeles WorkSource Center orientations and specialized career fairs are organized by JVS West Los Angeles WorkSource Center for SMC students awarded a noncredit career development Certificate of Completion.
- Collaborated with the SMC Marketing Department to create informational noncredit program materials distributed throughout the region which led to increased program awareness and enrollment. As a result, in 2019-2020, SMC awarded 87 Certificates of Completion in the noncredit categories: Short-term Vocational and Workforce Preparation. The June 2020 SMC Virtual Commencement was the very first commencement noncredit students participated in in recognition of completing all required courses for a Certificate of Completion.
- Participated in professional development that focused on noncredit policy, career development and college preparation courses and programs, student services, pre-apprenticeship and apprenticeship, and distance education.

Board Priorities: 1, 2, 10, and 17. Developed curriculum, programs, and student services to increase student success and decrease equity gaps; Contributed to the Vision for Success goals by increasing completion in noncredit courses and programs, and ultimately an increase in transition rates from adult education to noncredit, noncredit ESL to

noncredit career education, noncredit to credit, and noncredit to gainful employment; Partnered with noncredit advocates across California to contribute to the proposal and communication of noncredit policies; and, Established and maintained collaborative partnerships with the SMMUSD, City of Santa Monica, and the regional WorkSource Center.

As a WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA II) Adult Education and Family Literacy Act (AEFLA) agency, the SMC Noncredit Initiatives Team achieved the following accomplishments under the leadership of the noncredit ESL faculty lead:

- For 2019-2020, awarded a total allocation of \$111,625.
- Workforce Innovation and Opportunity Act Title II: Adult Education and Family Literacy Act Application for Program Years July 1, 2020- June 30, 2023; Intent to Award was received June 2020.
- Successfully transitioned 100% of noncredit ESL and Citizenship courses to remote learning in spring 2020 in response to COVID-19.
- Noncredit ESL faculty collaborated with noncredit counselors and staff to develop a new online enrollment and placement system for noncredit ESL students. Despite the emergency transition to remote operations and distance education, summer 2020 classes were filled with no cancellations.
- 100% of students enrolled in the noncredit ESL/Citizenship class (ESL 980) who took the USCIS Citizenship Interview Test in 2019-2020 successfully passed. Despite the fact that Naturalization Interviews were suspended from March to June 2020, nine (9) ESL 980 students attained U.S. Citizenship in 2019-2020.
- Fall 2019-selected noncredit ESL classes successfully taught and assessed WIOA II EL Civics COAAPs (instruction) focused on digital literacy, community involvement and volunteering, and transition to academic programs.
- Two new noncredit ESL courses *ESL For College and Career Pathways: Introduction* (ESL 994) and *ESL For College and Career Pathways: Effective Communication* (ESL 995) were approved by the SMC Curriculum Committee. Noncredit ESL collaborated with the Early Childhood Education (ECE) Department to develop Integrated Education and Training (IET) whereby these new courses will be contextualized for noncredit ESL students interested in ECE career pathways.
- 775 noncredit ESL students were served in 2019-2020.

Board Priorities: 1, 2, 6, 16, and 17. Developed curriculum, programs, and student services to increase student success and decrease equity gaps; Contributed to the Vision for Success goals by increasing completion in noncredit courses and programs, and ultimately an increase in transition rates from adult education to noncredit, noncredit ESL to noncredit career education, noncredit to credit, and noncredit to gainful employment; Established a supportive, inclusive, and collegial environment for noncredit ESL students, faculty, and staff; and, Established and maintained collaborative partnerships with the SMMUSD and SMC academic departments.

As a recipient of the STRONG WORKFORCE PROGRAM FOR NONCREDIT (SWP-NC), the SMC Noncredit Initiatives Team achieved the following significant accomplishments:

- For 2019-2020, awarded SWP-NC Round 2, Year 2 \$88,650; and, SWP-NC Round 3 \$21,000.
- Supported SMC Computer Science and Information Systems faculty in the the development as well as SMC Curriculum Committee approval of the noncredit short-term vocational Receptionist courses and CCCCO approval of the Receptionist program.
- Supported the professional development of noncredit faculty and administrators in noncredit career development curriculum and programs, career counseling services, noncredit ESL vocational pathways dialogue, and exploration of pre-apprenticeship and apprenticeship.

- Participated in initial discussions to explore noncredit Certified Nursing Assistant (CNA), noncredit Phlebotomy, and other potential noncredit career education pathways in collaboration with the SMC Health Sciences Department.

Board Priorities: 1, 2, 4, 6, 16, and 17. Developed curriculum, programs, and student services to increase student success and decrease equity gaps; Contributed to the Vision for Success goals by increasing completion in noncredit courses and programs, and ultimately an increase in transition rates from adult education to noncredit, noncredit ESL to noncredit career education, noncredit to credit, and noncredit to gainful employment; Explored new programs in the allied health sector; Established a supportive, inclusive, and collegial environment for noncredit ESL students, faculty, and staff; and, Established and maintained collaborative partnerships with the SMMUSD and SMC academic departments.

The SMC Noncredit Initiatives Team participated in the CITY OF SANTA MONICA COMMUNITY AND ECONOMIC RECOVERY TASK FORCE in response to COVID-19.

- The City of Santa Monica established the Community and Economic Recovery Task Force in response to the current economic crisis and COVID-19 pandemic. The SMC Noncredit Initiatives Team joined the Task Force in May 2020.
- The goal of the Task Force is to connect local job seekers with local career training programs and employment opportunities.
- The Task Force will intentionally promote SMC noncredit career development and college preparation classes, programs, and student support services to the local community.
- Labor market information and input from local employers will inform faculty about the need for modified and/or new noncredit curriculum and program development, in addition to comprehensive planning in alignment with CAEP, SWP-NC, and WIOA II/AEFLA.

Board Priorities: 4, 6, and 17. Established and maintained a collaborative partnership with the City of Santa Monica Community and Economic Recovery Task Force with an interest in noncredit allied health curriculum/program development in addition to business and ESL to ultimately employ students and community members with the greatest financial need.

In response to COVID-19, SMC NONCREDIT REGISTRATION AND ENROLLMENT were successfully modified to continue to meet the needs of students enrolling in noncredit career development and college preparation courses and programs:

- Fully transitioned to remote and online student support services including registration, enrollment, orientation, and technical support for students accessing Corsair Connect and Canvas.
- Virtual visits to noncredit classes via Zoom for special announcements and "in person" enrollments.
- Immediately developed social media and application tools to enhance virtual communication with noncredit students, community members, and partners.
- Established Jabber to receive noncredit office telephone calls from students, community members, and partners while operating remotely.
- Ongoing intensive noncredit marketing and outreach efforts with a strong focus on the City of Santa Monica and the JVS West Los Angeles WorkSource Center to increase enrollment in noncredit CDCP classes and programs.
- Created new webpages for the SMC Noncredit Initiatives Team as part of SMC's website redesign.
<http://webdev.smc.edu/academics/noncredit/about.php>

Board Priorities: 6, 7, 16, 17, and 18. Informed students of food, housing, and technology-related resources; Continued support for campus resources that assist students with personal circumstances that may negatively impact student success; Ensured a supportive, inclusive, and collegial environment for student enrolling in noncredit remote and distance education classes, programs, and student support services; Maintained good virtual partnerships with the SMMUSD Adult Education Center (AEC), SMC academic departments, and local community partners in fulfillment of SMC's vision and mission during emergency COVID-19 remote operations; and, Continued support for noncredit career development and college preparation classes, programs, and student support services that increase college readiness and success.

In response to COVID-19, SMC Noncredit Counselors achieved the following significant accomplishments:

- Participated in the SMC Redesign (Guided Pathways) and GPS discussions; a full-time noncredit counselor ensured noncredit career education and college preparation courses and programs are part of the Redesign Team's mapping process.
- Revamped academic and career development workshops to be accessible to students remotely.
- Supported noncredit students by telephone, email, and Zoom with transition to remote learning.
- Offered Stress and Time Management as well as Study Skills workshops via Zoom.
- Assisted noncredit students with their transition to distance education by connecting them to free resources such as Chromebooks and the food pantry.
- Hosted a noncredit student gathering in fall 2019 and very first virtual student forum via Zoom in spring 2020.
- Spring 2020 remote noncredit student contacts for counseling services: 393
- Summer 2020 remote noncredit student contacts as of July 9th for counseling services: 108
- Total remote noncredit student contacts for counseling services: 501

Board Priorities: 6, 7, 16, 17, and 18. Informed students of food, housing, and technology-related resources; Continued support for campus resources that assist students with personal circumstances that may negatively impact student success; Ensured a supportive, inclusive, and collegial environment for student enrolling in noncredit remote and distance education classes, programs, and student support services; Maintained good virtual partnerships with the SMMUSD Adult Education Center (AEC), SMC academic departments, and local community partners in fulfillment of SMC's vision and mission during emergency COVID-19 remote operations; and, Continued support for noncredit career development and college preparation classes, programs, and student support services that increase college readiness and success.

AWARDS, CERTIFICATIONS, AND SERVICE

Dr. Dione M. Carter, Dean, Noncredit and External Programs/Academic Affairs

- Served as Council Leader (Noncredit), Association of Community and Continuing Education (ACCE), 2017-2018, 2018-2019, and 2019-2020.
- Most recently, in May 2020, appointed as Secretary, Association of Community and Continuing Education (ACCE) for 2020-2021.

Ashley Mejia, Project Manager, Noncredit Initiatives:

- Administrative Equity Champion, Awarded by SMC Anti-Racist Steering Committee/Equity Steering Committee, June 2019.
- Most recently, in June 2020, CALPRO Leadership Institute Certificate of Completion, Awarded by CALPRO and The Adult Education Office, California Department of Education.

Lizbeth Koenig, Noncredit Faculty Lead, CAEP/WIOA II:

- Completed two-day New World of Work 21st Century Skills training in October 2019.
- Most recently, in spring 2020, completed 10-10-10 Communication That Matters Online course.
- Most recently, in spring 2020, earned Certificate of Completion in the following OTAN Trainings in Spring 2020: Read Theory, Discover Padlet, Gamify Your Classroom with Online Tools, Using Zoom as a Distance Education Tool in Adult Education, Teaching with YouTube, Teaching Vocabulary with Technology.

Cristina Torres, Noncredit Counselor:

- Most recently, in June 2020, completed the Strong Interest Inventory Certified Practitioner.

Norma Torres-Gonzalez, Noncredit Counselor:

- Most recently, in June 2020, completed the Strong Interest Inventory Certified Practitioner.

Luis Jauregui, Noncredit Program Specialist:

- Most recently, in June 2020, awarded a Certificate of Completion: Supporting Men of Color in the Community College.

Nataly Gonzalez, Noncredit Student Services Clerk:

- Most recently, in June 2020, awarded Certificate of Completion: Supporting Men of Color in the Community College.

IV. CURRENT PLANNING AND RESOURCE NEEDS

Part 1: Narrative

Broadly discuss issues or needs impacting program effectiveness for which institutional support or resources will be needed for the next academic/fiscal year.

As the Noncredit Initiatives Team continues to expand noncredit programs and student services, it is critical for the College to plan for the recruitment of a Director, with noncredit experience, to support the Dean in integrating noncredit across the College. The Dean is not only responsible for noncredit programming. She works closely with the Vice President of Academic Affairs on priorities that impact the College as a whole including but not limited to: equity; enrollment management; schedule of classes; distance education; positive attendance; dual enrollment; young collegians; engaging with faculty across the disciplines; supervision of classified staff assigned not only to noncredit but also to Art, Communication and Media Studies, and Dance; community partnerships; strategic planning; team building, coaching, and mentoring fellow administrators and other employees; and, serving on hiring, evaluation, and Academic Senate committees.

Part 2: List of Resources Needed

Itemize the specific resources you will need to improve the effectiveness of your program, including resources and support you will need to accomplish your objectives for next year.

While this information will be reviewed and considered in institutional planning, the information does not supplant the need to request support or resources through established channels and processes.

Resource Category	Resource Description/Item	Rationale for Resource Need (Including Link to Objective)
Human Resources	—Future need for a Director to support the Dean, Noncredit and External Programs/Academic Affairs.	As the Dean takes on more credit responsibilities and noncredit programs expand, there is a need to provide full-time administrative-level support to the Dean to

	—Transition current 11-month Student Services Clerk to a 12-month position, and consider reclassifying the position to a higher level classified position.	properly plan, implement, evaluate, coordinate, and supervise (reference: “Part 1: Narrative”) .In addition, there is a current need, based on year round noncredit classes and grant activities, for the 11-month Student Services Clerk to be in a 12-month position in addition to the position being reclassified to a higher level classified position in an effort to support Noncredit Programs with noncredit student engagement as well as data collection and reporting.
Facilities (<i>info inputted here will be given to DPAC Facilitates Comm.</i>)	—Professional signage, appropriate furniture, fresh paint, and a clean office space is needed for the new centralized Noncredit Initiatives Team office suite located on the first floor of the Bundy Campus. —Utilize office space for community and industry partners by relocating the Project Manager assigned to Workforce and Economic Development into the Workforce and Economic Development office suite or into one of the vacant offices located on the second floor of the Bundy Campus previously occupied by the noncredit Project Manager and Administrative Assistant II.	A more organized, cleaner office will create a welcoming, comfortable environment for the Noncredit Initiatives Team, students, and partners. It is critical to revisit the layout and dedicate a permanent office, currently occupied by a Project Manager in Workforce and Economic Development, to the Noncredit Initiatives Team for community and industry partners to engage with noncredit and credit students as well as faculty, staff, and administrators.
Equipment, Technology, Supplies (<i>tech inputted here will be given to Technology Planning Committee</i>)	—Two computer stations located at the Bundy 112 registration desk would allow students to receive personalized assistance when learning to navigate Corsair Connect and Canvas.	Noncredit students are developing their digital literacy skills. Students regularly come to the noncredit office with their smart phones to have staff to assist with their set-up of Corsair Connect, Canvas, and student email. WiFi connection at the Bundy Campus is often unreliable. Fixed computer stations would allow staff to assist students who require additional hands-on assistance.
Professional Development	Click or tap here to enter text.	Click or tap here to enter text.

V. CHALLENGES RELATED TO SPRING 2020 COVID-19 CRISIS AND RESPONSE:

List significant challenges your program faced in Spring 2020 due to COVID-19. Please also include your responses and solutions to this crisis.

Click or tap here to enter text; the box will expand when you enter text.

The Noncredit Initiatives Team took on challenges due to COVID-19 with an immediate, innovative, proactive, and responsive approach. Outreach and marketing efforts expanded to include remote, online, and social media platforms. For example, effective March 2020, the Noncredit Initiatives Team began to: (1) utilize Microsoft Teams to plan and document registration, enrollment, counseling, assessment, orientation, Guided Pathways (Redesign) mapping and GPS, marketing and outreach, and research policies and procedures; (2) conduct email marketing campaigns; (3) offer student support with registration, enrollment, and counseling by telephone, email, and virtual conferencing; (4) establish and maintain a Noncredit Initiatives Facebook page; (5) expand the use of the SMC Go App and Jabber; and, (6) identify

creative ways using Zoom to promote student services, classes, and programs to current and potential students. Noncredit collaborated with the Marketing Department to redesign the Noncredit Initiatives Webpage in order to migrate to SMC's new website. As a result of this online transition, SMC Noncredit will utilize online tools to collect analytics on email in order to gauge student involvement with content. These online marketing campaigns will not only increase program awareness, they will connect noncredit students to College and community resources including services and resources provided remotely and online. Although the Noncredit Initiatives Team adapted very well to the transition to remote operations, the Team recognizes that many noncredit students need face to face interaction, which is why the classified staff have made it a priority to identify best practices to remain connected with students remotely as previously described. The main challenge is the in-person assessment policy for the Workforce Innovation Opportunity Act II. The policy requires in-person pre, post, and Civic Objective and Additional Assessment Plan (COAPP) assessments for noncredit ESL students. However, with recent federal and state policy revisions that allow for pilot remote testing of the Comprehensive Adult Student Assessment System (CASAS), the Project Manager and noncredit classified staff have begun to pilot remote assessments in summer 2020. Although remote testing has not yet been mandated, Noncredit will follow the guidance of CASAS and the California Department of Education (CDE) regarding all assessment requirements as the program continues to operate remotely in 2020-2021. Although the Noncredit Initiatives Team has ongoing planning discussions with faculty to develop new noncredit short-term vocational and workforce preparation courses and curriculum, it might be difficult to actually offer certain courses and programs once approved locally and by the CCCC. For example, Health Sciences is interested in developing a noncredit Certified Nursing Assistant program. Unfortunately, the courses may not all be offered due to the need for students to complete clinical hours outside the classroom and face to face. In addition, other existing noncredit programs such as Bicycle Maintenance may not be offered as full distance education due to the hands-on component.

VI. THE NEXT SECTION IS FOR CTE PROGRAMS ONLY

PARTNERSHIPS:

Part 1: Industry advisory meeting dates and attendance for 2019-2020.

Date of Meeting	# of SMC Attendees	# of Non-SMC Attendees
Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.

Part 2: Employer partnerships/collaborations for 2019-2020. Identify the most salient partnerships or collaborations.

Employer Name	Type of partnership or Collaboration <ul style="list-style-type: none"> Advisory attendance Internship site Donations Job placement Other 	Optional: Additional information about partnership or collaboration
JVS West Los Angeles WorkSource Center	Job placement	Mandated WIOA I partnership. JVS West Los Angeles WorkSource Center promotes SMC noncredit career education certificate programs to job seekers and provides specialized career fairs for some noncredit career education certificate program completers. The Noncredit Initiatives Team is represented at virtual meetings and orientations.

City of Santa Monica, Community and Economic Recovery Task Force	Advisory, job placement	In response to the economic crisis due to COVID-19, the City of Santa Monica established a task force of local community partners and job trainers to connect job seekers, training programs, and local employers. The Noncredit Initiatives Team is a member of the City’s task force.
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

CONGRATULATIONS – that’s it! Please save your document with your program’s name and forward it to your area Vice President for review.

The following section will be completed by your program’s area VP

Vice Presidents:

First, please let us know who you are by checking your name:

- Christopher Bonvenuto, Vice President, Business and Administration
- Don Girard, Senior Director, Government Relations & Institutional Communications
- Sherri Lee-Lewis, Vice President, Human Resources
- Jennifer Merlic, Vice President, Academic Affairs
- Teresita Rodriguez, Vice President, Enrollment Development
- Michael Tuitasi, Vice President, Student Affairs

Next, please check this box to indicate that you have reviewed the program’s annual report Provide any feedback and comments for the program here:

Click or tap here to enter text; the box will expand when you enter text.

Finally, please **save the document** and email it to both Stephanie Amerian (amerian_stephanie@smc.edu) and Erica LeBlanc (leblanc_eric@smc.edu). If you have any questions, please contact us!

Thank you for your input!