

ANNUAL WORKPLAN

Performance/Funding Period: 07/01/11-6/30/12

11-0386 (2011-12 Statewide Advisory Committee (Special Populations) (Renewal) and
11-166-001 (San Diego/Imperial – State Leadership Nontraditional Career Education Funding)

**OBJECTIVE No. 1: Identify effective practices, standards, and program issues, and necessary program development to serve students who are members of special populations and or are participants of nontraditional programs.
(PERFORMANCE ACCOUNTABILITY and STUDENT SUPPORT STRUCTURES)**

ACTIVITIES	PERFORMANCE OUTCOMES	RESPONSIBLE PERSON(S)	TIMELINE
1.1 Provide input or recommendations to the CCCCCO and CDE on state policy and funding priorities that connect Special Populations to quality occupations.	1.1 Information and recommendations provided on policy and funding priorities regarding special populations to the CCCCCO and CDE. Findings disseminated via the website, workshops, conference, etc.	JSPAC Membership JSPAC Coordinator Contractor	May 2012
1.2 Report on the Core Indicators data concerning the performance of students from Special Populations groups and disseminate changes and trends statewide.	1.2 Core Indicators data changes were presented to the JSPAC, CCCCCO, and CDE. Findings disseminated via the website, workshops, conference, etc.	Contractor	May 2012
1.3 Provide information to the JSPAC to better understand and determine best utilization of Cal-PASS, Cal-PADS and CASAS.	1.3 Cal-PASS, Cal-PADS and CASAS representatives presented at a JSPAC meeting and/or a workshop at the JSPAC conference.	JSPAC Coordinator	September 2011
1.4 Review Perkins IV, Title IB Special Project reports.	1.4 Perkins IV, Title IB Special Project reports reviewed as needed at request of CCCCCO.	Contractor JSPAC Membership	As requested
1.5 Identify programmatic, service and funding gaps as related to the five State Leadership priorities and recommend elements to include in future Perkins IV RFA Specifications and projects as requested by CCCCCO.	1.5 Recommendations made to CCCCCO as requested.	Contractor JSPAC Membership	As requested

OBJECTIVE No. 2: Promote professional and curriculum development activities that are responsive to statewide need for nontraditional students.

(CURRICULUM DEVELOPMENT AND IMPROVEMENT/ PROFESSIONAL DEVELOPMENT/CONFERENCES)

ACTIVITIES	PERFORMANCE OUTCOMES	RESPONSIBLE PERSON(S)	TIMELINE
<p>2.1 Share effective strategies and tips with the field to ensure special population students are included in green technology/curriculum efforts. Update Green Technology Resource as needed.</p>	<p>2.1 Information material with effective strategies and tips for including special populations and nontraditional students in green technology efforts was updated and posted on the website.</p>	<p>JSPAC Committee JSPAC Coordinator</p>	<p>Ongoing July 2011-June 2012</p>
<p>2.2 Develop and present 18 workshop(s) and/or podcasts on addressing the needs of K-Adult / CCC students who are members of special populations, to include barriers faced by students preparing for careers that are nontraditional by gender.</p>	<p>2.2 Workshop(s) and/or podcasts developed for K-12-Adult, Community College, professional/industry development conferences and/or online. Eighteen (18) workshops, and/or podcasts were presented.</p>	<p>Contractor</p>	<p>Ongoing July 2011-June 2012</p>
<p>2.3 Conduct a statewide conference for K-Adult and community college staff, CTE instructors, administrators, faculty, and private/public members to address effective practices for serving students who are members of special populations.</p>	<p>2.3 A statewide conference held with 200-250 participants representing K-12-Adult, CCC, CTE and industry. Conference agenda, location, and date determined by the JSPAC.</p>	<p>JSPAC Membership Contractor JSPAC Coordinator</p>	<p>December 2011</p>
<p>2.4 Collaborate with the STEM Equity Pipeline Project to facilitate the dissemination of the latest research and information in JSPAC workshops and conference with a specific focus on CTE and equity in relation to Science, Technology, Engineering and Mathematics.</p>	<p>2.4 Research and information from the STEM Equity Pipeline Project disseminated during the JSPAC conference and statewide workshops. STEM related efforts in CA were identified and documented.</p>	<p>Contractor</p>	<p>Ongoing July 2011-June 2012</p>
<p>2.5 Collaborate with the CDE to provide a selected number underperforming schools technical assistance using the STEM Equity Pipeline Project 5 Step Improvement Process to increase the number of underrepresented populations in CTE programs.</p>	<p>2.5 Technical assistance in selected underperforming schools was provided at the annual conference. Measurement processes of the impact on the improvement for underrepresented groups were identified. Identified schools will be monitored over time as funding allows.</p>	<p>Contractor</p>	<p>Ongoing July 2011-June 2012</p>

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OBJECTIVE No. 3: Identify partnership opportunities and mechanisms to maximize program effectiveness and strengthen existing linkages between the Joint Special Populations Advisory Committee (JSPAC) and appropriate professional associations. (PARTNERSHIP DEVELOPMENT)

ACTIVITIES	PERFORMANCE OUTCOMES	RESPONSIBLE PERSON(S)	TIMELINE
3.1 Maintain active membership in NAPE.	3.1 Annual membership dues to NAPE half paid by CCCCCO and half by CDE.	JSPAC Coordinator	July 2011
3.2 Incoming committee Co-Chairs and others, as appropriate and according to financial feasibility will attend annual NAPE conference.	3.2 JSPAC members who attended NAPE conference present a report to the JSPAC on conference events, workshops, effective practices, resources, materials, etc.	JSPAC Incoming Co-Chair and others, as determined by CCCCCO and CDE Liaisons, & approved by Committee.	April 2012
3.3 Formalize a list of secondary, postsecondary and public/private stakeholders, including professional associations, with whom we share information and identify gaps.	3.3 A list of stakeholders and professional associations were developed and gaps were identified. The gaps found were added to the list.	JSPAC Subcommittee	Ongoing July 2011 through June 2012
3.4 Collaborate & share resources with postsecondary and secondary educators, public/private sector stakeholder groups, Statewide Advisory Committees, Statewide Collaborative projects, STEM Equity Pipeline Project, nonprofit agencies, and other statewide CTE initiatives as appropriate.	3.4 JSPAC products and information disseminated via website, workshops, conference and via internet and website with the intent to increase awareness of the barriers faced by nontraditional and other students from special population's students and improve the image of CTE.	JSPAC Membership Contractors JSPAC Coordinator	Ongoing July 2011 through June 2012
3.5 Meet with other CTE/State Leadership-funded projects and the CCC Regional Consortia, CDE regions and Advisory Committees (including JACCTE). Members will report at JSPAC meetings on their attendance at other meetings.	3.5 Presented JSPAC Information at regional consortia meetings & at other CTE/State Leadership Projects and Advisory Committee meetings as requested. Information was disseminated to other statewide committees and follow up was made with interested parties. JSPAC members were provided materials via the JSPAC website. Information was disseminated in each region. Members reported at JSPAC meetings on their attendance at other meetings.	JSPAC Committee Members	Ongoing July 2011 through June 2012
3.6 Facilitate industry member's participation on the JSPAC to help enhance the relevance of CTE instruction to the workplace.	3.6 Active participation on JSPAC by Industry members.	JSPAC Committee Members JSPAC Coordinator	Ongoing July 2011 through June 2012

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OBJECTIVE No. 4: Identify and disseminate information regarding effective strategies, programs, and techniques for serving students who are members of special populations and nontraditional students. (COMMUNICATION / MARKETING)

ACTIVITIES	PERFORMANCE OUTCOMES	RESPONSIBLE PERSON(S)	TIMELINE
<p>4.1 Maintain & provide continued development to the JSPAC website. Install links to the JSPAC website on secondary, postsecondary and community websites in order to increase the awareness of and access for students from special populations, improve the image of and participation in CTE, and allow for greater information dissemination about nontraditional careers work with other groups, agencies, schools, NGOs, etc. (www.jspac.org) (www.casp.cc)</p>	<p>4.1 Website was maintained. Meeting agendas, minutes, committee membership matrix, and other pertinent information posted to the website. Additional services and links added, as recommended by the JSPAC. Awareness of and access to CTE programs as well as to programs addressing the needs of special population students has increased through additional links on www.jspac.org on a variety of education, program, and career websites.</p>	<p>JSPAC Coordinator</p>	<p>Ongoing- July 2011 Through June 2012</p>
<p>4.2 Revise, Maintain and provide continued development to the JSPAC Listserves.</p>	<p>4.2 New contacts added to the Joint Special Populations Advisory Committee training list serve.</p>	<p>JSPAC Coordinator</p>	<p>Ongoing- July 2011 through June 2012</p>
<p>4.3 Update informational materials and website information as needed. Disseminate to JSPAC members, secondary, postsecondary and educators; public/private sector stakeholder groups, Statewide Advisory Committees, Statewide Collaborative projects, other statewide CTE initiatives as appropriate. Disseminate the secondary and postsecondary WASC criteria documents.</p>	<p>4.3 JSPAC materials, brochures and website information were updated and distributed. Documents disseminated throughout the State of California.</p>	<p>Contractor JSPAC Coordinator Regional Consortia Coordinators</p>	<p>Ongoing- July 2011 through June 2012</p>
<p>4.4 A "News You Can Use" newsletter will be distributed throughout the State via the listserve and regional chairs. The newsletter will identify important information regarding students from special populations, nontraditional students JSPAC, partner groups serving students, CTE, Perkins IV, and other pertinent legislation.</p>	<p>4.4 A minimum of two newsletters were sent via email to the JSPAC and Special Populations Conference Listserves and to the Regional Chairs for distribution. The newsletters will also be printed and distributed at workshops and conferences as funding allows.</p>	<p>Contractor JSPAC Coordinator</p>	<p>October 2011 April 2012</p>
<p>4.5. Explore the feasibility of JSPAC having a Social Networking Site (i.e. Facebook)</p>	<p>4.5 Information was gathered and a decision was made regarding a Social Network site for JSPAC.</p>	<p>JSPAC Coordinator</p>	<p>September 2011</p>

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**OBJECTIVE No. 5: Coordinate activities related to the operation of the Joint Special Populations Advisory Committee.
(MEETINGS/ADMINISTRATION)**

ACTIVITIES	PERFORMANCE OUTCOMES	RESPONSIBLE PERSON(S)	TIMELINE
<p>5.1 Maintain a membership roster of all members. Augment the JSPAC membership as necessary to balance participation between K-Adult, community college, and industry representatives as well as maintain diversity on the committee.</p>	<p>5.1 Thirty committee members serve, representing the diversity of California K-Adult (10 members), community college (10 members-1 from each Regional Consortia), and industry (10 members). Data collection assessment of all committee members during each JSPAC meeting to include: gender, ethnicity, demographic information. Diversity of the committee has been maintained.</p>	<p>JSPAC Coordinator JSPAC Co-Chairs</p>	<p>Ongoing- July 2011 through June 2012</p>
<p>5.2 Provide the membership roster by gender, ethnicity, and discipline to the CCCCO and CDE to include names, addresses, email, and phone numbers and make available on the website</p>	<p>5.2 Membership roster provided to CCCCO and CDE and maintained on the JSPAC website.</p>	<p>JSPAC Coordinator</p>	<p>September 2011</p>
<p>5.3 Convene at least three meetings of the committee either in person, via video conference, or electronically.</p>	<p>5.3 A minimum of three (3) meetings were held. Program and funding strategies and recommendations to enhance the relevance of career and technical education instruction and services to the workplace will be documented.</p>	<p>JSPAC Coordinator JSPAC Co-Chairs</p>	<p>September 2011 February 2012 May 2012</p>

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