

Independent Living & Kinship Care Education Programs

Annual Update (2018-19)

LASSEN COMMUNITY COLLEGE

((Kinship Care Education/Independent Living Program: Karissa Morehouse Associate Dean, Tiffany Stone
Administrative Assistant)

Accepted by Cabinet: (insert date)

Accepted by Consultation Council: (insert date)

Accepted by Governing Board: (insert date)

CONTENTS

PROGRESS REPORT	1
ADMINISTRATIVE UNIT AND/OR STUDENT LEARNING OUTCOMES	2
PROGRAM NEEDS ASSESSMENT	2
PROGRESS AND REPRIORITIZATION OF RECOMMENDATIONS	2
ADDITIONAL INFORMATION	3
PRIORITIZED RECOMMENDATIONS FOR INCLUSION IN INSTITUTIONAL EFFECTIVENESS MASTER PLAN	4
PRIORITIZED RECOMMENDATION FOR INCLUSION IN STUDENT SERVICES MASTER PLAN	4
PRIORITIZED RECOMMENDATIONS FOR INCLUSION IN EDUCATIONAL MASTER PLAN	4
PRIORITIZED RECOMMENDATIONS FOR INCLUSION IN HUMAN RECOURSE MASTER PLAN	5
PRIORITIZED RECOMMENDATIONS FOR INCLUSION IN THE FACILITIES MASTER PLAN	5
PRIORITIZED RECOMMENDATIONS INCLUSION IN INSTITUTIONAL TECHNOLOGY MASTER PLAN	5
ATTACHMENT A	6
LASSEN COMMUNITY COLLEGE MASTER PLAN OVERVIEW	6

Independent Living & Kinship Care Education Programs

Annual Update

Progress Report

Review previous NIPR and/or annual updates. Describe progress made on any recommendations. Describe any changes made within the program.

As of the writing of this Annual update, the program is without a full-time Director. The Associate Dean of Student Success is acting as Director during this time of transition. This time is allowing for a close look at the program to determine how best to meet the needs of Foster Youth students and the needs of the community.

The Independent Living program has been functioning under the county contract in place. Re-negotiations are taking place this year to offer more accurate and targeted services for the foster youth for Lassen County. In order to reach as many at risk students, the ILP department is looking at expanding services to homeless and unaccompanied youth or other at risk students.

The Kinship Care Education Department is functioning and reporting to the state. The State has undergone changes in leadership, which has given some re-designing of specific forms and policies governing funding and reporting.

Adaptation to Lassen County's Resource Family Approval (RFA) process has been implemented into Kinship's program plan. The Kinship Care Education Department offers tailored workshops that Lassen County requires for families to become approved and maintain compliance to become foster family units. All instructors have been made employees or contractors where appropriate. The pay scale for said instructors have been updated to match that of adjunct faculty at Lassen College or negotiated for contractors.

The process for Kinship budget reports have become shortened via the State administration, making the time spent for these reports less cumbersome for staff. The priority for the Kinship program as of last year was to make the program FTE generating for the spring of 2018. This was accomplished by the Instructional Specialist working closely with the Academic department to forge a curriculum to submit to the Chancellor's office for approval. Unfortunately the Chancellor's office denied the action of making the Kinship workshops FTE generating due to double dipping in funding streams, although curriculum was approved.

Administrative Unit and/or Student Learning Outcomes

Note emerging needs based on assessment of AUO and/or SLO. Note any planning or budget changes based on assessment of AUO and/or SLO.

A review of the ILP CARS 151/153 (foster youth section) class is needed to reflect the contract between Lassen Community College District and Lassen County or another class which may be more appropriate may need to be identified.

Program Needs Assessment

Describe new needs that have developed since the previous review. Consider new needs in staffing, equipment, training, facilities, or funding. Make sure to include data sources in the previous item that support emerging program needs.

The Kinship program has only support for an Instructional Specialist and an Instructional Specialist Assistant per the State guidelines. Both of these positions are active at Lassen College, being supervised through the Student Services Department by the Associate Dean of Student Success and Equity. Currently, the Associate Dean has taken on the responsibilities of the Instructional Specialist for the campus. The Instructional Specialist Assistant is assisting in the execution of the program plan.

The ILP Coordinator/Director position is in need of revision to better serve the college foster youth, homeless, high need and high risk populations. The position should also align with the contract set forth by Lassen County for ILP services.

Equipment, training and facilities are adequate for the current staff and service to the current target populations. Funding remains a need to support both programs. Kinship has been allocated \$63,609.00 for the year of 2018-19, which leaves a deficit of approximately \$3,000 for the year, while maintaining subject compliance for Lassen County and the State. This is due to the rise in costs of current staff salary and benefits. The ILP program remains functioning at a deficit of approximately \$7,000 due to the rise in staff salary and benefit costs. These costs are being negotiated between the Associate Dean and Lassen County as of September of 2018. Staff requirements and needs will be assessed after negotiations have been agreed upon.

Progress and Reprioritization of Recommendations

Review the prioritized recommendations in the previous program review. Record outcomes of items in the planning agendas for each section. Note any changes in

priority as well as any additions or deletions. Provide updated planning agenda forms for each planning committee. See next page.

Additional Information

Describe or note additional information pertinent to the program, particularly information which supports new needs or growth or that documents program successes.

The Kinship and ILP departments have shown success in the past year serving students & community members, and outside agencies. Noted in the previous Annual update, the need for privacy in facilities was projected to become an issue amongst our presenters and participants. This have proven to not be an issue that needs updating or change. The facilities provided are adequate and offer a minimal level of privacy which is what is needed to conduct the workshops for ILP and Kinship Education. At times that sensitive information is being taught in the workshops, classroom or other facilities are reserved.

Since the Lassen County RFA implementation, Lassen County has exclusively utilized Kinship Education for the educational requirements imposed on the families of Lassen County. This has offered the program larger attendance numbers with an ongoing population.

Prioritized Recommendations for Inclusion in Institutional Effectiveness Master Plan
 ILP/Kinship 2018-19

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
	Qlik Data visualization for Foster Youth and Homeless populations	Spring 2019	Inkind	Increase student outcomes

Prioritized Recommendation for Inclusion in Student Services Master Plan
 ILP/Kinship 2018-19

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome

Prioritized Recommendations for Inclusion in Educational Master Plan
 ILP/Kinship 2018-19

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
	Revision of CARS 151/153 class	Fall 2019	None	Alignment with foster youth needs and county contract

Prioritized Recommendations for Inclusion in Human Recourse Master Plan
 ILP/Kinship 2018-19

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome

Prioritized Recommendations for Inclusion in the Facilities Master Plan
 ILP/Kinship 2018-19

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome

Prioritized Recommendations Inclusion in Institutional Technology Master Plan
 ILP/Kinship 2018-19

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome

Lassen Community College Master Plan Overview

Six master plans comprise the Comprehensive Institutional Master Plan. Recommendations from program reviews will be input into the selected master plans as determined by faculty in the prioritized recommendation spreadsheets. To better understand which master plan might be most appropriate for each program recommendation, a summary/objective of each plan is included below. More information can be found in the Shared Governance and Consultation Council Handbook and the Comprehensive Institutional Master Plan.

Institutional Effectiveness Master Plan (IEMP): the IEMP addresses college needs not addressed in other plans. These needs include research, governance, outcome assessment, and administrative operations.

Educational Master Plan (EMP): The EMP addresses the instructional planning needs of the college.

Student Services Master Plan (SSMP): The SSMP highlights the services needed to maximize the student experience through a variety of key student support services.

Institutional Technology Master Plan (ITMP): The ITMP addresses the technology needs of the campus.

Facilities Master Plan (FMP): The FMP addresses the physical infrastructure, facility, and maintenance needs of the campus.

Human Resources Master Plan (HRMP): The HRMP identifies and manages the administrative functions of recruitment, selection, evaluation, and professional development needs of the College to ensure a fully-staffed and highly functioning team of employees.