

Executive Summary

Q:
A brief recap or highlights of the entire program review document. (500 words or less)

- Highlight major strengths and weakness.
- Highlight areas for improvement over the next 3-6 years.

Response:

Continuing Education provides student access to basic skills, life long learning, career preparation and advancement. It supports the mission of the college in that it serves the community by providing foundational, career-technical, transitional and continuing education programs in an environment that fosters student success. Noncredit instruction serves as a key contributor to “open access” to all educational opportunities for many students with diverse backgrounds and those seeking ways to improve their earning power, literacy skills, and access to higher education.

Continuing Education offers a variety of noncredit classes including English as a Second Language (ESL), citizenship, short-term vocational programs and basic skills. In addition, Continuing Education has a Citizenship Center to assist legal permanent residents in the completion of the naturalization process. The Center also provides individuals with an opportunity to upgrade their skills while preparing for the civics, English reading, writing, and speaking components of the naturalization test.

Continuing Education contributes to the LAVC community in two significant ways. First, it enables learning to be more accessible to students who want to improve their language and basic skills, prepare for vocational careers, succeed in the job market, transfer, and obtain an Associate degree. Classes are offered on weekday mornings, afternoons and evenings, allowing students the possibility to choose times that fit into their schedules. ESL students receive certificates approved by the State Chancellor’s Office upon completion of specific courses. And second, full-time faculty participate in shared governance at the college as members of campus and district committees, such as the Foundational Skills Committee, Accreditation Workgroups, Student Support and Success Programs, District Noncredit Discipline Committee, and others.

Continuing Education faculty understands the importance of using technology within the classroom. Our biggest challenge remains the facilities (bungalows) and the lack of technology there, such as computers, projectors and wi-fi connection. However, students are offered the use of computers in a few ways. First, students utilize desktop computers in a computer laboratory where noncredit Vocational Education microcomputer Literacy classes are taught. Second, one hybrid ESL class is offered every semester, and both full-time instructors are certified to teach online. Also, a portable projector was purchased and is being used by faculty on a regular basis in classrooms without installed projectors.

Continuing Education has two full-time faculty members and sixteen adjunct instructors whose specialties range from English as a Second Language, Linguistics, Basic Skills, English, and other qualifying majors. All of the faculty members have a Master’s degree. Continuing Education has support staff working as Program Specialists and Student Workers. Recently, two Continuing Education Counselors and a Career Guidance Counseling Assistant have been added to the team to support the SSSP activities.

Continuing Education works in partnership with on- and off-campus programs, services, and entities such as Admissions, Services to Students with Disabilities, CalWorks, Valley Worksource Centers, USCIS field offices, and others. We are always making our programs and its services known to the community by expanding our webpage, adding instructor blogs, including photographs with student testimonials, offering community outreach, and updating class offerings.

The Continuing Education areas of improvement and future goals are twofold. First, our goal is to meet the diverse needs of our students. Some students seek training to learn a different career and begin a completely new life. Others are professionals who for any number of reasons – political, family, and other – wish to continue their previous careers here in the United States. Many students take noncredit courses in preparation for credit classes. The shared goal of some students is to transfer to a four year institution. Still other students want to become citizens.

Second, we strive to increase noncredit course offerings and services to meet these needs and the continuously growing student demand. The intent is to increase our offerings to serve the large ESL and basic skills population, as well as to expand the Citizenship Center in order to provide additional services to the many immigrant students within the community.

Participants

Q: Please indicate the individuals that participated in the completion of this program review.

Response:

Validation & Feedback

Validation Comments for Program

Q:

Response:

The executive summary captures the breadth and depth of the Continuing Education department.

*Reviewed. KD

Comments for Review Committees

Q:

Response: