

LOCAL APPLICATION COVER SHEET

Name of Eligible College: Anoka Technical College

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(Check One)

Single LEA College Consortium*

*NAME OF PROJECT CONSORTIUM MEMBER DISTRICTS				
District/Agency Name	Type/ Number	Eligibility Amount	Targeted Fund	Total
Anoka Hennepin District	11		\$ 25,438.	\$ 216,239.

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

**3 Appropriate Core
Indicator(s) Core Indicators**

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

Required Activity:

Goal 1. Integration of academic and technical education

Objective	Strategy	Measure	<u>Projected Budget</u>
Establish a Framework for comprehensive assessment of general education courses..	<ul style="list-style-type: none"> -Review and evaluate general education assessment approaches at peer institutions -Determine general education competencies to be assessed -Develop student outcomes and rubrics for the selected competencies -Select artifacts to be assessed 	FY 2005 Outcome Target Assess artifacts and collect assessment data for general competencies of writing and mathematics. Baseline the number of '04 completers.	\$5,000

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X	2. Completion
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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>
.Increase understanding of all aspects of industry standards.	>Faculty will meet with industry twice annually to promote on-going curriculum development and approval of this curriculum. >Provide an Industry based experience related to the program areas, where appropriate. >Provide a Career Fair in cooperation with the Anoka County WorkForce Center.	FY 2005 Outcome Target: The goal is to increase by 2 % based on the new program offerings and an increase of students becoming Concentrators. This would represent 35 %('03) and 37%('04) of Concentrators at ATC.	

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Required Activity:

Goal 3. Technology in vocational-technical education

Objective	Strategy	Measure	<u>Projected Budget</u>
.Increase technology in career and technical education	<ul style="list-style-type: none"> >Expand learner access by increasing the number of on-line courses >Provide up-to-date technology to support student learning commensurate to emerging industries >Maintain the Academic Skills Lab, for individualized learning, with additional computers, staff and resources 	FY 2005 Outcome Target: The baseline number of students served during the '03 school year, in the Academic Skills Center is currently 631 students who sought services. Increase the total number of Concentrators by 1% or 41 students. This will be supported by the continued realignment/addition of support staff per the Program growth needs.	\$7,500.

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Required Activity:

Goal 4. Professional Development

Objective	Strategy	Measure	<u>Projected Budget</u>
1. Provide inservice/training opportunities to faculty and staff to promote a broader understanding of a changing community.	<p>>Maintain the Staff Development Committee to plan and implement activities appropriate to current needs/demands</p> <p>>Provide support services staff opportunity to upgrade skills by attending inservices, trainings, and workshops. Provide a network of information to all eligible staff.</p> <p>>Initiate a Diversity work group to promote a broader understanding of the Community</p>	<p>FY 2005 Outcome Target: 120 or 66% of staff/faculty will attend activities. Completers will increase by 50% or 2 students.</p>	\$1500.

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Required Activity:

Goal 5. Evaluation of vocational-technical education programs

Objective	Strategy	Measure	<u>Projected Budget</u>
Establish procedures for gathering of documentation regarding assessment of student outcomes/program goals in each diploma and AAS degree program	<ul style="list-style-type: none"> >Document student outcomes/program goals and assessment rubrics for all diploma and AAS degree technical programs. >Document the establishment of capstone courses/projects for all diploma and AAS degree technical programs. > Develop assessment instruments which incorporate the assessment of established student outcomes/program goals for capstone courses/projects in all diploma and AAS degree technical programs. > Establish procedures for documentation of assessment level of all student outcomes/program goals for all diploma goals for all diploma and AAS degreed programs. 	<p>FY 2005 Outcome Target: 1. Evaluate and incorporate emerging skills into program curriculum in 29 or 80% of programs. 90% or 83 Faculty will be evaluated on their performance goals, once every three years. Academic skill attainment and Completers will increase by 2% or 9 students.</p>	

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Required Activity:

Goal 6. Continuous program improvement for vocational technical education programs

Objective	Strategy	Measure	<u>Projected Budget</u>
Implement continuous improvement plan for all diploma and AAS degree programs based on assessment documentation.	>Utilize documentation of assessment level of all student outcomes/program goals for graduates in each diploma and AAS degree technical programs to establish a data base of assessment information that will be used to determine needed changes in curriculum /instructional strategies/learning activities for each program.	FY 2005 Outcome Target: 85% of Completers (361 of 425) will secure fulltime employment, in their chosen field. 26% or 4 of 18 Programs will implement assessment outcomes to meet the needs of established industry standards.	

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Required Activity:

Goal 7. Effectiveness of services and activities

Objective	Strategy	Measure	<u>Projected Budget</u>
.Continue to improve effectiveness of services and activities to meet the needs of all students.	<ul style="list-style-type: none"> >Provide program advisors in all program areas >Implement academic advising within the General Education Dept. to all students with undeclared major >Provide brush-up skills lab to improve basic skills >Access computer based/on line career search programs >Expand collaboratives with Community Agencies/Colleges and High Schools, to maximize/deliver services 	FY 2005 Outcome Target: Increase the number of Concentrators from 903 or 33% to 35%, or 55 students.	

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Required Activity:

Goal 8. Broad based community involvement

Objective	Strategy	Measure	<u>Projected Budget</u>
Parents	<ul style="list-style-type: none"> ➤ Provide campus tours and information to high school counselors and teachers to assist in providing improved career choice information to parents of high school students. ➤ Attend joint advising meetings with STEP/ACT students to include parents secondary/ college staff and industry representatives 	FY 2005 Outcome Target: Update the Resource Manuals each year/Provide to additional Counselors as needed. This goal is on-going and will be updated annually(200 binders were provided to area high school counselors in FY '02).	
Students	<ul style="list-style-type: none"> ➤ Review Student Surveys to determine the level of satisfaction with current climate/services/course offerings . 	FY 2005 Outcome Target: Increase response rate by 5% based on '01 response rates. Improve overall satisfaction rating by .01%.	

<p>Teachers</p>	<ul style="list-style-type: none"> ➤ Increase curriculum development focused on articulation of STEP high school curriculum to college courses/programs ➤ Provide in-service to Faculty/Instructors on College and High School Advising process. 	<p>FY 2005 Outcome Target: Provide 2 days for high school/college instructor in-service/training. Continue the high school/college instructors' in-service/ training. Provide annual training/ information session for students, parents, faculty/ instructors, and staff, on procedures.</p>
<p>Business & Industry</p>	<ul style="list-style-type: none"> ➤ Continue Industry advisory committees. ➤ Attend WIA Regional Meetings ➤ Maintain ATC Foundation Board relationship. ➤ Provide advanced courses to area businesses. ➤ Solicit equipment and in-kind contributions from business and industry so students/graduates will remain current with industry advancements. 	<p>FY 2005 Outcome Target: Approval of new programs will continue with a goal of all programs being WIA approved. 2 new major program areas have been presented to MnSCU for approval. This approval will positively effect Perkins participants.</p>

<p style="text-align: center;">Labor</p>	<ul style="list-style-type: none"> ➤ Include labor representatives in Advisory Committees. ➤ Increase collaboration with Anoka County Workforce Center. ➤ Provide Job Fair Annually ➤ Present ATCs' goals and vision to Business and Civic Leaders. ➤ Representation from ATC will serve on the local Workforce Council. 	<p>FY 2005 Outcome Target: Placement rate for graduates will remain at/or above the Statewide Performance Level of 85%.</p>
<p style="text-align: center;">Special Populations</p>	<ul style="list-style-type: none"> ➤ LEP/ESL services will be established in a collaborative effort with Adult Basic Education and Project Access partnerships. ➤ ATC staff will monitor and participate in community transition and inter-agency planning activities that address services for special needs population. ➤ Work with community agencies to deliver a Basic Skills Brush-up Program. 	<p>FY 2005 Outcome Target: LEP Concentrators will increase by 25% or 8 students.</p>

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Required Activity:

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

Objective	Strategy	Measure	<u>Projected Budget</u>
Anoka Technical College will provide student support services that will promote student success. These services will be provided to all students with various academic, physical and cultural needs.	<ul style="list-style-type: none"> ➤ Provide training and assistance to program instructors in the process of identifying the need for course accommodations and modifications. ➤ Partner with technical program instructors to provide reasonable accommodations for students ➤ Support services staff will co-advise w/ faculty with eligible students ➤ Assist program advisors to integrate support services to students when scheduling academic and technical courses. 	FY 2005 Outcome Target: Student w/disability Concentrators will increase from 45% or 19 students by 2%. 1P1 and 1P2 Core indicators will have direct improvements	\$76,000.

	<ul style="list-style-type: none"> ➤ Provide individualized career planning. ➤ Provide Occupational ESL services to assist students in developing language/cultural skills appropriate to the chosen occupational area. 	<p>FY 2005 Outcome Target: 50 LEP/ELL students will receive services. Concentrators will increase by 60% or 18 students. Overall student population will increase by 80(or 80%) students, as well.</p>	
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Required Activity:

Goal 10. Full participation of special population learners

Objective	Strategy	Measure	<u>Projected Budget</u>
Increase student retention rates for Special Populations.	<ul style="list-style-type: none"> ➤ A documentation process will be utilized to identify student's eligibility for supplemental/support services. ➤ Individualized or small group tutoring will be provided by math, reading, and communications related General Ed. courses. ➤ General Education Faculty will advise all students in Academic Courses. 	FY 2005 Outcome Target: Increase Disability Concentrators by 1% or 2 students. Increase participants by 4% or 2 students	\$99,600.

	<ul style="list-style-type: none"> ➤ Supplemental/support service staff will provide in-service activities, accommodations and modifications in the classrooms and labs. ➤ Supplemental/support staff will promote partnership activities with technical program instructors. ➤ Develop programming to recruit, enroll, retain and graduate English as a Second Language (ELL/ESL) Students. 	<p>FY 2005 Outcome Target: LEP concentrators will increase by 25% or 7 students.</p>	
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Required Activity:

Goal 11. Preparation for nontraditional training and employment

Objective	Strategy	Measure	<u>Projected Budget</u>
Increase the number of nontraditional students participating and completing technical programs	<ul style="list-style-type: none"> ➤ Develop and distribute recruitment materials that promote nontraditional career choice. ➤ Conduct outreach recruiting sessions to promote nontraditional careers (Teen Parents, Displaced Homemaker groups, secondary student population, transition students, etc). ➤ Collaborate w/ Women in the Trades and Wider Opportunities for Women, to provide information and support to students ➤ Meet with appropriate staff at Workforce Center to develop and implement plans. ➤ Provide Success Seminars each semester. ➤ Provide information to Faculty and Staff. 	FY 2005 Outcome Target: Increase non-traditional participants by 5% or 7 students. Maintain overall completion rate of 3% or 425 students.	

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 2004 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 fund*

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Required Activity:

Goal 12. Collaboration

Objective	Strategy	Measure	<u>Projected Budget</u> (Minimum 10%)
Provide linkages, services and shared resources to enhance students transition to and completion of college programs	<ul style="list-style-type: none"> ➤ Provide New Student Assessment to incoming 11th grade students ➤ Provide joint career advisement in a team setting to students. This team will consist of parent, secondary/post secondary staff/faculty, industry and a community representatives. ➤ Align secondary CTE offerings as they relate to College offerings, to allow advanced standing for incoming secondary students. ➤ Provide supported activities to insure student success, to include: marketing materials, shared staff, program tours and presentations, shadowing , and shared purchase and use of equipment. ➤ Train Faculty/Instructors on Advising process ➤ Continue to provide/expand Adult Basic Education on the ATC Campus 	<p>FY 2005 Outcome Target: The data suggests that 19% fulltime secondary students attended the College in '00. 26% or fulltime secondary students attended the College in '01. Data for '03 indicated 62 FYE s. It would be assumed that a growth rate of 5% would be an obtainable objective. Transition and participants will continue to be monitored, to determine retention(participants) of this population.</p>	\$25,438.

Anoka Technical College collaborates with Anoka-Hennepin School District, # 11, the Oakland Tech Prep Consortium, Anoka County Workforce Center and North Metro Adult Basic Education. The District has the Middle College Program, S.T.E.P. on the ATC Site. ATC works collaboratively with the Oakland Tech Prep Consortium to deliver the articulated courses. Workforce staff is housed on the ATC Campus to accomplish the common goal of workforce development. Adult Basic Education, works jointly with ATC to assist students in the process of developing/refreshing basic skills, to prepare for further training. ATC Staff meets with collaborating Partners on an on-going basis to plan and implement programming, to serve students.

**MnSCU/CFL 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/CFL, 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:	\$ <u>190,800.</u>	
\$ _____		
Activities 1-11)		
↑ Activity #12 budget:		
(minimum of 10% of non-targeted dollars must be budgeted for #12)	\$ <u>25,438.</u>	
\$ _____		
<u>TOTAL:</u>	\$ <u>216,239.</u>	
\$ _____		
→ Permissible activities budget:	\$ <u>0.</u>	
\$ _____		
↓ Administrative budget:	\$ _____	
\$ _____		

<i>TOTAL FY 2005 Perkins BUDGET:</i>	\$ 216,239.
A. Total Perkins resources used in Workforce Center Collaboration	\$ 11,428.
B. Estimate of other expenditures/in-kind contributions from your district/college toward Workforce Center activities:	\$ 53,853.
Total Workforce Center Collaboration and expenditures/in-kind contributions (A. + B.)	\$ 65,281.

MnSCU/CFL

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	\$5,000.	
2	Experience in and understanding of all aspects of the industry		
3	Technology in vocational-technical education	\$7500.	
4	Professional Development	\$1500.	
5	Evaluation of vocational-technical education programs		
6	Continuous program improvement for vocational-technical education programs		
7	Effectiveness of services and activities		
8	Broad-based community involvement i.e. parents, students, teachers, business/industry. Labor, special populations		
9	Special population learner accommodation(s) and support services	\$76,000.	
	Full participation of special population learners	\$99,600.	
11	Preparation for nontraditional training and employment		
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>	\$25,438..	

TOTAL BUDGET FOR REQUIRED ACTIVITIES: \$ 216,239.

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 CFL if they change 10% or more from one activity to another.