

CE Program Enhancement Role and Award Criteria

SELECTION PROCESS

The selection process for Career Education faculty (part-time or full-time) to be identified to receive stipends shall be as follows:

1. Faculty collaborate with the Dean, who will identify one or more faculty
2. Faculty lead will be identified to complete the Google form provided
3. Dean will review and approve the proposal once it is submitted
4. Program Coordination proposals will be funded until allotment has been fully expended

Please note: The dean's approval of the application is not an approval to begin work. No work should be started before an HRT is processed and approved by HR.

NON-ELIGIBLE

- Program Directors
- Department Chairs (unless authorized by VPAA)
- Program Coordinators who are already receiving release time or stipend
- Full-time faculty at or above 140% or part-time faculty for which reassigned time would exceed .67 max load (NTE 25 hours/week)

CRITERIA

- Max \$3,000 for each TOP Code with a **max of 2 TOP Codes per faculty**
- Available for CE faculty/CE Programs only
- Each activity may be split between up to two faculty per Top Code
- Please note that if an activity is split with another faculty, that faculty is also required to submit an application identifying which activity is being split.
- Deliverables must be submitted in order to receive an award (see page 3 for deliverables information)

ACTIVITIES AVAILABLE FOR INCLUSION (Not to Exceed \$3,000)

CE Faculty will do activities unique to program's needs that fall outside the faculty contract

Activities	Award Amount
Advisory Committee Coordination and Implementation (see identified duties)	\$500
Marketing (Must work with CE Marketing Associate) - point of contact with SWC CE Marketing Associate (Armando Lamadrid and Cherri-Ann Inouye) to ensure the following program content remains current: Print Material (rack cards/flyers) Webpages Photo shoots Video creation Regular social media posts (2+ posts/month)	\$250/Semester & up to \$500/year

Testimonials (faculty, students, employers) Public Relations - Media & Community	
Work-Based Learning - <i>Point of contact for SWC Internship and Job Placement Specialists related to the identification of students that meet employer needs for employment and work-based learning opportunities, such as guest speakers, industry tours, etc. Support faculty professional development needs. The narrative needs to be submitted in the deliverables. *Clubs not applicable for this category</i>	\$375/Semester & up to \$750/year)
Partnering/Maintaining Alignment with Industry/Related Professional Organizations and serving as the point of contact with internal and external program-related stakeholders as needed. A single stipend will be awarded for one or more alignments.	\$125/Semester & up to \$250/year
Grant Quarterly Reports and Oversight (Perkins/Strong Workforce) <i>Completion of the template provided with narrative content related to quarterly activities - approx. 1 paragraph</i>	Not fundable
Governing Board Biennial CE Reports <i>Completion of template provided with narrative content related to responses to data provided - approx 4 paragraphs once every 2 years - Fall only</i>	\$250
CE High School/Adult School Pathways - PT Only (FT with authorization from VPAA with the exception of summer work) <ul style="list-style-type: none"> • Articulation Agreements - <i>point of contact for high school and adult school teachers who are interested in obtaining NEW articulation agreements (including selecting the assessment measure) for courses taught by faculty. This process will be supported by the Workforce office staff.</i> <ul style="list-style-type: none"> ○ Minimal (\$75) 1 hour or less/high school or adult school course ○ Average (\$150) More than 1 hour but less than 3 hours/high school or adult school course ○ Above Average (\$250) 3 to 5 hours/high school or adult school course ○ Extensive (\$400) More than 5 hours/high school or adult school course • Curricular Alignment - <i>point of contact for high school and adult school teachers who are interested in creating pathways. This may include participation in external advisory committees or other related activities that result in a K-14 pathway. This process will be facilitated by workforce office staff.</i> 	(\$500) \$250/semester + (\$75-\$400/class for articulations)
Program Review - Fall Part-Time Faculty only in a Program with No Full-time Faculty: <ul style="list-style-type: none"> • Program Review – Annual Update: \$250 • Program Review – Comprehensive: \$1,000 	\$250 or \$1000

DELIVERABLES

Faculty shall be responsible for submitting deliverables prior to submitting a timesheet

What are the deliverables in Program Enhancement?

- Deliverables are documents that serve as documentation that the activity was completed. Examples of deliverables are PDF files supporting the activity in name, program webpage, rack cards/flyers, links to shared documents, evidence of scheduled meetings, and syllabi recommendations (CE High School/Pathways).
- The deliverables form is in a Google Form response format, and attachments are required as needed to identify the activities conducted.

How will I submit them?

- Everyone who submitted an application (and was approved for the activities) will receive an email with a link to the deliverables form. You can expect this for the Fall semester in late November/early December and for the Spring semester in early May.