

# ANNUAL WORKPLAN

Performance/Funding Period: 07/01/09 – 06/30/10

RFA Specification No. and Title: 09-0159 — Statewide Discipline/Industry Collaborative for Business Education  
 District: Coast Community College District College: Coastline Community College

**\*OBJECTIVE No. 1:** A faculty member will be chosen to write and prepare 16 issues of the *hyperlink* e-zine that will be sent electronically to those in the Business/CIS database—approximately 1200-1500 faculty—to keep them abreast of the latest trends in the fields of business and computer information systems.

Activities	Performance Outcomes	Timelines	Responsible Persons
1.1 Grant Administrator and Executive Committee establish and publish the criteria for the writer's position and the level of compensation.	1.1.1 Position Announcement distributed electronically and posted on the BESAC web site.	July 1 – August 15, 2009	Project Director, Grant Administrator, Communication Consultant
1.2 Executive Committee recommends the successful candidate to Project Director and Grant Administrator.	1.2.1 Independent Contract or other personnel paperwork submitted to Board of Trustees.	By Sept. 15	Executive Committee, Grant Administrator, Project Director
1.3 Writer meets with Communication Specialist to determine electronic program restrictions.	1.3.1 Guidelines and topics approved by the Executive Committee	By Oct. 1	Executive Committee
1.4 Editor sends copies to Communication Specialist	1.4.1 <i>hyperlink</i> e-zine distributed.	Oct – May	Editor, Communication Consultant

**\* Limit one (1) objective per page.** List objectives according to numerical order, i.e., 1.0. Activities should have corresponding numbers (i.e., 1.1, 1.2, 1.3...)

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**\*OBJECTIVE No. 2: A statewide conference of Business/CIS community college faculty and invited K-12 business educators will be held at the Asilomar Conference Center in Pacific Grove, California, March 3-5, 2010, to disseminate BIC grant deliverables and provide updates on industry trends.**

Activities	Performance Outcomes	Timelines	Responsible Persons
2.1 Conference logistics and contracts negotiated.	2.1.1 Dates and contracts approved by the Coast District's Board of Trustees.	By Aug. 1, 2009	Grant Administrator
2.2 Conference keynoters scheduled and contracted.	2.2.1 Contracts signed and approved by Board of Trustees.	By Oct. 15	Project Director, Executive Committee, Grant Administrator
2.3 Conference program presenters identified and confirmed.	2.3.1 Conference program posted on BESAC web site.	By Nov. 1	Project Director, Executive Committee
2.4 Registration forms, fee schedule, and public information created.	2.4.1 Posted on BESAC web site and distributed electronically.	By Nov. 15	Project Director, Communication Consultant
2.5 Food and audio-visual requests compiled.	2.5.1 Asilomar catering confirms requests.	By Feb. 10, 2010	Grant Administrator

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**\*OBJECTIVE No. 3:** A survey of faculty, deans, and the business community on the effectiveness of the state's community college Business/CIS programs will be conducted by a qualified researcher, selected through the project's Mini-Grant process, and the results disseminated through the *hyperlink* e-zine, Asilomar presentations, and presentations to the BESAC.

Activities	Performance Outcomes	Timelines	Responsible Persons
3.1 BESAC and Executive Committee review proposals.	3.1.1 Researcher or research group selected and contracted.	By Sept. 15, 2009	Project Director, Grant Administrator
3.2 Executive Committee identifies the core areas to be addressed.	3.2.1 Survey instrument approved with agreement on levels of outcomes to determine effectiveness of Business/CIS programs.	By Oct. 15	Project Director
3.3 Survey questionnaire distributed electronically and by other methods.	3.3.1 Survey findings reported to Executive Committee.	By Dec. 15	Research, Project Director
3.4 Presentation on findings prepared.	3.4.1 Presentations delivered at Asilomar, to BESAC, and to the Program Officer for this grant.	By April 15, 2010	Project Director

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*OBJECTIVE No. 4: Members of the Executive Committee will research various options for creating an Online Certification Program for current and potential community college faculty.			
Activities	Performance Outcomes	Timelines	Responsible Persons
4.1 Conduct a survey of certification programs in other states.	4.1.1 Certification mode agreed to by Executive Committee.	By Dec. 31, 2009	Executive Committee
4.2 Existing programs and organizations approached about mutual use of courses within the proposed certificate program.	4.2.1 MOUs approved by the Executive Committee.	By April 1, 2010	Project Director
4.3 Operational designs and budget developed for the certification program.	4.3.1 Approved by BESAC and recommended to State Chancellor's Office.	By June 30, 2010	Project Director

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**\*OBJECTIVE No. 5: By May 1, 2010, the project's Executive Committee working, with the leaders of the Special Populations Collaborative, EOPS faculty, and counselors, will develop workshop materials for distribution at the Asilomar Conference (March 3-5, 2010) to improve the performance of students in the VTEA Core Indicators for Business/CIS courses.**

Activities	Performance Outcomes	Timelines	Responsible Persons
5.1 Review and analyze the current MIS VTEA Core Indicator reports to identify key areas of needed program improvement.	5.1.1 Recommended list of needs identified for further study.	Oct. 2009	Project Director, Executive Committee
5.2 In collaboration with the Special Populations Collaborative, EOPS Faculty, and Counselors, develop materials to improve the Core Indicators. Best practices will be collected from educational partners throughout the state.	5.2.1 Data regarding industry and student needs and recommendations for improvement will be gathered.	March 2010	Project Director, Executive Committee
5.3 Present workshop materials at the Asilomar Conference.	5.3.1 Conference evaluations analyzed.	March 2010	Project Director, Grant Administrator

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**\*OBJECTIVE No. 6:** Mini-Grant proposals will be requested for presentations, white papers, video conferences and webinars, new curriculum, and research on the following: Green initiatives and curriculum; transitioning veterans and incarcerated students in Business/CIS programs; Model programs for serving special populations; Financial literacy; Entrepreneurship; Textbook alternatives; Soft Skills; Programs to better serve Generations X and Y and Baby Boomers; Model advisory committee; Town Halls; and Virtual learning environments.

Activities	Performance Outcomes	Timelines	Responsible Persons
6.1 Mini-Grant RFP approved and distributed.	6.1.1 More than 40 proposals received for Mini-Grants.	By Sept. 15, 2009	Executive Committee, Grant Administrator, Communication Consultant
6.2 Proposals evaluated by BESAC members and negotiated.	6.2.1 Nine to ten Mini-Grant proposals approved.	By Oct. 21	Communication Consultant, Project Director, Grant Administrator
6.3 Presentations and progress reports prepared for delivery at Asilomar Conference.	6.3.1 All Mini-Grant project directors and all members of the Executive Committee engaged in developing deliverables present reports at the Asilomar Conference.	By March 5, 2010	Communication Consultant, Project Director
6.4 Final project reports and deliverables submitted for approval by the Project Director, BESAC, and the Program Officer for the State Chancellor's Office.	6.4.1 Reports and deliverables approved for dissemination by BESAC and the State Chancellor's Office.	By June 1, 2010	Project Director, Grant Administrator

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**\*OBJECTIVE No. 7: Case studies, best practice videos and materials, and other resources to assist Business/CIS faculty will be compiled and placed on the BESAC website and distributed to the Business/CIS deans/departments chairs in the California Community College system.**

Activities	Performance Outcomes	Timelines	Responsible Persons
7.1 Members of the Executive Committee will review the extent to which the resources now available on the BESAC website reflect current conditions in Business/CIS industries.	7.1.1 Thirty percent of current resources are removed from the website.	By Oct. 31, 2009	Executive Committee, Website Master
7.2 Executive Committee members will develop or contribute new resources.	7.2.1 Three case studies, multiple best practices, and professional activities developed.	By May 1, 2010	Executive Committee, Project Director
7.3 New resources are posted on the BESAC website.	7.3.1 Each month, at least 100 faculty access the resource section of the web site.	By June 1, 2010	Website Master, Project Director
7.4 Update the Business Education Directory.	7.4.1 Updated Business Education Directory posted on BESAC web site; printed copies distributed to designated individuals.	By June 1, 2010	Tracking Staff, Website Master

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**\*OBJECTIVE No. 8: More than 40 model articulation agreements will be placed on the BESAC web site as a result of multiple presentations and webinars conducted by faculty on the California Career Pathways project.**

Activities	Performance Outcomes	Timelines	Responsible Persons
8.1 Executive Committee identifies Career Pathway presenters and reviews theme, audio visuals, and other materials for use in workshops and presentations.	8.1.1 Four presentations on Career Pathways are scheduled.	By Oct. 1, 2009	Executive Committee, Project Director
8.2 Faculty from ROCPs and community colleges discuss program articulation challenges.	8.2.1 Forty model articulation agreements placed on BESAC website.	By May 1, 2010	Executive Committee, Project Director

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