

MODESTO JUNIOR COLLEGE

Priority Enrollment Request

Procedure for Requesting Priority Registration for “Groups as designated by the College,” as outlined in Level 2 of YCCD Board Policy 5055.

Submission and Review Guidelines

1. Proposals are due November 16th for implementation the following fall and are submitted to the Student Success & Equity Committee (SS&EC).
2. A written proposal addressing the criteria established by the college is to be completed. The proposal must include supporting evidence and appropriate data.
3. The SS&EC will conduct a technical review to determine if criteria are met.
4. Authors who have submitted proposals that meet the established criteria will be asked to provide a presentation to the SS&EC describing in more detail the eligibility requirements, benefits, and procedures outlined in their written proposals.
5. The SS&EC will forward their recommendation to Student Services Council.
6. Student Services Council will forward their recommendation to College Council.

Note – Two non-mandated groups, TRIO and Student Athletes, currently provide priority registration for their students. Approval for continuation of this priority is extended through Summer 2016. Both groups need to complete the attached form and submit their request to the SS&EC by November 19, 2015, for priority registration to be continued beyond Fall 2016. As existing programs, both groups must conduct a review of the effectiveness of priority registration for their students and attach that to their requests.

MODESTO JUNIOR COLLEGE

Priority Enrollment Request

Request for Level 2 Priority Registration for "Groups as designated by the College" per BP 5505.

Priority registration is awarded to participants in groups that actively promote student engagement and success by providing services and requiring students to: 1) enroll in appropriate courses to meet identified educational goals, 2) succeed in their courses, and 3) complete certificates, degrees, and/or transfer requirements in a timely manner.

Student learning theory indicates that student engagement is a critical aspect of student success. Therefore, groups should include eligibility and ongoing participation criteria regarding active engagement, adequate academic performance, and measurable progress towards identified goals.

Group Name: Workforce Development (Contract Education) **Submitted by:** Marla Uliana
Title: Director, Workforce Development

Name

Description of the Group:

The MJC Workforce Development department partners with federal, state and local agencies and businesses, through grants and contracts, to provide educational and training opportunities that prepare individuals for jobs and meet local industry demands. Workforce programs and trainings lead to completion of CTE courses and certificates.

Workforce staff monitor and meet regularly with students participating in each grant or contract program, and connect with faculty and various MJC services that offer extra support for student success.

Who has responsibility to identify the students who qualify for this group each term?

Name: Marla Uliana **Title:** Director, Workforce Development

Number of terms priority is being requested for the individual students in the group? Up to 3 semesters annually.

Is the request related to a grant? **No** **Yes** **If yes, when will the grant be submitted?** Yes, this request is related to grants and contracts, submitted and/or negotiated on an ongoing basis. There are varying start and end dates.

Designated administrator of the grant: Marla Uliana **Start & End Dates:** Ongoing

Justification for Priority Request: Address issues such as program objective, time constraints, high unit majors, and impact of the program on student success, etc.

Objectives of most Workforce grants/contracts are to grow the local economy and decrease unemployment by providing education and training for individuals searching for work. Programs are designed to move students through quickly, as many are on **Welfare-to-Work** or **Unemployment (UIB) time constraints.**

MODESTO JUNIOR COLLEGE

Priority Enrollment Request

These types of contracts normally consist of language stating students will receive priority registration.

What additional support is being provided to students in this group?

- Case Management: Program staff meet regularly with students to review attendance, academic progress and any referral needs (personal or educational) they may have. This may include:
 - Discussions with division dean and faculty
 - Referrals to MJC support services
 - Referral to community resources
- Grant/Contract Oversight: Program staff are responsible for meeting the objectives of each contract and ensuring student success.

Describe how the objectives of this group align to the Institutional Learning Outcomes of Modesto Junior College.

Workforce programs are designed for student success, require students to meet with program staff regularly, and require students to follow the guidelines and policies of MJC. Programs consist of MJC credit and/or non-credit based courses that align with the Institutional Learning Outcomes of MJC.

In addition, during their time at MJC, Workforce students learn additional 21st Century Skills required in the workplace such as teambuilding, problem-solving, and leadership concepts. They also create resumes and complete interview skills workshops.

Workforce programs also meet MJC Strategic Plan, Goals 1 (foster student success), 6 (expand outreach to business, industry & community based on needs) & 8 (expand and enhance student learning environment and delivery options).

Student Eligibility and Participation: Provide the student eligibility criteria for entry into and continued participation in this program. Address specific criteria related to academic performance, engagement, and progress towards academic goals within each category.

1) Initial entry into group

Each student submits a program application and completes an eligibility process that consists of an orientation, various assessment appointments and an interview with program staff.

Eligibility criteria vary with each contract, and can include work history, pre-requisite courses, assessment scores, physical ability to perform the job they are training for, and referral from employer, instructor or counselor.

MODESTO JUNIOR COLLEGE

Priority Enrollment Request

2) Ongoing participation in the group

Ongoing participation is dependent on student meeting all program and course requirements each semester, as well as those of the funding agency. Normally, students are dropped from Workforce programs if they receive an F grade in a course, although exceptions are made on a case-by-case basis.

3) Exit from group

When students are considered for drop from Workforce programs for non-compliance issues, Workforce staff discusses with both the funding agency (when applicable) and the student. Students have the right to appeal registration status, if applicable, and we would follow MJC guidelines. However, sponsorship by the grant or contract is considered separately.

List the data reports that will be used to track eligibility and attach samples (remove student identifiers).

Workforce tracks program/course attendance and completion. Staff also meet or discuss student progress with faculty when needed to determine any manner in which students can improve grades. This allows us to work with students on deficiencies, and make referrals to other services.

Review of Priority Status for Group: Initial approval is granted for a period of three years. After two years, the group must conduct a review and resubmit for continuation of priority registration.

What criteria will be used to measure the effectiveness of providing priority registration to these students?

- Program participation
- Performance in courses
- Program completion
- Any job data that we collect

Outline the process that will be used in conducting the review of this priority group. Include who will be conducting the review, specific dates on which the review will begin and conclude, and the expected findings that will lead the group to either propose continuation or termination of priority registration for participants.

Based on the criteria above, the Workforce Director and Program Specialist meet to review student progress and suitability for continuation within one week following the completion of each semester. This will provide current data by which we can measure the effectiveness of priority registration. This meeting includes the review of transcripts and meeting with the funding agency (when appropriate).

MODESTO JUNIOR COLLEGE

Priority Enrollment Request

The Dean of Tech Ed & Workforce Development is included when needed to discuss particular students.