



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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Career Education Biennial Review

Executive Summary

July 2020



Career Education Biennial Review 2020 Executive Summary

The purpose of this executive summary is to provide information to the San Diego Community College District Board of Trustees for its biennial review of occupational programs (career education programs) as required by Education Code Section 78016. The executive summary outlines districtwide and institution-specific processes for data collection and review (pages 1-7). Appendices include descriptions of the evidence, sample evidence, and SDCCD Career Education Programs (beginning on page 8).

Education Code Section 78016

Education Code Section 78016 requires California Community College district governing boards to review occupational programs (career education) Education Code Section 78016 education programs) every two years.

A Career Education Biennial Review is required to provide evidence of four (4) elements:

1. Career Education programs meet a [documented labor market demand](#).
2. Career Education programs do not represent [unnecessary duplication](#) of other manpower training programs in the area.
3. Career Education programs are [of demonstrated effectiveness](#) as measured by the [employment and completion](#) success of its students.
4. Any program that does not meet these three requirements shall be terminated within one year.

Institution-Specific Career Education Program Evidence Packets

The Career Education Program Evidence packets provide evidence that current career education programs meet these four required elements.

- Evidence includes:
 - Labor market demand, projected earnings, and supply demand gaps
 - Regional comparisons
 - Awards granted
 - Program enrollment trends, student retention, and success data
 - Employment outcomes

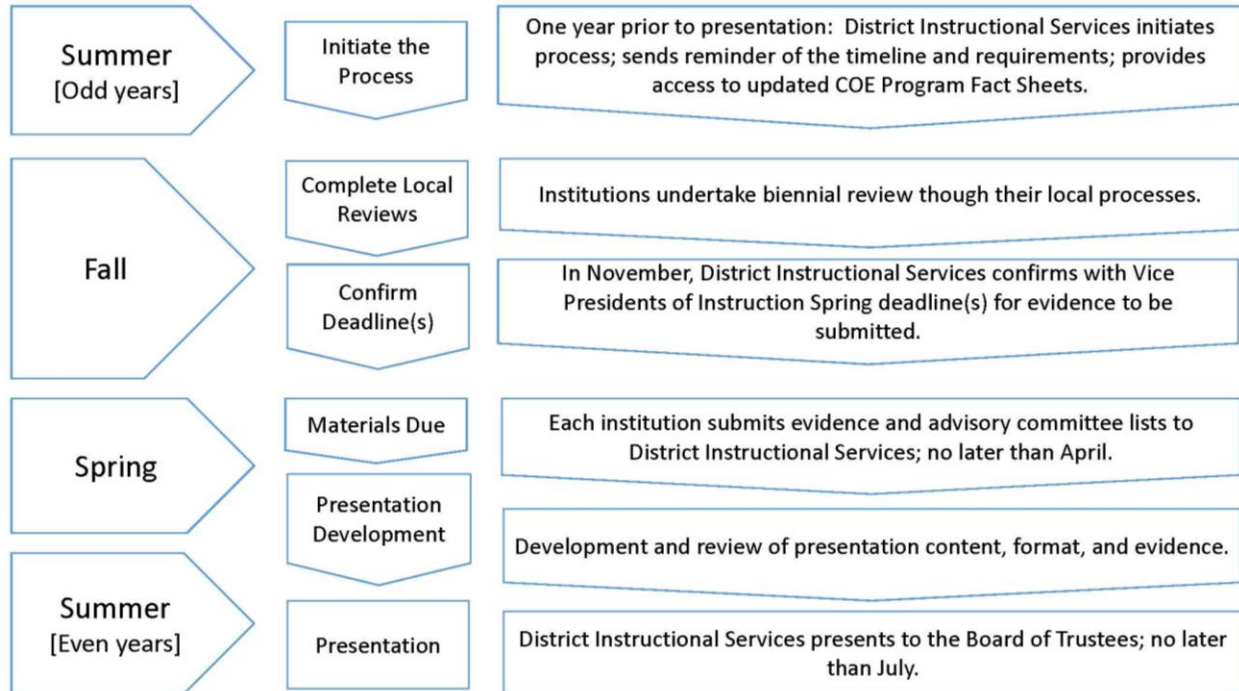
Processes and Timeline for Biennial Review

- Each institution reviewed and confirmed their internal processes for ensuring compliance
 - Requirements emphasized and strengthened existing program review and curriculum development systems
- Institution specific program review content compiled
 - Two hundred eighty-seven (287) credit certificates and degrees
 - Seventy-five (75) noncredit certificates



A biennial timeline and internal processes have been established.

Biennial Review Timeline



Four Required Elements

The following pages outline each of the four required elements and the SDCCD processes related to each element.

1. **Documentation of Labor Market Demand**
2. **Avoiding Unnecessary Duplication**
3. **Program Effectiveness as defined by Completions and Employment**
4. **Deactivation of Programs**



Documentation of Labor Market Demand

Education Code Requirement Element #1

Labor Market Demand is the availability of jobs for certificate or degree completers.

- **Assessment:** SDCCD institutions assess supply and demand gaps when developing a program.
 - Supply assessment includes program completers from community colleges and other educational providers in the region compared to available jobs
- **Resources:** SDCCD institutions leverage reports on labor market information by Industry sector, Taxonomy of Occupational Program (TOP) Code, and/or occupation. The primary regional resources for labor market information (LMI) is the San Diego-Imperial Center of Excellence for Labor Market Research (COE). COE provides information by TOP Code on:
 - Supply and Demand data dashboards with regional comparisons
 - Sector and TOP code specific reports on demand
 - Emsi labor market data
- **Process:** SDCCD institutions conduct internal and external reviews that include assessment of LMI.
 - Curriculum development requirements and processes:
 - LMI is included in all stages of the program development and approval process, including:
 - Regional Consortia Review
 - Institution-specific Curriculum Review Committees
 - District Curriculum and Instruction Council
 - Board of Trustees approval of career education programs
 - Industry Advisory Committee feedback
 - Program Review
- **Priority Focus:** SDCCD institutions are focused on high-demand occupations (industry sectors and occupations that currently have a large demand or are projected to have an increase in demand).

Sample Evidence – Labor Market Information

- Computer Information Systems, TOP Code 070200, San Diego City College, San Diego-Imperial Center of Excellence for Labor Market Research
- Automotive Technology, San Diego Continuing Education, San Diego-Imperial Center of Excellence for Labor Market Research



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Avoiding Unnecessary Duplication

Education Code Requirement Element #2

Career Education programs should not represent unnecessary duplication of other training programs.

SDCCD Institutions verify that regional training needs are being met and assess areas for expansion through the San Diego-Imperial Community College Regional Consortia. All ten community college institutions within the region are represented in the Regional Consortia and meet monthly to review and recommend new and modified career education programs.

- **Assessment:** SDCCD institutions assess existing programs and areas for expansion (unmet employer needs).
- **Resources:** SDCCD institutions leverage supply and demand reports to inform assessment.
- **Process:** SDCCD institutions participate in districtwide subject area meetings and Regional Consortia program recommendation processes.
- **Priority Focus:** SDCCD institutions are focused on ensuring responsiveness to unmet employer needs and opportunities for collaborative pathways from:
 - Associate degree programs to bachelor degree programs
 - Noncredit to credit certificates to credit programs
 - High school to post-secondary

Sample Evidence – Regional Awards Comparison

- Geographic Information Systems, San Diego Mesa College, San Diego-Imperial Center of Excellence for Labor Market Research



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Program Effectiveness – Completion & Employment

Education Code Requirement Element #3

Programs must demonstrate effectiveness as measured by employment and completion of students.

- **Assessment:** SDCCD institutions assess program awards and student employment outcomes including the total number of awards granted, program retention, and course success and retention, as well as data on employment in jobs closely related to the field of study, increase in wages, and attainment of livable wages.
- **Resources:** SDCCD institutions leverage a state-wide annual Career Technical Education Outcomes Survey data and program level data.
 - Program-level data include districtwide awards reports, institution-specific reports, and program review data as well as CoE data by TOP Code.
- **Process:** SDCCD institutions follow institution-specific program review processes and engage career education industry advisors through regular advisory committee meetings.
- **Priority Focus:** SDCCD institutions are focused on:
 - High-wage, high-demand occupations
 - Integration of work-based learning into program requirements
 - Career exploration and career counseling
 - Internship opportunities
 - Job placement support systems
 - Disaggregated data

Sample Evidence

- **Program Awards**
 - Paralegal, Miramar College; San Diego Miramar College, Program Review Equity Data Dashboard
- **Program Awards**
 - Dental Assistant, San Diego Mesa College, San Diego-Imperial Center of Excellence for Labor Market Research
- **Employment Outcomes**
 - All Programs, San Diego City College, 2019 Institutional Report, The Career & Technical Education Employment Outcomes Survey



Deactivation of Programs

Education Code Requirement Element #4

SDCCD career education programs that do not meet elements 1-3 must be terminated within one year.

- **Assessment:** SDCCD institutions assess labor market demand, duplication, student completion, and employment outcomes, as well as career education industry advisory committee recommendations.
- **Resources:** SDCCD institutions leverage annual Career Technical Education Outcomes Survey data and program level data.
 - Program-level data includes districtwide awards reports, institution-specific reports, and program review data as well as Centers of Excellence data by TOP Code
- **Process:** SDCCD institutions follow institution-specific program review processes and engage career education industry advisors through regular advisory committee meetings.
- **Priority Focus:** SDCCD institutions are focused on,
 - Industry changes and employer needs
 - Student interest and changing needs
 - Program improvement

New and Deactivated Programs: Due to changes in labor market demands, changing student needs, and advisory committee feedback, a career education program area may deactivate one degree or certificate program while creating a new one. Changes may include modified configuration of the same courses, shorter programs, or new courses.

- Over the past two years, fifty-three (53) new career education programs were developed and thirty-five (35) were deactivated.
- New programs and program deactivation were within the following areas:
 - Information Communication Technology and Digital Media
 - Health
 - Business Management and Finance
 - Heating, Ventilation, and Air Conditioning
 - Advanced Manufacturing
 - Entrepreneurship
 - Dance
 - Cybersecurity
 - Applied Biology



Career Education Program Evidence Packets

Career Education program evidence is compiled by institution and submitted to the SDCCD Board of Trustees biennially.

➤ **San Diego City College**

The San Diego City College Career Education Program evidence packet includes the 2019 Institution Report from the Career and Technical Education Employment Outcomes Survey and thirty-six (36) Program Fact Sheets by TOP Code provided by the San Diego-Imperial Center of Excellence for Labor Market Research (COE). The Program Fact Sheets cover twenty-nine (29) Career Education program areas and 108 state-approved degrees and certificates.

➤ **San Diego Mesa College**

The San Diego Mesa College Career Education Program evidence packet includes the 2019 Institution Report from the Career and Technical Education Employment Outcomes Survey and twenty-nine (29) Program fact Sheets by TOP Code provided by the COE, followed by Faculty Narratives. The Program Fact Sheets cover thirty-one (31) Career Education program areas and eighty-eight (88) state-approved degrees and certificates.

➤ **San Diego Miramar College**

The San Diego Miramar College Career Education Program evidence packet includes the 2019 Institution Report from the Career and Technical Education Employment Outcomes Survey and career program data from the Miramar College Program Review Equity Data Dashboard (PREDD). This public tableau dashboard, enables faculty to drill down by program and course level to review completion data as well as a variety of other data elements including retention and success. The tool also provides the opportunity for disaggregating data by special populations. COE Program Fact sheets are provided for seven (7) program areas where PREDD content was not available. Nineteen (19) career education program areas are included in the packet covering ninety-one (91) degrees and certificates.

➤ **San Diego Continuing Education**

The San Diego Continuing Education Career Education Program evidence packet includes the 2019 Institution Report from the Career and Technical Education Employment Outcomes Survey and twenty-eight (28) Program Fact Sheets by TOP Code provided by the COE, followed by Faculty Narratives. The Program Fact Sheets cover eleven (11) Career Education program areas and seventy-five (75) state approved degrees and certificates.



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Appendices

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Appendix A Descriptions of the Evidence

San Diego-Imperial Center of Excellence for Labor Market Research (COE) Program Fact Sheets provide information by TOP Code for the following areas:

- List of certificates and degrees
- Supply gap analysis (Including annual job openings, and annual awards, and education, training, and wage information)
- Annual awards conferred
- Enrollment trends
- Course retention and Success
- Employment Information (including % of students who obtained a job closely related to their field of study, median change in earnings, percent of student who attained a living wage)

For each TOP Code, one or more Career Education programs may be included.

Faculty Narratives address five questions:

1. What is the demand for workers that your program trains for?
2. Over the past two years, what specific program updates have been made in response to changing industry needs?
3. How does your program provide a unique, complementary, or collaborative training opportunity in the region?
4. What is the supply gap or oversupply associated with your program?
5. What is your programs completion and employment outcomes? If the programs completion or employment outcomes are low, please explain why and what will be done about it.

Program Review Equity Data Dashboard (PREDD) is designed to support the instructional program review with program-level and course-level achievement data infusing an equity lens.

- The PREDD provides enrollment, outcome, productivity, and award data at school, program, and course level disaggregated by multiple Disproportionate Impact (ID) populations.
- Both single year snap shot and 5-year trend analysis are included in the PREDD for each data element.
- The PREDD is an interactive dashboard and not designed for printing.

PREDD enrollment, five-year trends, and awards information is included for sixteen (16) program areas.

Career and Technical Education Employment Outcomes Survey is conducted annually statewide and provides evidence regarding employment outcomes after completion.



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Appendix B Sample Evidence

Sample Labor Market Information

- Computer Information Systems, TOP Code 070200, San Diego City College, San Diego-Imperial Center of Excellence for Labor Market Research

Supply Gap Analysis



For the selected TOP6 code and occupations,
there is a(n) **Supply Gap** of **1,964** jobs.

Annual Job Openings – 5 Yr Avg (Demand)

Occupation	
Computer User Support Specialists	552
Computer Systems Analysts	512
Computer Occupations, All Other	477
Network and Computer Systems Administrators	272
Computer Network Architects	119
Information Security Analysts	86
Grand Total	2,018

Annual Program Awards – 3 Yr Avg (Supply)

Institution Name	
MiraCosta	1
Palomar	15
San Diego City	5
San Diego Mesa	18
San Diego Miramar	11
Southwestern	4
Grand Total	54

Education, Training, and Wages

Occupation	Typical Entry-Level Education	Typical On-The-Job Training	25th Pct. Wage	Median Wage
Computer User Support Specialists	Some college, no deg.	None	\$22.56	\$27.42
Computer Systems Analysts	Bachelor's deg.	None	\$34.78	\$44.77
Computer Occupations, All Other	Bachelor's deg.	None	\$28.64	\$41.30
Network and Computer Systems Administrators	Bachelor's deg.	None	\$33.85	\$41.27
Computer Network Architects	Bachelor's deg.	None	\$44.01	\$56.82
Information Security Analysts	Bachelor's deg.	None	\$37.16	\$46.62



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Sample Labor Market Information

- Automotive Technology, San Diego Continuing Education, San Diego-Imperial Center of Excellence for Labor Market Research

Summary



Exhibit 1a: Number of Jobs for Automotive Technology Occupations (2008-2023)³

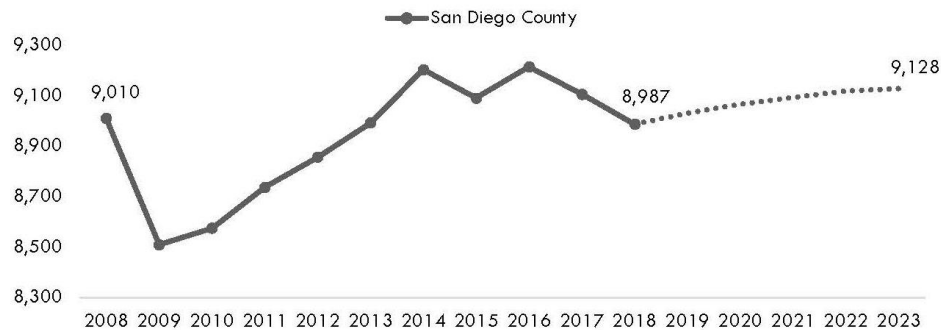


Exhibit 1b breaks down the projected number of jobs change by occupation more specifically. As Exhibit 1b shows, *Automotive Service Technicians and Mechanics* has the largest labor market demand, with 745 job openings projected to be available annually between 2018 and 2023.

Exhibit 1b: Number of Jobs for Automotive Technology Occupations in San Diego County (2018-2023)

Occupational Title	2018 Net Jobs	2023 Net Jobs	2018 - 2023 Net Change	2018-2023 % Net Change	Annual Job Openings (Demand)
Automotive Service Technicians and Mechanics	7,787	7,893	106	1%	745
Electrical and Electronics Repairers, Commercial and Industrial Equipment	758	774	16	2%	71
Transportation Inspectors	313	335	22	7%	35
Electrical and Electronics Installers and Repairers, Transportation Equipment	129	126	(3)	(2%)	11
Total	8,987	9,128	141	2%	862



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Sample Regional Awards Comparison

- Geographic Information Systems, San Diego Mesa College, San Diego-Imperial Center of Excellence for Labor Market Research



Program Fact Sheets

II. Labor Market Information, Job Demand, and Program Supply

TOP6 Program Title: Geographic Information Systems
County: San Diego

Annual Program Awards – 3 Yr Avg (Supply)

Award Level	Palomar	San Diego Mesa	Southwestern	Grand Total
Associate Degree	3	2		5
Certificate 6 to < 18 semester units	7	6	1	14
Certificate 18 to < 30 semester units	8		1	9
Grand Total	18	8	2	28

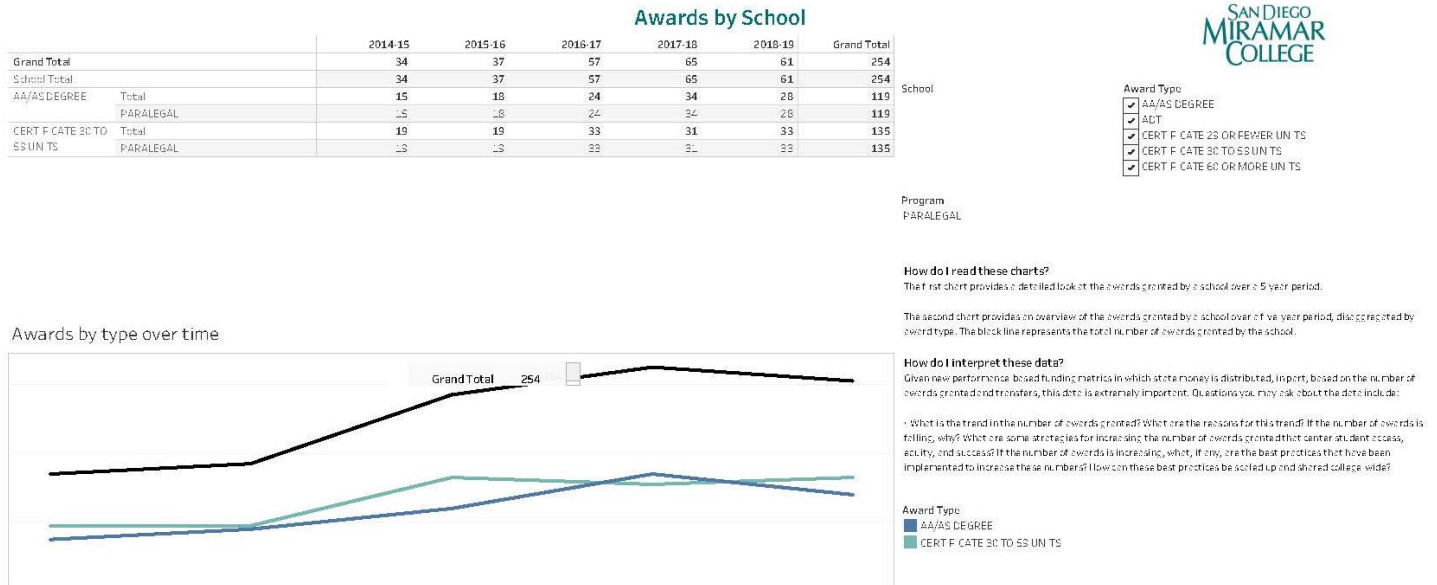


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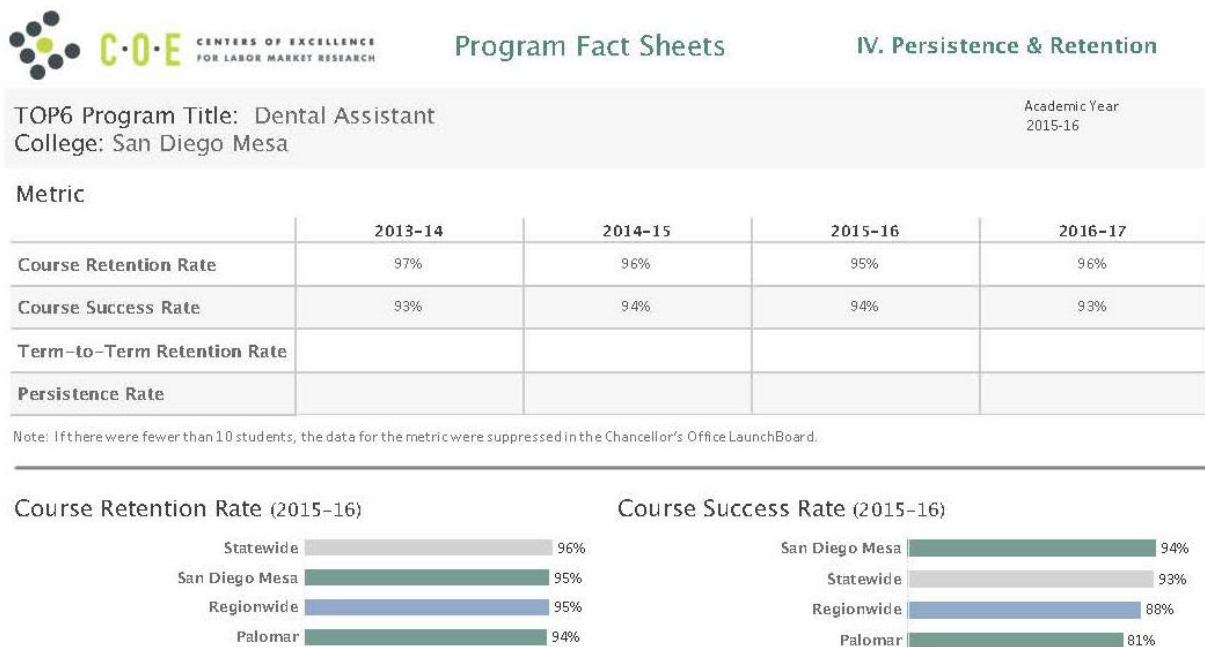
Sample Program Awards

- Paralegal, San Diego Miramar College, Program Review Equity Data Dashboard



Sample Course Retention & Success

- Dental Assistant, San Diego Mesa College, San Diego-Imperial Center of Excellence for Labor Market Research





Sample Employment Outcomes

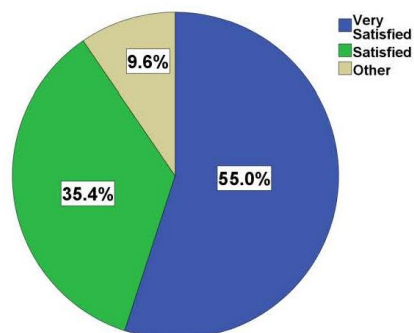
- All Programs, San Diego City College, The Career & Technical Education Employment Outcomes Survey provides outcomes data on student employment after graduation



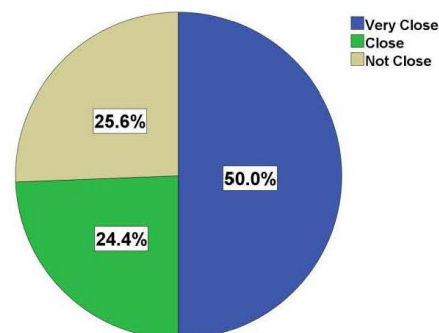
San Diego City College

Completer and skills-building students at San Diego City College were surveyed if they met one of the following criteria in 2016-2017, and did not enroll (or were minimally enrolled) in 2017-2018: earned a certificate of 6 or more units, earned a vocational degree, or earned 9+ CTE units. The survey was administered in early 2019 by e-mail, text message (SMS), and telephone. The survey addressed student perceptions of their CTE program, employment outcomes, and how their coursework and training relate to their current career. A total of 1512 students were surveyed and 421 (28%) students responded: 40% by email, 54% by phone, and 6% by SMS.

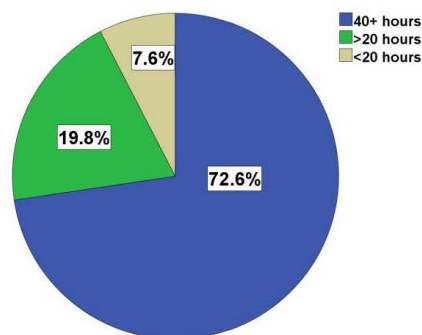
How satisfied are students with the education and training they received?



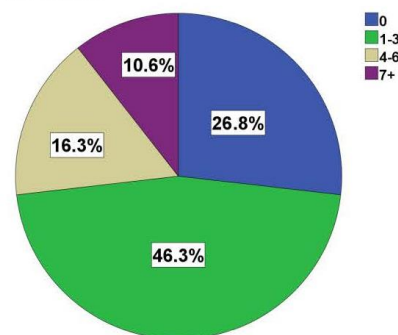
How many students secured a job that is closely related to their program of study?



How many hours per week are employed students working?



How many months did it take for students to find a job?





Appendix C SDCCD Career Education Programs

Currently, there are two hundred eighty-seven (287) credit certificates and degrees from San Diego City, Mesa, and Miramar College and seventy-five (75) noncredit certificates from San Diego Continuing Education.

The table below summarizes all state approved certificates and degree offered by each institution during the 2019-2020 academic year.

Career Education Certificates and Degrees*					
Institution	Certification of Completion	Certificate of Achievement	AS/AA	ATD	BS
SD City	NA	57	48	3	NA
SD Mesa	NA	47	37	3	1
SD Miramar	NA	51	37	3	NA
SD Continuing Ed.	75	NA	NA	NA	NA

*2019-2020 data; provided by SDCCD Curriculum Services

Career Education certificates and degrees are organized by Career Education Program Areas and Pathways. The following are included in the 2019-2020 CTE Biennial Review.

The following pages provide a summary of career education programs by institution.

San Diego City College Career Education Program Areas:

Accounting	1 Associate Degree Program
Agriculture	2 Certificate Programs and 1 Associate Degree Program
Air Conditioning, Refrigeration, and Environmental Control Technology	5 Certificate Programs and 3 Associate Degree Programs
Alcohol and Other Drug Studies	1 Certificate Program and 1 Associate Degree Program
Art-Graphic Design	1 Certificate Program and 1 Associate Degree Program
Business Studies	1 Certificate Program and 2 Associate Degree Programs
Child Development	3 Certificate Programs and 2 Associate Degree Programs
Computer Business Technology	2 Certificate Programs and 1 Associate Degree Program
Computer Information Systems	3 Certificate Programs and 2 Associate Degree Programs
Conflict Resolution	1 Certificate Program
Construction Trades	4 Certificate Programs and 4 Associate Degree Programs
Cosmetology	2 Certificate Programs and 2 Associate Degree Programs



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Electricity	3 Certificate Programs and 2 Associate Degree Programs
Electronics	3 Certificate Programs and 2 Associate Degree Programs
Engineering	1 Certificate Program and 1 Associate Degree Program
Exercise Science	1 Certificate Program
Human Services	2 Certificate Programs
Labor Studies	1 Certificate Program
Machine Technology	2 Certificate Programs and 1 Associate Degree Program
Manufacturing Engineering Technology	2 Certificate Programs and 2 Associate Degree Programs
Music	1 Certificate Program and 1 Associate Degree Program
Nursing Education	2 Associate Degree Programs
Photography	1 Certificate Program and 1 Associate Degree Program
Psychology	1 Certificate Program
Radio, Television and Film	5 Certificate Programs and 4 Associate Degree Programs
Real Estate	1 Certificate Program and 1 Associate Degree Program
Social Work	1 Associate Degree Program
Theatre	2 Certificate Programs
Apprenticeship	15 Certificate Programs and 15 Associate Degree Programs

San Diego Mesa College Career Education Program Areas:

Accounting	1 Associate Degree Program
American Sign Language/Interpreting	1 Certificate Program
Animal Health Technology	1 Associate Degree Program
Architecture	4 Associate Degree Programs
Building Construction Technology	1 Associate Degree Program
Business Administration	2 Associate Degree Programs
Business Management	1 Certificate Program and 1 Associate Degree Program
Child Development	3 Certificate Programs and 1 Associate Degree Program
Computer and Information Sciences	1 Certificate Program and 1 Associate Degree Program
Computer Business Technology	1 Certificate Program and 1 Associate Degree Program
Culinary Arts/Culinary Management in Hospitality	1 Certificate Program and 1 Associate Degree Program
Dance	1 Certificate Program
Dental Assisting (RDA/CDA)	1 Certificate Program and 1 Associate Degree Program
Diagnostic Medical Sonography	1 Certificate Program and 1 Associate Degree Program
Exercise Science	1 Certificate Program
Fashion	4 Certificate Programs and 4 Associate Degree Programs
Fermentation Management	1 Certificate Program and 1 Associate Degree Program
Geographic Information Systems	1 Certificate Program and 1 Associate Degree Program
Health Information Technology	1 Certificate Program, 1 Associate Degree Program, and 1 Bachelor Degree Program



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Hospitality Management	<i>1 Certificate Program and 1 Associate Degree Program</i>
Interior Design	<i>1 Certificate Program and 1 Associate Degree Program</i>
Journalism	<i>1 Certificate Program</i>
Marketing	<i>1 Certificate Program and 1 Associate Degree Program</i>
Medical Assisting	<i>1 Certificate Program and 1 Associate Degree Program</i>
Multimedia	<i>3 Certificate Programs and 2 Associate Degree Programs</i>
Nutrition	<i>2 Certificate Programs and 2 Associate Degree Programs</i>
Physical Therapist Assistant	<i>Associate Degree Program</i>
Radiologic Technology	<i>1 Certificate Program and 1 Associate Degree Program</i>
Real Estate	<i>1 Associate Degree Program</i>
Web Development	<i>1 Certificate Program and 1 Associate Degree Program</i>

San Diego Miramar College Career Education Program Areas:

Accountancy	2 Certificate Programs and 1 Associate Degree Program
Administration of Justice	6 Certificate Programs and 4 Associate Degree Programs
Art/Visual Studies	1 Associate Degree Program
Automotive Technology	4 Certificate Programs and 1 Associate Degree Program
Aviation Maintenance Technology	5 Certificate Programs and 2 Associate Degree Programs
Aviation Operations	2 Certificate Programs and 5 Associate Degree Programs
Biology	1 Certificate Programs and 2 Associate Degree Programs
Business	2 Certificate Programs and 2 Associate Degree Programs
Child Development	4 Certificate Programs and 2 Associate Degree Programs
Computer Business Technology	1 Certificate Programs and 1 Associate Degree Programs
Computer and Information Sciences	1 Certificate Programs and 1 Associate Degree Programs
Diesel Technology	11 Certificate Programs and 4 Associate Degree Programs
Financial Services	1 Certificate Programs and 1 Associate Degree Program
Fire Protection Technology	4 Certificate Programs and 4 Associate Degree Programs
Medical Laboratory Technology	1 Certificate Program
Music	1 Certificate Program and 1 Associate Degree Program
Paralegal	1 Certificate Program
Personal Training	1 Certificate Program and 1 Associate Degree Program

San Diego Continuing Education Career Education Program Pathways:

Automotive	<i>6 Certificate Programs</i>
Business & Accounting	<i>13 Certificate Programs</i>
Child Development	<i>2 Certificate Programs</i>
Digital Media	<i>3 Certificate Programs</i>
Fashion	<i>3 Certificate Programs</i>



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Healthcare

5 *Certificate Programs*

Hospitality and Culinary Arts

5 *Certificate Programs*

Information Technology

15 *Certificate Programs*

Skilled and Technical Trades

11 *Certificate Programs*