

LaGuardia Community College
Division of Adult & Continuing Education

Major Goals

1987-88

A. DIVISIONWIDE GOALS

1. Through needs assessment, determine feasibility of establishing Adult Education Outreach Center in Corona.
2. Find means to reduce Divisional space shortage, especially for Non-Credit Program Operations.
3. Create structure and operational plan for systematic Divisionwide recruitment and advisement for adults wanting to move from non-credit programs to degree study.
4. Begin activities (e.g., publicity, recruitment, curriculum review) leading to Week-End College start-up.
5. Strengthen Divisional program planning, research and evaluation capability (develop standard measures across programs, begin to use student data base, etc.).

B. ADULT LEARNING CENTER (ALC)

1. Develop linkages between College's freshman skills' departments for purposes of information sharing and potential joint program offerings.
2. Develop and offer new ALC fee-based courses.
3. Continue collaborative literacy effort in El Barrio with the Center for Puerto Rican Studies/Hunter College.
4. Explore with Grants Office Literacy Committee and other agencies potential for citywide literacy effort using television as primary medium.

C. PROGRAMS FOR BUSINESS AND INDUSTRY

1. Develop new programs to meet training needs of businesses, unions and local development corporations.
2. Increase number of contract courses with business by 100% over 1986-87.
3. Implement with other college departments (e.g., social science, accounting and managerial studies) comprehensive credit and non-credit programs with industry which encompass needs assessment, specialized training and consultations and evaluation.

PROGRAMS FOR BUSINESS AND INDUSTRY (continued)

4. Offer two "lunchtime samplers" to the International Design Center (IDC-NY) (e.g., time/stress management, computer applications/computer assisted design software).
5. Offer second cycle of Small Business Management Program for Korean retailers in collaboration with Korean Manpower Development, Inc.

D. COMMUNITY SERVICES PROGRAMS

1. Programs for Deaf Adults

- a) Continue to develop and strengthen academic and career related credit and non-credit curricula and programs for deaf students (refine GIS levels, revise GED prep courses, integrate computers into different instructional levels).
- b) Continue to enhance counseling, interpreting and tutoring services for deaf students especially during evening hours.
- c) Develop and implement, as feasible, American Sign Language and Interpreter Training programs.

2. College for Children

- a) Strengthen existing program through more advertising, decreasing number of course cancellations, enlarging instructor pool and adding parent orientation workshops.
- b) Develop new program options including: more pre-school offerings, a teen program and activities for special populations (e.g., deaf, homeless, hospitalized).
- c) Increase program outreach to community and study feasibility of creating weekday "summer camp" for 1988.

3. Project Enable (Homeless Families)

- a) Strengthen program by creating separate components for high school equivalency, job skills training and off-site career workshops.
- b) Initiate job coaching - career mentoring project through support from New York Community Trust.
- c) Begin outreach to Hispanic homeless heads of household through GED, ESL and Career Preparation classes.

4. JobWard Bound Program

- a) Expand training areas to include bank teller and automotive mechanics.
- b) Work to regularize program funding and staff lines to be incorporated into College's annual budget (rather than special legislative allocation).

E. ENGLISH LANGUAGE CENTER

1. Freshman English as a Second Language (FESL)

- a) Work to further integrate ESL and English instruction through LESA cluster.
- b) Continue to experiment with a variety of instructional approaches including: ESL Express, same teacher teaching same students through several ESL levels, combining ESL instruction with content course instruction.
- c) Develop curriculum and instructional approaches which will allow combining several ESL levels in one class for use at off-campus sites.
- d) Explore potential for creating alternate learning structure (mini-college) for ESL students in health-related programs.
- e) Continue professional development activities including: 6th Annual ESL conference, orientation and quarterly workshops for adjunct faculty, micro-computer training.

2. English as a Second Language - non-credit

- a) Continue curriculum development and revision for intensive levels (DIP, AIEP, EIP).
- b) Computerize registration and administrative processes for intensive and non-intensive levels.
- c) Continue to develop advanced workshops in areas of particular student interest.
- d) Develop new recruitment strategies, especially focused on Asian communities.
- e) Write and submit grant proposals which combine ESL instruction with vocational instruction (e.g., word processing, pre-nursing, food services).

F. EXTENDED DAY

1. Continue implementation of Week-End College for September 1988 start-up.
2. Continue work with departments to develop new schedule patterns (e.g., 6 p.m. class starts, mini-quarters of five and six weeks).
3. Work with Natural and Applied Science Department to begin planning for evening nursing program.
4. Work with Cooperative Education Division to develop appropriate COOP/educational experiences for evening students.

EXTENDED DAY (continued)

5. Encourage across all College Divisions sufficient level of services for evening and week-end students.

G. ADULT CAREER COUNSELING & RESOURCE CENTER (ACCRC)

1. Refine career choice seminars and increase number of offerings, especially for ESL and ABE students at lower levels.
2. Increase fee-based offerings targetted to resume writing, vocational testing, college searches for high school students.
3. Work with Division program units and academic departments to implement new FIPSE Project Teach, designed to recruit non-traditional populations to teaching careers.
4. Increase visibility and service capabilities of ACCRC through recruitment events, and career information seminars on and off-campus.

H. EXTENSION PROGRAMS

1. Astoria Adult Education Center

- a) Continue to increase quality and quantity of course offerings through ongoing community outreach especially to older adults, various community organizations and the Steinway library branch.
- b) Develop and implement business plan to more fully use Center for Travel and Tourism, Real Estate courses and Business Uses of the Computer.
- c) Continue with New York Hospital/Cornell Medical Center monthly workshops (e.g., burn prevention, hypertension, breast cancer detection).
- d) Explore potential for joint programs with other agencies with facilities for classes in dance and aerobics, cooking, woodworking.

2. Chinatown Center

- a) Increase new Center's visibility through running community orientations and distribution of new brochure.
- b) Continue to pursue funding to support Canal Street Business Improvement Project and ESP for the medical professions.
- c) Develop new course offerings (e.g., Chinese language, Asian American Heritage).

3. Woodside at the Bulova School

- a) Explore with Bulova staff expansion of offerings in recreation and computer areas.

EXTENSION PROGRAMS (continued)

b) Work with Director to clarify direction and scope of joint offerings and future developments.

4. Solidaridad Humana

Explore options to redesign program including multi-level students in single sections, expanding bilingual offerings and combining ESL with content courses.

5. CAMBA

Expand program, which serves refugees from southeast Asia, South and Central America, to include GED instruction and nurse's aide training.

6. Korean Project

Explore potential of creating credit program off-campus targetted to Korean community.

I. HEALTH SERVICES PROGRAMS

1. Expand EMT-A training to include refresher courses and Advanced First Aid/bridge program for high school students wanting to become EMT's.
2. Begin offering CPR instructor courses and Emergency Vehicle Operators courses. (EVOC).
3. Continue COSI Career Ladder Nursing program with new group of 90 pre-nursing students; evaluate progress and success of students currently enrolled.
4. Begin planning with Natural and Applied Science Department for offering of Continuing Education courses for nurses and other health care professionals.

J. PROGRAM OPERATIONS

1. Work to standardize Divisional Administrative policies and procedures including fee discounts, student and faculty evaluation and teacher pay.
2. In collaboration with Accounting and Managerial Studies Department, begin Continuing Education certification program for CPA's.
3. Continue to explore with Accounting/Managerial Studies and Computer Information Systems Departments, feasibility of offering courses for credit or non-credit.
4. Expand, within space and equipment constraints, telecommunications, service engineer and computer courses.

K. SPECIAL POPULATIONS AND PROJECTS

1. Corrections Education

- a) Implement new Vocational Education Services Center for ex-offenders.
- b) Implement expanded corrections program on Rikers Island to include both North and Anna M. Kross facilities.

2. EastSide Connection

- a) Develop more cost effective advertising strategies and evaluate program effectiveness in terms of enrollment and costs.
- b) Expand offerings to include women's literature, art and psychology.

3. Older Adults

- a) Establish LaGuardia Wellness Task Force as initial College response to needs of Queens older adults for fitness and cardiac conditioning.
- b) Develop new offerings/activities including: community newspaper forum on health needs of older adults, film festival of World War II films and comedies of depression years.
- c) Expand Best of Broadway offerings, Phase II Club activities and pursue National Endowment for Humanities funding for Older Adult project.

4. Research and Planning

- a) Continue efforts to revive and redefine the Alternative Degree Program clarifying for students and faculty alternative ways of gaining/granting credit.
- b) Plan and offer professional development activities and workshops for Divisional staff.
- c) Arrange, as requested, for Divisional staff interaction with international visitors.

5. Taxi Institute

- a) Reproduce curriculum and program materials for dissemination to other cities developing similar programs.
- b) Develop and offer transportation-related courses for fleet owners/drivers, bus drivers and other dispatchers.

SPECIAL POPULATIONS AND PROJECTS (continued)

6. Travel and Tourism

- a) Offer first sequence of non-credit travel courses at Astoria and EastSide Connection.
- b) Work with Accounting/Managerial Studies Department to further refine credit and non-credit offerings, devise promotional materials and establish shared fiscal and program responsibilities.

7. Women's Program

- a) Continue to expand Office Automation Training Program to include a management development component for unemployed, underemployed heads of household.
- b) Develop, seek funding, and implement new women's program offerings (e.g., financial success, parenting, new careers).
- c) Offer 4th Annual Third World Women's Conference, "Lifting As We Climb: An Intergenerational Dialogue."

8. Veteran's Program

- a) Integrate computer and videotape instruction in reading, writing and math.
- b) Strengthen outreach efforts to Veterans Associations, other Upward Bound projects and the Veteran's Administration.