

**Inland Career Education Center  
THREE-YEAR ACTION PLAN  
July 2021 thru June 2024**

**Goal One: Gaps in Service**

*Implement objectives and strategies that will close gaps in services that currently exist at ICEC.*

Department	Strategy	Lead Administrator	Due Date	Key Performance Indicator
Academics	Increasing access to online course offerings by expanding laptop loaner program.	Raul Pedraza Jr.	Ongoing	Established Tracking System:  Loaner Requirements for Teacher ( <a href="#">Google Form</a> ) / Students ( <a href="#">Paper Form</a> )
CTE  Steering committee will look at LMI to determine which program is in demand	Research of the LMI (Labor Market Information)	CTE Program Specialist will do research.  Committee will update what program is needed.	Spring 2022	Community responses
ESL	Provide In-person and On-line instruction, for all schedules. This includes in-person and remote assessment.	Jesse Galdamez	June 2022	Schedules and attendance; Level Gain Reports

## Goal Two: Seamless Transitions & Student Acceleration

Implement objectives and strategies that will create more seamless transitions for ICEC students and provide additional acceleration strategies to support the educational and workplace goals of all ICEC students.

Objective Area	Strategy	Lead Administrator	Due Date	Key Performance Indicator
<b>Academics</b>	<p>For Students who are absent, establish Recovery Strategies:</p> <p>Making Resources/Lessons available to students and assuring their alignment with the course outline.</p>	Raul Pedraza Jr.	Ongoing	<p>Teacher Websites:</p> <p>Course Outline with links to lesson materials, videos, worksheets, and optional recorded lessons.</p>
<b>CTE Transitioning C.N.A. students to the Home Health Aide class certification.</b>	<ul style="list-style-type: none"> <li>-Reach out to current and prior C.N.A. students</li> <li>-Reach out to other institutes that offer C.N.A.</li> <li>-Summer school option (2 weeks) total of 40 hours</li> <li>-Advertise class on website</li> </ul>	Glynn Ramer-Director of Nursing	June 2022	-C.N.A. completers as well as passing the state test to qualify for program
<b>ESL</b>	<p>Resume orientations for In-person and Online instruction. This will provide guidance to the programs at ICEC with the following information:</p> <ul style="list-style-type: none"> <li>• Timelines</li> <li>• Guidance</li> <li>• Pre-requisites</li> <li>• Schedules</li> <li>• Child Care</li> <li>• Level Descriptions</li> <li>• Grading Policies</li> <li>• Services offered</li> <li>• Technology assistance</li> </ul>	Jesse Galdamez	Spring 2022	

### Goal Three: Shared Professional Development & Leveraging Resources

Implement objectives and strategies that will provide professional advancement for all classified and certificated staff at ICEC and leverage community resources to enhance service offerings for all ICEC students.

Objective Area	Strategy	Lead Administrator	Due Date	Key Performance Indicator
Academics	<ul style="list-style-type: none"> <li>Develop Teacher Websites</li> <li>Teach Teachers how to develop their own targeted and quality resources.</li> </ul>	Raul Pedraza Jr.	Spring 2022	<p>Websites will be created for each teacher</p> <p>Teacher created resources will be found on their websites.</p>
CTE Continue to develop and update REAFs that are based on partnerships with current and new clinics.	<p>-Reaching out to clinics to update current REAFs</p> <p>-Reaching out to new clinics to explain programs at ICEC and how their partnership will benefit the school and their clinic</p>	-VP/Director of Nursing/CTE Program Specialist	ongoing	-REAFs -MOU
ESL	Provide Adult Ed training through OTAN, Cal Pro and CASAS. Staff can attend these training sessions during their Monday meetings. Completion Certificates are usually awarded to participants at the end of the training.	VP and TOSA	Ongoing	Certificates of completion provided to admin

### Goal Four: Institutional Advancement

Implement objectives and strategies that will support and enhance all programs at ICEC.

Objective Area	Strategy	Lead Administrator	Due Date	Key Performance Indicator
<b>Academics</b>	Standardization of Department Websites	All Admin	Ongoing	Standard Information Shared
<b>CTE</b> <b>-Continue to implement hybrid classes consisting of online and in person options</b>	<ul style="list-style-type: none"> <li>-Use data to determine which classes are to remain online and which ones are to be in person, use a survey by trimester</li> <li>-Offer assistance for students that need computer skills to work on an online class (Transition Center)</li> </ul>	Director of Nursing, CTE Program Specialist	End of each trimester	<ul style="list-style-type: none"> <li>-Survey</li> <li>-Determine number of students using transition center</li> <li>-Compare results of success of the same classes offered online versus in person</li> </ul>
<b>ESL</b>	Provide technology support for both staff and students. Support includes hardware and software for both Students and staff. Continue training in Google Apps and Distance Learning Software (Zoom).	TOSA	Ongoing	Student engagement, specifically in the On-line courses.