

Northland
CARL D. PERKINS
VOCATIONAL AND TECHNICAL EDUCATION ACT
OF 1998
***ANNUAL PERFORMANCE REPORT* (APR)**
FY 2005
July 1, 2004 - June 30, 2005

Purpose:

The Carl D. Perkins Annual Performance Report (APR) requires that each college, district, and/or consortia receiving funds report measurable achievements that have occurred throughout each fiscal year. More specifically, all goals, strategies, FY 2005 outcomes, and budget expenditures (projected and final) must be reported for each required activity as written in the FY 2005 local application. In addition, if Perkins dollars were used to address any permissible activities all goals, strategies, FY 2005 outcomes, and budget expenditures must be reported. Overall, the APR is to be used as an evaluative/continuous improvement tool to assist colleges, districts, and/or consortia in designing effective strategies to meet projected outcomes in the four core indicator areas.

Due Dates:

1. This APR is due October 21, 2005.

Return this report electronically to: (Do NOT mail in a paper copy)

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Name of Eligible LEA/Consortia/College: Northland Community and Technical College

Name of Person completing this APR: Dean Dalen

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**Local Plan for Career and Technical Education
Five Year Plan 1999-2005**

Check Appropriate
Core Indicator(s)

Core Indicators

X	1. Academic and Skill Attainment
X	2. Completion
	3. Placement and Retention
	4. Nontraditional

Required Activity:

Goal 1. Integration of academic and technical education

Objective	Strategy	Measure	<u>Projected Budget</u>
To increase the integration of academic and technical education	Integrate general education and occupational classes in occupational majors. <ul style="list-style-type: none"> • Increase the number of students seeking AAS and AS degrees. • Encourage advisors to use transfer guides as an advising tool with students and explain the advantages of an AAS degree. 	<p>FY 2005 Outcome Target: Baseline data for FY'03 shows 1736 students seeking a degree (AAS or AS) in occupational programs with 324 students completing the degree out of 716 total occupational completers (45%).</p> <p>The number of occupational students seeking a degree will increase from 1736 to 1771 (2%). 45% (330 of 730) students will receive AAS or AS degree (increase of 2%).</p> <p>FY 2005 Outcome: <i>Goal was accomplished. FY'04 data shows 2151 students seeking a degree with 408 students completing the degree out of a total of 764 occupational completers (53%).</i></p>	

	<p>Offer a summer College Skills Workshop to remediate skills prior to college enrollment.</p> <ul style="list-style-type: none"> • Assess student's basic skills • Market workshop through counselor and advisors • Offer workshop in Math and English 	<p>FY 2005 Outcome Target: 90% (14 of 16) occupational students who take the workshop improve their skill level.</p> <p>FY 2005 Outcome: <u>Goal was not accomplished. Due to low enrollments, the workshops were not held.</u></p>	
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	<p>Offer developmental courses during summer session to increase student basic skills. Upon successful completion, students will be allowed to register for college level. Courses offered include:</p> <ul style="list-style-type: none"> • Developmental Math • Developmental Writing 	<p>FY 2005 Outcome Target: 70% (35 of 50) will successfully complete a developmental math course.</p> <p>80% (16 of 20) will successfully complete a developmental writing course.</p> <p>FY 2005 Outcome: <u>Goal was partially accomplished. 54 out of 75 (72%) students passed a developmental math course during the summer semester. 15 out of 23 (65%) students passed a developmental writing course during the summer semester.</u></p>	
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Required Activity:

Goal 2. Experience in and understanding of all aspects of the industry

Objective	Strategy	Measure	<u>Projected Budget</u>
<p>To provide learning opportunities focused on all aspects of industry. Opportunities provided will assure validation and alignment of College curricula with current market demands.</p>	<p>Faculty and student internships will provide experiences focused on current market trends; faculty will be able to validate current curricular standards and to integrate new standards into program curricula. Assessment will identify curricular changes which occurred as a of the internship experience.</p>	<p>FY 2005 Outcome Target: Baseline data for FY'03 indicates a college wide completion rate of 27% (716 completers and 2635 concentrators). In addition, a baseline for each occupational program area has been established which will be used for evaluation.</p> <p>Emphasis will be placed on program areas that fall below the federal level (24%). Of these programs that access funds, their completion rates will increase by 2% when evaluated against the baseline data.</p> <p>Program areas that access funds that are above the federal level (24%) will maintain or increase their completion rates when evaluated against this baseline data.</p> <p>FY 2005 Outcome: <i><u>The overall goal was met. College wide completion rate for FY'05 was 25.47% (764 completers and 3000 concentrators). Between FY'04 and FY'05, there were 25 program areas that had an increase in program completion rates while 22 program areas experienced a decrease. The completion rate in 14 program areas remained the same between FY'04 and FY'05. A total of 30 program areas had a completion rate above the federal level of 24.5% (see attached program inventory).</u></i></p> <p><i><u>No occupational faculty used any Perkins funds for internship experiences for FY'05..</u></i></p>	

	<p>Student evaluative activities will provide opportunities for students to apply knowledge learned in a capstone experience. Examples may include:</p> <ul style="list-style-type: none">• Student internships/clinicals• Student capstone activities, such as portfolios, industry based projects, etc. <p>Industry will conduct seminars to demonstrate new products and techniques to technical programs.</p> <ul style="list-style-type: none">• Cosmetology – Hair products and new techniques• Auto Body – Paint suppliers• Auto Service – Area dealerships• Medical Programs – Conferences and on site experiences		
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Required Activity:

Goal 3. Technology in vocational-technical education

Objective	Strategy	Measure	<u>Projected Budget</u>
To continue to expand access to educational opportunities in the College service area through the use of state-of-the-art technology.	<p>Northland Community and Technical College (TRF & EGF) will continue to develop and implement a Master Technology Plan which will address appropriate goals, objectives and strategies in the following areas:</p> <ul style="list-style-type: none"> • Appropriate use of Technology • Technology Infrastructure • Student Technology Access • Classroom Technology Design 	<p>FY 2005 Outcome Target: Baseline data for FY'03 indicates a college wide completion rate of 27% (716 completers and 2635 concentrators). Will maintain a completion rate at or above the federal level.</p> <p>FY 2005 Outcome: <i>Goal was met. Overall completion rate for FY'05 was 25.47% (764 completers and 3000 concentrators).</i></p>	

	<p>Equipment funds will be made available to occupational programs. Allocation of funds will be based on an application and peer review process. Submitted applications will focus on either student knowledge/expertise or quality of programs and services, and must address one of the core indicators.</p>	<p>FY 2005 Outcome Target: Baseline data for FY'03 indicates a college wide completion rate of 27% (716 completers and 2635 concentrators). In addition, a baseline for each occupational program area has been established which will be used for evaluation.</p> <p>Emphasis will be placed on program areas that fall below the federal level (24%). Of these programs that access funds, their completion rates will increase by 2% when evaluated against the baseline data.</p> <p>Program areas that access funds that are above the federal level (24%) will maintain or increase their completion rates when evaluated against this baseline data.</p> <p>FY 2005 Outcome: <i>The goal was accomplished. Overall completion rate for FY'05 was 25.47% (764 completers and 3000 concentrators).</i></p> <p><i>The following programs access equipment funds for FY'05:</i></p> <p><i>Auto Body - The completion rate for Auto Body for FY'04 was 30% and for FY'05 was 42% (14/33, an increase of 12%.</i></p> <p><i>See attached table for completion rates for all college programs for FY'04 and FY'05.</i></p>	
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Required Activity:

Goal 4. Professional Development

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X	1. Academic and Skill Attainment
X	2. Completion
	3. Placement and Retention
	4. Nontraditional

Objective	Strategy	Measure	<u>Projected Budget</u>
<p>To encourage the development of excellence through appropriate professional development.</p>	<p>Offer best practice sessions through the Center for Teaching and Learning, i.e., electronic classroom training, panel discussions for marketing and recruitment ideas, searching on the web, Microsoft PowerPoint applications, assessment training, diversity issues, etc.</p> <p>Professional Development Funds, including funds from CTL and faculty profession development, will be made available to faculty for internships (1 to 3 weeks) and industry/educational seminars. Allocation of funds will be based on an application and peer review process. Submitted applications must show a correlation to one of the core indicators.</p>	<p>FY 2005 Outcome Target: Baseline data for FY'03 indicates a college wide completion rate of 27% (716 completers and 2635 concentrators). In addition, a baseline for each occupational program area has been established which will be used for evaluation.</p> <p>Emphasis will be placed on program areas that fall below the federal level (24%). Of these programs that access funds, their completion rates will increase by 2% when evaluated against the baseline data.</p> <p>Program areas that access funds that are above the federal level (24%) will maintain or increase their completion rates when evaluated against this baseline data.</p> <p>FY 2005 Outcome: <i>The goal was partially accomplished. The following programs accessed Perkins funds for FY'05:</i></p> <p><u>Clinical Lab Tech (EGF) - The completion rate remained the same at 16.67% (3/18).</u></p> <p><u>Auto Service Tech (EGF) – The completion rate increased from 0% to 9% (3/33).</u></p> <p><u>Childcare and E.C. Para (EGF) – The completion rate remained the same at 0%.</u></p> <p><u>Broadcasting (TRF) - decreased from 47% to 25% (3/12).</u></p> <p><u>See attached table for completion rates for all college programs for FY'04 and FY'05.</u></p>	

<p>To increase the use of Active Learning by faculty in occupational programs.</p>	<p>Utilize Active Learning Advocate grant to increase the number of AL strategies in the classroom. Desired results include:</p> <ul style="list-style-type: none"> • Increase number of instructors using active learning • Increase the use of teaching and learning circles • Establish WEB presence of AL resources. • Introduce AL concepts to new faculty. • Provide professional development regarding AL concepts to tenured and non-tenured faculty. • Incorporate AL deliver methods into faculty assessment/evaluation process. • Provide AL training opportunities for non-teaching administrators. • Combine activities between secondary and post-secondary instructors using AL delivery methods. <p>Provide AL training opportunities for Learning Center staff and tutors.</p>	<p>FY 2005 Outcome Target: Baseline data for FY'03 indicates a college wide completion rate of 27% (716 completers and 2635 concentrators). In addition, a baseline for each occupational program area has been established which will be used for evaluation.</p> <p>Emphasis will be placed on program areas that fall below the federal level (24%). Of these programs that access funds, their completion rates will increase by 2% when evaluated against the baseline data.</p> <p>Program areas that access funds that are above the federal level (24%) will maintain or increase their completion rates when evaluated against this baseline data.</p> <p>FY 2005 Outcome: <i><u>The overall goal was met. College wide completion rate for FY'05 was 25.47% (764 completers and 3000 concentrators). Between FY'04 and FY'05, there were 25 program areas that had an increase in program completion rates while 22 program areas experienced a decrease. The completion rate in 14 program areas remained the same between FY'04 and FY'05. A total of 30 program areas had a completion rate above the federal level of 24.5% (see attached program inventory).</u></i></p>	
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Required Activity:

Goal 5. Evaluation of vocational-technical education programs

Objective	Strategy	Measure	<u>Projected Budget</u>
Improvement of classroom instruction in occupational programs.	<p>Administration will provide classroom observations of occupational instructors and give feedback for improvement.</p> <p>Students will provide feedback to faculty through the use of course evaluations.</p>	<p>FY 2005 Outcome Target: 33% (25 of 75) fulltime occupational instructors will be evaluated.</p> <p>90% of faculty will have students complete a minimum of one course evaluation per semester.</p> <p>FY 2005 Outcome: <i>Goal was partially accomplished. Administration is working on a faculty evaluation process but this has not been implemented as of yet.</i></p> <p><i>All classroom faculty (100%) have students evaluations done each semester on a minimum of one class.</i></p>	

<p>Evaluation of curriculum and instruction in Cosmetology, Aviation, AD Nursing and Practical Nursing and Clinical Lab.</p>	<p>Monitor the pass/fail rate of the FAA and state licensing boards. Make adjustments to instruction and curriculum where necessary.</p>	<p>FY 2005 Outcome Target: 86% of eligible students (60 of 70) in Practical Nursing pass licensing exam. 85% of eligible students (77 of 90) in Associate Degree Nursing pass licensing exam. 90% of eligible students (22 of 25) in Aviation pass FAA exam. 83% of eligible students (15 of 18) in Cosmetology pass licensing exam. 85% of eligible students (6 of 7) in Clinical Lab Tech pass licensing exam.</p> <p>FY 2005 Outcome: <i>Goal was partially accomplished:</i></p> <p><u>Cosmetology – 12 students took the state licensing exams and 12 passed (100%).</u></p> <p><u>Aviation – 20 students to the FAA exams and 20 passed (100%).</u></p> <p><u>Associate Degree Nursing – 85 students took the Minnesota Board of Nursing exam during the first half of 2005 and 72 passed (85%).</u></p> <p><u>Practical Nursing – 46 students took the MN state nursing exams and 41 passed (89%)</u></p> <p><u>Clinical Lab Tech – 6 out of 8 students have passed the licensing exam (75%).</u></p>	
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<p>Assess the effectiveness of NCTC instruction and services for students in technical education.</p>	<p>NCTC will administer a student satisfaction survey using a product from Noel-Levitz. Four different areas will be addressed:</p> <ul style="list-style-type: none"> • Which aspect of the campus do students care most about? • Which aspects of the campus do students find most and least satisfying? • Try to identify how we can best meet the student's expectations. • Compare NCTC's responses with student responses at other institutions that are similar around the country. <p>The results of the survey will be used to help prioritize and guide decisions made at the college</p>	<p>FY 2005 Outcome Target: Issue the survey to at least 400 students in technical programs. A minimum of 16 technical program areas will have students represented in the survey.</p> <p>The results of the survey will be used to maintain a college wide completion rate of 27% (716 completers and 2635 concentrators).</p> <p>FY 2005 Outcome: <u>Goal was accomplished. The Noel-Levitz survey was administered to 685 students of which approx 460 were in technical programs. A minimum of 22 occupational programs were represented in the survey results. The completion rate for FY'05 was 764 completers and 3000 concentrators (25.5%).</u></p>	
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Required Activity:

Goal 6. Continuous program improvement for vocational technical education programs

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	2. Completion
X	3. Placement and Retention
	4. Nontraditional

Objective	Strategy	Measure	<u>Projected Budget</u>
<p>To improve occupational programs within the college by analyzing the performance gaps in completion rates by program area and applying the PQI 5-step process of program improvement.</p>	<p>Apply the PQI 5 step process to occupational program clusters that show the largest gaps in completion performance. Included in the 5 step improvement process are the following activities:</p> <ul style="list-style-type: none"> - Document performance gaps - Identify root causes - Choose best solutions - Evaluate/test solutions - Implement solutions 	<p>FY 2005 Outcome Target: Baseline data of completion rates for each technical program area has been established for FY'03. The four programs with the lowest completion rates will be reviewed.</p> <p>Production Inventory Management Certificate – 0% (0/72) Specialty Crops – 0% (0/24) Business – AS – 0% (0/15) Computer Information Systems – AS – 9% (1/11)</p> <p>FY 2005 Outcome: <i>Goal was accomplished. In all cases, the low completion rate was based on either a new program offering or a revamped program where the first cohort group of students had not had a chance to complete all the requirements. Business-AS (1/17 – 6%) and CIS (1/2 – 50%) have had student completions in FY'05 while Specially Crops and Prod Inv have not had the first cohort group go through course cycle so there are no completers for FY'05.</i></p>	
<p>All occupational programs develop an assessment plan for program effectiveness and improvements.</p>	<p>Administration and faculty will explore ways to create a unified college wide assessment plan that will fit the needs of each campus. A college wide assessment committee will be established that will develop the new plan.</p>	<p>FY 2005 Outcome Target: Baseline data for FY'03 indicates a completion rate of 27.17% (716 completers and 2635 concentrators). Maintain a completion rate in occupational programs of 27% (716 of 2635).</p> <p>FY 2005 Outcome: <i>Goal was accomplished. FY'04 completion rates were 25.12% (656 completers out of 2611 concentrators. For FY'05 the completion rate was 25.47% (764 completers out of 3000 concentrators, an increase over the FY'04 numbers.</i></p>	

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X	2. Completion
X	3. Placement and Retention
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Required Activity:

Goal 7. Effectiveness of services and activities

Objective	Strategy	Measure	<u>Projected Budget</u>
<p>Improve the quality of student learning through improvements in occupational programs to increase student graduation rate.</p>	<ul style="list-style-type: none"> • Continue Early Alert program for the college. • Offer a College Success course for students on contract and who score in developmental in two or more areas. • Learning Center staff involved with advisors • Tutoring provided for all students requesting help • Collect feedback from the Noel –Levitz surveys completed in the spring of 2003 and implement changes where needed. • Implement the established measures for assessing effectiveness of counseling services and practices. • Develop a plan for a college wide counseling web based site. 	<p>FY 2005 Outcome Target: Baseline data for FY'03 indicates a completion rate of 27.17% (716 completers and 2635 concentrators). Maintain a completion rate in occupational programs of 27% (716 of 2635).</p> <p>FY 2005 Outcome: <i>Goal was accomplished.</i> <u>FY'04 completion rates were 25.12% (656 completers out of 2611 concentrators). For FY'05 the completion rate was 25.47% (764 completers out of 3000 concentrators, an increase over the FY'04 numbers.</u></p> <p><u>The Early Alert Program on the TRF campus was continued. There were 281 Early Alert referrals (includes duplicate referrals). There were 150 responses to our contacts for a 53% response rate (150/281). Approximately 216 students were referred not counting duplicate referrals.</u></p> <p><u>A college wide counseling web page has been established.</u></p>	
<p>Provide transition services for students with disabilities and eligible secondary special populations entering postsecondary training.</p>	<ul style="list-style-type: none"> • Involve secondary educators who work with eligible students to serve on college advisory board committees and task force teams • Postsecondary staff will be available to serve on IEP teams and in-service secondary educators • Provide information at orientation about Learning Center, SP/DH/SPW/Non-Trad services, and Multicultural Student Services. • Provide information on the NCTC web site about services available to students of special populations. 	<p>FY 2005 Outcome Target: Baseline data for FY'03 for special populations' students is 213 completers and 770 concentrators (27.66%). Maintain completion rate of students in Special Populations at 27% (213 completers and 770 concentrators).</p> <p>FY 2005 Outcome: <i>Goal was not accomplished.</i> <u>FY'05 data show a completion rate of 22.45% (218 completers and 971 concentrators) for special population students.</u></p>	

<p>Provide job search and placement support for graduating students.</p>	<ul style="list-style-type: none"> • Provide literature and assistance in resume writing, job search and interview process • Bring Business & Industry on campus to interview graduating students for job placement • Co-sponsor local job fair with Workforce Center • Distribute follow-up surveys for tracking placement rates of graduates. • Provide a summary by program of the placement rates for analysis and follow-up study. 	<p>FY 2005 Outcome Target: Baseline data for FY'02 placement shows a related placement rate of 96.5% (682 Placed of 707 available). Maintain an overall placement rate of 97%.</p> <p>FY 2005 Outcome: <u>Goal was accomplished. Placement data for FY'03 shows NCTC had 584 students placed out 603 available for work (97%).</u></p>	
<p>Assess the effectiveness of NCTC instruction and services for students in technical education.</p>	<p>NCTC will administer a student satisfaction survey using a product from Noel-Levitz. Four different areas will be addressed:</p> <ul style="list-style-type: none"> • Which aspect of the campus do students care most about? • Which aspects of the campus do students find most and least satisfying? • Try to identify how we can best meet the student's expectations. • Compare NCTC's responses with student responses at other institutions that are similar around the country. <p>The results of the survey will be used to help prioritize and guide decisions made at the college.</p>	<p>FY 2005 Outcome Target: Issue the survey to at least 4000 students in technical programs. A minimum of 16 technical program areas will have students represented in the survey.</p> <p>The results of the survey will be used to maintain a college wide completion rate of 27.17% (716 completers and 2635 concentrators).</p> <p>FY 2005 Outcome: <u>Goal was accomplished. The Noel-Levitz survey was administered to 685 students of which approx 460 were in technical programs. A minimum of 22 occupational programs were represented in the survey results. The completion rate for FY'05 was 764 completers and 3000 concentrators (25.5%).</u></p>	

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Required Activity:

Goal 8. Broad based community involvement

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X	1. Academic and Skill Attainment
X	2. Completion
	3. Placement and Retention
X	4. Nontraditional

Objective	Strategy	Measure	<u>Projected Budget</u>
<p align="center">Parents</p> <p>For parents to be aware of Perkins initiatives.</p>	<ul style="list-style-type: none"> • Present information to parents at orientation sessions. • During campus tours, let parents know of programs sponsored through Carl Perkins 	<p>FY 2005 Outcome Target: 2 orientations sessions to be conducted for parents.</p> <p>FY 2005 Outcome: <i><u>Goal was accomplished. Financial Aid Director attended financial aid sessions in 12 area high schools during the year.</u></i></p>	
<p align="center">Students</p> <p>To have occupational students active in Perkins program recruitment and improvements.</p>	<ul style="list-style-type: none"> • High school students mentor with college students • Students serve on advisory committees and college committees. 	<p>FY 2005 Outcome Target: 15 high school students and nontraditional aged students will have participated in mentorship program. 3% of total students who participated in the mentor program will be considered nontraditional for the program they mentor in.</p> <p>FY 2005 Outcome: <i><u>Goal was accomplished. NCTC students representing 12 programs were trained as mentors. 39 high school students from 8 area high schools participated in the mentor program. Five nontraditional program mentors were trained representing two NCTC programs. One high school student mentored in a nontraditional program. The goal of nontraditional experiences meeting 3% was met as $1/39 = 2.56\%$ high school students participated in nontraditional mentoring experiences.</u></i></p>	
<p align="center">Teachers</p> <p>Maintain secondary teacher involvement on college committees.</p>	<p>Secondary teachers are members of college advisory committees</p>	<p>FY 2005 Outcome Target: 4 secondary teachers on committees</p> <p>FY 2005 Outcome: <i><u>Goals was accomplished. There were a total of 9 secondary teachers involved with college advisory committees.</u></i></p>	

<p>Business & Industry Increase business and industry participation in college activities.</p>	<ul style="list-style-type: none"> • Workforce Center located within college has representation on college advisory committees • Bring Business & Industry on campus to interview graduating students for job placement • Custom Training works with area industries to provide needed training for labor force 	<p>FY 2005 Outcome Target: Work with WFC to assist in placement of graduates. Maintain a graduation rate at or above the federal level of 24%.</p> <p>FY 2005 Outcome: <u>Goal was accomplished. FY'05 had a completion rate of 25.47% (764 completers out of 3000 concentrators)</u></p>	
<p>Labor Maintain collaboration with labor unions and occupational faculty.</p>	<p>Labor is represented on college advisory committees</p>	<p>FY 2005 Outcome Target: Maintain placement rate at or above federal level.</p> <p>FY 2005 Outcome: <u>Goal was accomplished. FY'05 had a completion rate of 25.47% (764 completers out of 3000 concentrators)</u></p>	
<p>Special Populations Increase collaboration with area service providers to improve access and participation of special populations.</p>	<p>Continue inclusion of local care agency members for advisory boards and other college activities.</p>	<p>FY 2005 Outcome Target: 4 cultural awareness activities to be presented. 2 social issues to be presented.</p> <p>FY 2005 Outcome: <u>Goal was accomplished. Some examples of cultural awareness activities were: <i>Celebramos, Black History month, Women's History month, Native images, and Cinco de Mayo celebration.</i></u></p> <p><u>Some examples of social issues were: <i>Umoja participation in book night at Challenger Elementary School, Twin Lakes Drum Group performance, Bukata Hayes presentation on black cultural issues, Holiday Shopping: Are you Affected by Affluenza? Life or Meth: What's it Cost? Meeting the Instructional, Counseling and Advising Needs of Immigrant College Students.</i></u></p>	

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Required Activity:

Goal 9. Special population learner accommodation(s) and support services

Objective	Strategy	Measure	<u>Projected Budget</u>
Provide academic support and accommodations for occupational students with disabilities to increase student success.	<ul style="list-style-type: none"> • Provide services to students with disabilities by developing a service plan and provide accommodations or support including: <ol style="list-style-type: none"> 1. Transition assistance 2. Testing accommodations 3. Adaptive equipment 4. Tutoring 5. Referral to other agencies 6. Co-advising 7. Note-taking • Advocate ADA requirements to assure accessibility for all learners. 	<p>FY 2005 Outcome Target: Baseline data for FY'03 for students with a disability is 41 completers and 150 concentrators (27.33%). Maintain a completion rate for students with disabilities at a level above the federal negotiated level of 26% (40 completers and 150 concentrators).</p> <p>FY 2005 Outcome: <i>Goal was not met. Data for FY'05 shows 30 completers and 201 concentrators (14.93%).</i></p>	

<p>Provide academic support for all occupational learners.</p>	<ul style="list-style-type: none"> • Learning Center staff works with developmental instructors to improve student success • Student tutors employed for course content • Writing Center tutoring provided to help students plan and proof writing assignments 	<p>FY 2005 Outcome Target: Baseline data for FY'03 indicates a completion rate of 27.17% (716 completers and 2635 concentrators). Maintain a completion rate in occupational programs of 27% (716 of 2635).</p> <p>FY 2005 Outcome: <u>Goal was accomplished. FY'04 completion rates were 25.12% (656 completers out of 2611 concentrators. For FY'05 the completion rate was 25.47% (764 completers out of 3000 concentrators, an increase over the FY'04 numbers.</u></p>	
<p>Provide transitional and academic support for students from minority populations enrolled in occupational programs to increase retention/graduation</p>	<ul style="list-style-type: none"> • Minority advisor will provide transitional support and academic advising. • Learning Center tutoring available. • Personal counseling and referral provided. 	<p>FY 2005 Outcome Target: Baseline data for FY'03 indicates completion rate for minority students at 24.7% (29 completers and 117 concentrators). Increase the completion rate to the federal negotiated level of 26% for minority students (31 completers and 120 concentrators).</p> <p>FY 2005 Outcome: <u>Goal was not met. FY'05 data shows a completion rate of 16.87% (28 completers and 166 concentrators).</u></p>	
<p>Maintain enrollment, graduation and access of single parents, displaced homemakers and single pregnant women enrolled in occupational/technical programs.</p>	<ul style="list-style-type: none"> • Provide retention and support services for SP/DH/SPW including workshops, advocacy, personal advising and crisis management. • Provide grant to qualifying students for qualified child care and transportation expenses. • Provide workshops/seminars on topics that affect SP/DH/SPW 	<p>FY 2005 Outcome Target: Maintain concentrator levels of SP/DH at FY03 levels of 7% (188/2635).</p> <p>Maintain graduation rates of SP/DH at FY'03 levels of 23% (43/188) which is only 1% below the federal negotiated level for the general population of 24%.</p> <p>FY 2005 Outcome: <u>Goal was accomplished. FY05 SP/DH concentrator numbers were 7.8% (235/3000) so the goal of maintaining SP/DH concentrator numbers at the FY03 of 7% (188/2635) level was met. FY05 SP/DH graduation rates were 29% (60/207) so the goal of maintaining SP/DH graduation rates of 23% was met.</u></p>	

**Carl D. Perkins Vocational-Technical Education Act of 1998
Local Plan for Career and Technical Education
Five Year Plan 1999-2005**

Check Appropriate
Core Indicator(s)

Core Indicators

Required Activity:

Goal 10. Full participation of special population learners

	1. Academic and Skill Attainment
X	2. Completion
	3. Placement and Retention
X	4. Nontraditional

Objective	Strategy	Measure	<u>Projected Budget</u>
Determine needs of special populations in occupational programs.	<ul style="list-style-type: none"> • Assess all new students, review and analyze assessment results and demographic backgrounds. • Maintain file on assessment results. • Staff meet with special population students (and parents if applicable) and instructional staff to plan services. 	<p>FY 2005 Outcome Target: Baseline data for FY'03 indicates a college wide completion rate of 27.17% (716 completers and 2635 concentrators). Maintain a completion rate in occupational programs of 27% (716 of 2635).</p> <p>FY 2005 Outcome: <i>Goal was accomplished. FY'04 completion rates were 25.12% (656 completers out of 2611 concentrators. For FY'05 the completion rate was 25.47% (764 completers out of 3000 concentrators, an increase over the FY'04 numbers.</i></p>	

<p>Increase awareness of Special Populations services to all occupational programs.</p>	<ul style="list-style-type: none"> • Send letters to accepted students informing them about the Learning Center, New Venture Center and Multicultural student services • Provided information to all students during orientation about Learning Center, SP/DH/SPW/Non-Trad services, L.E.P. and Multicultural Student Services. • Provide information on the NCTC web site about services available to students. 	<p>FY 2005 Outcome Target: Baseline data for FY'03 for special populations' students is 213 completers and 770 concentrators (27.66%). Maintain completion rate of students in Special Populations at 27% (213 completers and 770 concentrators).</p> <p>FY 2005 Outcome: <i>Goal was not accomplished.</i> <u><i>FY'05 data show a completion rate of 22.45% (218 completers and 971 concentrators) for special population students.</i></u></p>	
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**Carl D. Perkins Vocational-Technical Education Act of 1998
Local Plan for Career and Technical Education
Five Year Plan 1999-2005**

Check Appropriate
Core Indicator(s)

Core Indicators

	1. Academic and Skill Attainment
X	2. Completion
	3. Placement and Retention
X	4. Nontraditional

Required Activity:

Goal 11. Preparation for nontraditional training and employment

Objective	Strategy	Measure	<u>Projected Budget</u>
Recruit students to nontraditional programs. Increase enrollment and graduation rates of students in nontraditional programs.	<ul style="list-style-type: none"> • Plan and offer a workshop or career day that provides exposure to nontraditional programs offered at NCTC. Work with High School counselors and North Borders and Pine to Prairie STW consortiums to recruit secondary students to attend. Work with local social services agencies and other community service agencies to recruit nontraditional aged women to attend. • Provide grant to qualifying students for qualifying childcare and transportation expenses. • Provide retention and support services for students in nontraditional programs including personal advising, crisis management and support groups. • Provide presentations which give exposure to nontraditional careers and the reasons to choose a nontraditional career 	<p>FY 2005 Outcome Target: Workshops/career day are offered. Twenty percent of participants will be exposed to a nontraditional program.</p> <p>Increase enrollment rates in nontraditional programs from FY03 level of 18.1% (485/2531) to negotiated federal level of 21%.</p> <p>Maintain graduation rates of students in programs nontraditional to their gender at the negotiated federal level of 16.7%. FY03 level of graduation rates is 17.04% (99/581) which is above the negotiated federal level.</p> <p>Increase enrollment rate of male students in Practical Nursing program from FY03 levels of 7% (32/459) to 8%.</p> <p>Maintain graduation rate of male students in Practical Nursing program of FY03 levels of 6% (4/69).</p>	

	<ul style="list-style-type: none"> • Provide nontraditional information via printed material and NCTC web site. • Provide information regarding barriers for nontraditional students to faculty in nontraditional programs. Work with faculty in nontraditional programs to make learning environment more user-friendly for nontraditional students when necessary. Make sure faculty in nontraditional programs are alert for difficulties nontraditional students may have and notify appropriate staff for support when necessary. • Use PQI Five-Step process to improve enrollment and retention of male students in the Practical Nursing Programs. The performance gap has been determined. Work with nursing department to Identify Root Causes, Choose Solutions and to Evaluate and Test Solutions. 	<p>FY 2005 Outcome: <u>Goal was partially accomplished.</u> <u>Workshop/Career Days were offered with a total of 301 area high school students attending. 88 of the high school students participated in at least one nontraditional experience for a total of 29% (88/301).</u></p> <p><u>Enrollment and graduation rate goals were not met. Enrollment rates in nontraditional programs were 17.20% (513/2983). Completion rates for nontraditional programs were 13.62% (90/661).</u></p> <p><u>Enrollment and graduation rate goals for male students in the LPN program were met. Enrollment rates were increased from FY03 rate of 7% (32/459) to 8.64% (64/741).</u></p>	
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Collaboration Required Activity 12 – Overview

Minnesota's Unified State Plan for Vocational Technical Education places high emphasis on collaboration to accomplish this goal. While it is understood that separate funding streams require separate record keeping to maintain fiscal integrity, it is also understood that collaborative efforts expand on the support base and increase the likelihood that programs with similar goals can be successful in their efforts to effect change.

It is a required activity for Local Plan approval that at least 10% of funds (not including targeted funds) be reserved for collaboration. While the state does not wish to define who the appropriate partners are for a collaborative effort, it is likely that local School-To-Work partnerships, neighboring Perkins recipients and Workforce Development Centers would be offering programs and services designed to address local and regional workforce development.

An appropriate proposal under Required Activity 12 would involve joint planning by the collaborating partners and identification of common goals and strategies. A Collaborative budget surrounding activities for Required Activity 12 would also be a reasonable expectation even though each Perkins recipient must identify and account for its own expenditures made toward these common activities.

To be considered for approval, the following must be included within Required Activity 12:

- ◆ the names of the collaborating partner organizations,
- ◆ a description of the process used to develop collaborative goals and strategies,
- ◆ FY 2005 outcome targets, and
- ◆ the budget for the Perkins recipient. While not required a common budget for all collaborators identifying source or funds would be helpful.

COLLABORATION (definition) A mutually beneficial and well-defined relationship entered into by two or more organizations to achieve common goals. The relationship includes a commitment to a definition of mutual relationships and goals; a jointly developed structure and shared responsibility; mutual authority and accountability for success; and sharing of resources and rewards.

(Note: a minimum of 10% of total eligible funds (not including Targeted Funds) must be budgeted for this activity. This activity must be planned for with broad community input via STW or other similar partnership.) Eligible recipients must maintain control of the Perkins funds.

**Carl D. Perkins Vocational-Technical Education Act of 1998
Local Plan for Career and Technical Education
Five Year Plan 1999-2005**

Check Appropriate
Core Indicator(s)

Core Indicators

	1. Academic and Skill Attainment
	2. Completion
X	3. Placement and Retention
X	4. Nontraditional

Required Activity:

Goal 12. Collaboration

Objective	Strategy	Measure	<u>Projected Budget</u> (Minimum 10%)
Provide information to secondary students concerning nontraditional careers.	Work with area high school counselors to schedule appropriate locations and times to present information on nontraditional careers.	<p>FY 2005 Outcome Target: Increase enrollment rates in nontraditional programs from FY03 level of 18.1% (485/2531) to negotiated federal level of 21%.</p> <p>Maintain graduation rates of students in programs nontraditional to their gender at the negotiated federal level of 16.7%. FY'03 level of graduation rates is 17.04% (99/581) which is above the negotiated federal level.</p> <p>FY 2005 Outcome: <i>Goal was not accomplished. Three presentations were given to secondary school classes/groups with a total attendance of approximately 64 high school students. Enrollment rates in nontraditional programs were 17.20% (513/2983). Completion rates for nontraditional programs were 13.62% (90/661).</i></p>	

<p>Continue mentorship program within technical/occupational programs to provide in-depth career exploration activities for high school students and nontraditional aged students.</p>	<p>Train college student mentors, promote program to area high schools and service agencies.</p>	<p>FY 2005 Outcome Target: 15 college students trained as mentors – 3 programs will offer mentors who are considered nontraditional by gender for the program.</p> <p>20 high school students and nontraditional aged students will have participated in mentorship program. 3% of total students who participated in the mentor program will be considered nontraditional for the program they mentor in.</p> <p>FY 2005 Outcome: <i>Goal was accomplished. NCTC students representing 12 programs were trained as mentors. 39 high school students from 8 area high schools participated in the mentor program. Five nontraditional program mentors were trained representing two NCTC programs. One high school student mentored in a nontraditional program. The goal of nontraditional experiences meeting 3% was met as $1/39 = 2.56\%$ high school students participated in nontraditional mentoring experiences.</i></p>	
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<p>Provide exposure for secondary students and nontraditional aged students to explore technical/occupational careers with an emphasis on nontraditional career explorations</p>	<p>Plan and offer a workshop or career day that provides exposure to technical/occupational programs offered at NCTC. Students will be encouraged to explore at least one nontraditional career. Twenty percent of students will register or be assigned an opportunity to explore a nontraditional career. Work with High School counselors to recruit secondary students to attend. Work with local social services agencies and other community service agencies to recruit nontraditional aged women to attend.</p>	<p>FY 2005 Outcome Target: Increase enrollment rates in nontraditional programs from FY03 level of 18.1% (485/2531) to negotiated federal level of 21%.</p> <p>Maintain graduation rates of students in programs nontraditional to their gender at the negotiated federal level of 16.7%. FY'03 level of graduation rates is 17.04% (99/581) which is above the negotiated federal level.</p> <p>FY 2005 Outcome: <i>Goal was partially accomplished. Workshop/Career Days were offered with a total of 301 area high school students attending. 88 of the high school students participated in at least one nontraditional experience for a total of 29% (88/301).</i></p> <p><i>However, enrollment and graduation rate goals were not met. Enrollment rates in nontraditional programs were 17.20% (513/2983). Completion rates for nontraditional programs were 13.62% (90/661).</i></p>	
<p>Provide transition services for high school students to enroll at NCTC</p>	<ul style="list-style-type: none"> • Send letters to area high schools requesting they send high school IEPs with students planning to attend post secondary education • Request invitation for IEP staffing of high school students planning to attend NCTC • NCTC participate in secondary consortium advisory boards • Learning Center personnel involved in college tours and admissions to enhance transition services 	<p>FY 2005 Outcome Target: Letters sent to 40 area high schools Attend 95% IEP staffing where invited Attend two North Borders and two Pine to Prairie meetings.</p> <p>FY 2005 Outcome: <i>Goal was accomplished. Letters were sent to 48 area high schools and 100% of the IEP staffings were attended when invited.</i></p> <p><i>Meetings were held with Bev Arnston of the North Borders consortium and a focus meeting with area high school Special Ed instructors was held at Northland, sponsored by North Borders and Northland College.</i></p>	

<p>Determine reading, writing and math levels of high school students to better plan curriculum needs of last two years of secondary school</p>	<ul style="list-style-type: none"> In partnership with North Borders and Pine to Prairie secondary consortiums, assess skills of high school sophomores in cooperating high schools Offer ACCUPLACER at NCTC or secondary school <p>Determine educational needs to assess at college level.</p>	<p>FY 2005 Outcome Target: ACCUPLACER assessment given to area high school sophomore classes (100 students).</p> <p>FY 2005 Outcome: <u>Goal was accomplished. During the week on March 14 -18, 2005, 5 area high schools brought their sophomore class to Northland College to take the ACCUPLACER test. The test was administered to 107 students during the week.</u></p>	
<p>Prepare minority students for transition to higher education and occupational careers.</p>	<ul style="list-style-type: none"> Minority Advisor visits high schools state wide with high minority student population and schedules meetings with counselors and visits occupational classrooms. Present at career fairs and area high schools with high minority student population 	<p>FY 2005 Outcome Target: Will visit 50 area high schools.</p> <p>Will attend 15 minority career fairs.</p> <p>Baseline data for FY'03 indicates completion rate for minority students at 24.8% (29 completers and 117 concentrators). Maintain a completion rate at or above the federal negotiated level of 24% for minority students (30 completers and 120 concentrators).</p> <p>FY 2005 Outcome: <u>Goal was partially accomplished. All the high schools in our recruiting area were visited including schools with a high minority population. 20 minority career fairs were attended in the Midwest region of the country.</u></p> <p><u>FY'05 data shows a completion rate of 16.87% (28 completers and 166 concentrators).</u></p>	

<p>In collaboration with Tech Prep Consortium Directors/School-to-Work Coordinators, learners will be prepared to transition from secondary schools in the service region to postsecondary vocational-technical education.</p> <p>Desirable characteristics of strategies to address the transition from secondary to Post-secondary, and inform decision-making include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Student-centered <input type="checkbox"/> Learning-centered <input type="checkbox"/> Career-oriented <input type="checkbox"/> Technology-enhanced <input type="checkbox"/> Cost effective 	<p>Regional Colleges Initiative. Minnesota State Community and Technical College, Northland Community and Technical College, and Northwest Technical College-Bemidji will work cooperatively to continue the development and maintenance of the Northern Tech Prep Network Website as a service to Tech Prep Consortium Directors/School-to-Work Coordinators [North Country Vocational Coop, Lake Country Service Coop, Pine to Prairie Coop, Freshwater Education District, DL School to Work, etc].</p>	<p>FY 2005 Outcome Target: Establish subscription fee for consortium members as partial means of support for development and maintenance of website. Establish college membership cost based on Pell count per college divided by the total Pell count for all 3 colleges.</p> <p>FY 2005 Outcome: <i>Goal was not accomplished. Northland Community and Technical College did not financially support this project. Discussions were held at a NW Perkins meeting about the fees and a bill was to be sent to NCTC but no subscription fees were ever requested and none were paid.</i></p>	
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Describe how your collected data was used to drive the objectives/strategies/measures for this indicator:

- ◆ The names of the collaborating partner organizations: Minnesota State Community and Technical College, North Borders Consortium, Pine to Prairie Consortium, Minnesota Workforce Center, area Business and Industries.
- ◆ A description of the process used to develop collaborative goals and strategies: Direct meeting on a regular basis with all listed partners as well as phone, email and fax communications as needed.
- ◆ FY 2005 outcome targets and the budget for the Perkins recipient: are listed in the above indicator.

MnSCU/MDE CARL D. PERKINS LOCAL APPLICATION BUDGET

SUMMARY OF FUNDS DESIGNATED FOR SPECIFIC USES JULY 1, 2004 – JUNE 30, 2005

DIRECTIONS & REMINDERS

- / **Cost of all Perkins funded personnel must be split out between the designated activities (indicators 1 to 25) that your local application addresses. Keep in mind that only the first 12 indicators address the required activities that you must conduct.**

- / **Federal Carl D. Perkins cannot be used to supplant funds from other sources.**

- / **The Carl D. Perkins Education Act of 1998 requires that Personnel Activity Reports (PAR) to be filled out on all personnel funded by these federal dollars. PARs do not need to be sent to MnSCU/MDE, but do need to be kept and monitored at the local level.**

- / **Each eligible sub-recipient receiving funds under this Act shall not use more than five (5) percent of the funds for administrative costs associated with the administration of this law.**

- / **Identify in A. that amount of total Perkins resources that were used in collaboration efforts with Workforce Centers. Identify in B. the estimate of other expenditures/in-kind contributions from your district/college toward workforce center activities.**

PERKINS BUDGET SUMMARY FOR FY 2005

	PROJECTED	ACTUAL
← Required activities budget: Activities 1-11)	\$ <u>445,734</u>	\$ <u>464,428.02</u>
↑ Activity #12 budget: (minimum of 10% of non-targeted dollars must be budgeted for #12)	\$ <u>60,750</u>	\$ <u>57,915.82</u>
<u>TOTAL:</u>	\$ <u>506,484</u>	\$ <u>522,343.84</u>
→ Permissible activities budget:	\$ <u>-0-</u>	\$ <u>-0-</u>
↓ Administrative budget:	\$ <u>26,656</u>	\$ <u>26656.00</u>
Recaptured funds (From FY'04)	\$ <u>13,723</u>	
<u>TOTAL FY 2005 Perkins BUDGET:</u>	\$ <u>546,863</u>	\$ <u>548,999.84</u>

A. Total Perkins resources used in Workforce Center Collaboration \$ 2,000.00

B. Estimate of other expenditures/in-kind contributions from your district/college toward Workforce Center activities: \$ 7,000.00

Total Workforce Center Collaboration and expenditures/in-kind contributions (A. + B.) \$ 9,000.00

MnSCU/MDE
CARL D. PERKINS LOCAL APPLICATION
BUDGET
SUMMARY OF FUNDS DESIGNATED FOR SPECIFIC USES
JULY 1, 2004 – JUNE 30, 2005

REQUIRED ACTIVITIES

ACTIVITY	REQUIRED USES OF FUNDS	BUDGET FY '05	
		PROJECTED	ACTUAL
1	Integration of academic and technical education	\$1575.00	\$0.00
2	Experience in and understanding of all aspects of the industry		
3	Technology in vocational-technical education	\$30,153.00	\$51,427.73
4	Professional Development	\$14,420.00	\$33,673.88
5	Evaluation of vocational-technical education programs		
6	Continuous program improvement for vocational-technical education programs	\$40,100.00	\$44,320.72
7	Effectiveness of services and activities	\$63,500.00	\$47,703.38
8	Broad-based community involvement i.e. parents, students, teachers, business/industry. Labor, special populations		
9	Special population learner accommodation(s) and support services	\$218,336.00	\$219,491.68
10	Full participation of special population learners	\$11,800.00	\$7,047.84
11	Preparation for nontraditional training and employment	\$65,850.00	\$60,762.79
12	COLLABORATION: <u>(NOTE: A minimum of 10% of eligible funds must be budgeted for this indicator. This indicator must be planned for with broad community input)</u>	\$60,750.00	\$57,915.82

TOTAL BUDGET FOR REQUIRED ACTIVITIES:

\$ 506,484.00 \$ 522,343.84

NOTE:

1. Budget changes must be pre-approved by MnSCU if they change by \$10,000.00 or more between any given required or permissible activity.
2. Budget changes must be pre-approved by MDE if they change 10% or more from one activity to another.

Approved
April 6, 2005

HI Lloyd. Because of staffing changes, I would like to reduce the amount in Indicator 7 by \$15,000 and increase the amount in Indicator 4 by \$15,000.

The original budget had part of a counseling position (Mary Fontes) budgeted for in Indicator 7. Mary was promoted to Asst Dean of Student Services which vacated her counseling position. Her replacement did not begin for a few weeks (and was less expensive on the salary schedule) which is why this Indicator is under spent by \$15,000. The college would like to use this money for faculty professional development (Indicator 4) and provide some mentoring for new faculty. The impact, we hope, would be to increase 1P1 and 2P1.

Thanks for your consideration.

Dean Dalen
Learning Center Director
Northland Community and Technical College
Office: (218) 681-0835
Fax: (218) 681-0811

APPROVED.

File: FY05 Perkins Northland Community and Technical College

Northland received an extra \$13,722.79 in Perkins funds that were not part of our original budget. We are asking permission to use these funds in Indicator 3, use of technology. Our hope is to have an impact on the 1P1, 2P1 completion rate in the technical programs where the funds will be distributed.

Thank you for your consideration.

Dean Dalen
Learning Center Director
Northland Community and Technical College
Office: (218) 681-0835
Fax: (218) 681-0811

CAMPUS ID EGF	MAJORS	FY'04	FY'04	%	FY'05	FY'05	%
		1P1 NT Completers	1P1 DB Concentrators		1P1 NT Completers	1P1 DB Concentrators	
265	Accounting Programs Total	11	38	28.9%	6	42	14.3%
265	Administrative Support Total	7	35	20.0%	14	36	38.9%
265	Automotive Service Tech Total	0	31	0.0%	3	33	9.1%
265	Broadcasting Total				0	1	0.0%
265	Business Total				0	1	0.0%
265	Cardiovascular Tech Total	6	19	31.6%	7	18	38.9%
265	Carpentry Total	10	17	58.8%	8	21	38.1%
265	Child Care & Ed Total	0	1	0.0%	0	4	0.0%
265	Clinical Lab Tech Total	3	18	16.7%	3	18	16.7%
265	Computer Service/Networking Total	16	78	20.5%	19	72	26.4%
265	Construction Electricity Total	15	32	46.9%	12	31	38.7%
265	Criminal Justice Total				1	1	100.0%
265	Early Childhood & Paraprofessional Total	0	1	0.0%	0	22	0.0%
265	Farm Operations & Mgmt Total	6	22	27.3%	8	38	21.1%
265	Fire Tech/Service/Suppression Total	11	51	21.6%	10	53	18.9%
265	Heath Info Tech Total	3	17	17.6%	8	22	36.4%
265	HVAC Total	6	32	18.8%	6	33	18.2%
265	Medical Assisting Total	0	17	0.0%	3	20	15.0%
265	Medical Sec/Transcriptions Total	10	42	23.8%	31	75	41.3%
265	Microcomputer & Networking Total	0	10	0.0%	0	2	0.0%
265	Occupational Therapy Asst. Total	6	33	18.2%	9	44	20.5%
265	Paramedicine Total	12	29	41.4%	6	26	23.1%

265	Pharmacy Tech Total	11	34	32.4%	11	38	28.9%
265	Plumbing Tech Total	14	18	77.8%	14	17	82.4%
265	Practical Nursing Total				53	274	19.3%
265	Radiologic Tech Total	14	69	20.3%	16	86	18.6%
265	Respiratory Care/Therapist Total	6	28	21.4%	18	45	40.0%
265	Sales Marketing & Mgmt Total	15	83	18.1%	14	100	14.0%
265	Surgical Tech Total	22	98	22.4%	23	81	28.4%
265	Truck Driving Total	3	15	20.0%	8	17	47.1%
265	Welding Total	8	30	26.7%	6	38	15.8%
TRF	303 Accounting Total	6	15	40.0%	5	19	23.3%
	303 Admin Support Total	4	19	21.1%	8	27	29.6%
	303 FBM Total	95	633	15.0%	83	645	12.9%
	303 Arch Tech Total	13	34	38.2%	5	28	17.9%
	303 Auto Body Tech Total	10	33	30.3%	14	33	42.4%
	303 Auto Service Tech Total	5	27	18.5%	10	31	32.3%
	303 Aviation Maint Tech Total	37	69	53.6%	22	49	44.9%
	303 Broadcasting Mass Comm. Total	7	15	46.7%	3	12	25.0%
	303 Business Total	3	11	27.3%	1	17	5.9%
	303 Computer Modeling & Animation Total	3	5	60.0%	6	8	75.0%
	303 Computer Service/Networking Total	9	27	33.3%	6	20	30.0%
	303 Construction Electricity Total				0	14	0.0%
	303 Cosmetology Total	13	36	36.1%	12	42	28.6%
	303 Criminal Justice Total	15	56	26.8%	17	64	26.6%
	303 Early Child Infant/Preschool Total	6	7	85.7%	2	8	25.0%

303	Electronic Tech Marketing Total				40	83	48.2%
303	Health & Fitness Total				2	10	20.0%
303	Manufacture Process Tech Total				0	1	0.0%
303	Manuf Principles - Cert Total	0	2	0.0%	0	17	0.0%
303	Marketing Total				0	3	0.0%
303	Medical Admin Sup Tech Total	5	27	18.5%	6	12	50.0%
303	Practical Nursing Total	35	158	22.2%	57	187	30.5%
403	Practical Nursing Total				20	85	23.5%
303	Prod Inventory Mgmt Total	0	11	0.0%	0	2	0.0%
303	Radiologic Tech Total	0	1	0.0%	0	1	0.0%
303	Registered Nursing Total	90	194	46.4%	107	237	45.1%
303	Sales Mktg & Mgmt Total				0	1	0.0%
303	Supervisory Leadership Total	0	2	0.0%	3	3	100.0%
303	Surgical Tech Total				1	1	100.0%
303	Welding Tech Total	10	18	55.6%	6	14	42.9%