

PERKINS V CLNA WORKSHEET PACKET

San Diego Community College District
2021-2022

(for the 2022-2024 CLNA – due spring 2022)

Please refer to [SDCCD CLNA Reporting Guide 2021-22](#).

This worksheet packet is tied to the Districtwide CLNA Reporting Guide, which includes:

- Districtwide agreements on consistent practices and responsibilities
- Recommended Materials and/or Data to Compile for Review
- Recommended Questions to Ask
- Recommended Data Review Questions to Inform Planning

This Worksheet Packet Includes:

- Space to respond to required CLNA Summary questions
- Space to address required narrative on Local Planning Team Process
- Space to address required narrative on Stakeholder Engagement and feedback
- Space to address required Coordination Strategy questions
- Space to document process, observations, strategies, and action plans for each required element (1-6).

For each required CLNA Element (1-6), this worksheet packet may be used to document:

- Data Reviewed (*optional opportunity to document/summarize data reviewed internally and/or any related processes you want to document*)
- Observations made from data review(s) and constituent engagement activities (*optional opportunity to document/summarize observations made throughout process*)
- Priorities and Strategies Identified (**required**) - Institutions must identify one to five strategies related to each of the 6 required CLNA elements to provide overarching guidance across a two-year period.
- Action Plans (**required**) - Action plans provide a mechanism for each institution to tie the outcomes of their local analysis of each required needs assessment element (and the outcomes of their local engagement with stakeholders on these elements) to strategies that will be prioritized within their institution.
 - Required Components - Action Plans will have, at minimum:
 - One to five two-year strategies
 - Per strategy:
 - Responsible parties – lead roles, departments, etc.
 - Specific data elements that informed the strategy identified
 - Timeline
 - Other institutional initiatives, regional initiatives, state or federal funds, etc. that may be leveraged to support the strategy (if applicable)

- Format Options for Action Plans
 - The format is flexible
 - Institutions may utilize this worksheet packet to include narrative responses or institutions may use their own templates and submit separately to the District
 - In 2020, the State provided a template that may also be utilized – see Appendix B of Districtwide Guide.
- Action plans will be submitted to the State via NOVA within the Districtwide CLNA pdf required for upload. Additionally, action plans will be held on file within each institution and at the District office.

Membership Stakeholder List(s)

Institutions are required to submit stakeholder list(s) to the District. Lists may be provided as a separate document and/or inserted within or at the end of this worksheet packet. Institutions may also utilize the State's 2020 Template – see Appendix A of the SDCCD CLNA Guide

CLNA Response Summary

Required Narrative

Each Institution will submit responses to the below questions as a summary of their CLNA along with their local application. Answers will be compiled and submitted to the State via the NOVA online application within the “Local Needs Assessment” section.

Summarize the specific insight gained in the needs assessment related to each required element. *Questions provided by the State as listed within the 2020 NOVA application.*

1. CLNA Element #1: Provide a summary of Student Performance on Required Performance Indicators (Disaggregated)

Max Characters:

- *625 characters per institution response*

2. CLNA Element #2: Provide a summary of Program Size, Scope, and Quality to meet the needs of all Students

Max Characters:

- *625 characters per institution response*

3. CLNA Element #3: Provide a summary of Progress Towards Implementation of CTE Programs of Study

Max Characters:

- *625 characters per institution response*

4. CLNA Element #4: Provide a summary of Improving recruitment, retention, and training of CTE professionals, including underrepresented groups

Max Characters:

- *625 characters per institution response*

5. CLNA Element #5: Provide a summary of Progress towards equal access to CTE programs for all students

Max Characters:

- *625 characters per institution response*

6. CLNA Element #6: Provide a summary of Alignment of programs to Labor

Market Information (LMI)

Max Characters:

- *625 characters per institution response*

Narrative on Local Planning Team Process

Required narrative

Each institution will provide a statement on how their local planning team / engagement with stakeholders is managed, convened, frequency, etc.

5,000 character limit.

Narrative on Stakeholder Engagement and Feedback

Required narrative

Each institution will provide a statement on how local stakeholders were engaged during the needs assessment and summarize key stakeholder feedback. Complete stakeholder feedback will be recorded and held on file within the institution.

5,000 character limit.

Membership Stakeholder List

Required element

Each institution may utilize the State's 2020 template for listing stakeholders (see [appendix A](#) within State Resources).

This list may be provided as a separate document and/or inserted within or at the end of this worksheet packet.

CLNA ELEMENT #1

Student Performance

Data Reviewed

Optional opportunity to document/summarize data reviewed internally and/or any related processes you want to document

Observations made from data review(s) and constituent engagement activities

Optional opportunity to document/summarize observations made throughout process

Priorities & Strategies Identified

Required (one to five strategies)

Action Plan

*Required (format is options, minimum components that must be addressed for **each** strategy are included below)*

Responsible parties
lead roles, departments, etc.

Summary of specific data used to inform the strategy identified

Timeline
Timeline for addressing the strategy (examples: two years, one year, Fall 2021, ongoing)

Other institutional initiatives, regional initiatives, state or federal funds, etc. that may be leveraged to support the strategy
(if applicable)

CLNA ELEMENT #2

Program Size, Scope, and Quality to meet the needs of all Students

Data Reviewed

Optional opportunity to document/summarize data reviewed internally and/or any related processes you want to document

Observations made from data review(s) and constituent engagement activities

Optional opportunity to document/summarize observations made throughout process

Priorities & Strategies Identified

Required (one to five strategies)

Action Plan

*Required (format is options, minimum components that must be addressed for **each** strategy are included below)*

Responsible parties
lead roles, departments, etc.

Summary of specific data used to inform the strategy identified

Timeline
Timeline for addressing the strategy (examples: two years, one year, Fall 2021, ongoing)

Other institutional initiatives, regional initiatives, state or federal funds, etc. that may be leveraged to support the strategy
(if applicable)

CLNA ELEMENT #3

Progress towards Implementation of CTE Programs of Study/Career Pathways

Data Reviewed

Optional opportunity to document/summarize data reviewed internally and/or any related processes you want to document

Observations made from data review(s) and constituent engagement activities

Optional opportunity to document/summarize observations made throughout process

Priorities & Strategies Identified

Required (one to five strategies)

Action Plan

*Required (format is options, minimum components that must be addressed for **each** strategy are included below)*

Responsible parties
lead roles, departments, etc.

Summary of specific data used to inform the strategy identified

Timeline
Timeline for addressing the strategy (examples: two years, one year, Fall 2021, ongoing)

Other institutional initiatives, regional initiatives, state or federal funds, etc. that may be leveraged to support the strategy
(if applicable)

CLNA ELEMENT #4

Improving recruitment, retention, and training of CTE professionals, including underrepresented groups

Data Reviewed

Optional opportunity to document/summarize data reviewed internally and/or any related processes you want to document

Observations made from data review(s) and constituent engagement activities

Optional opportunity to document/summarize observations made throughout process

Priorities & Strategies Identified

Required (one to five strategies)

Action Plan

*Required (format is options, minimum components that must be addressed for **each** strategy are included below)*

Responsible parties
lead roles, departments, etc.

Summary of specific data used to inform the strategy identified

Timeline
Timeline for addressing the strategy (examples: two years, one year, Fall 2021, ongoing)

Other institutional initiatives, regional initiatives, state or federal funds, etc. that may be leveraged to support the strategy
(if applicable)

CLNA ELEMENT #5

Progress towards equal access to CTE programs for all students

Data Reviewed

Optional opportunity to document/summarize data reviewed internally and/or any related processes you want to document

Observations made from data review(s) and constituent engagement activities

Optional opportunity to document/summarize observations made throughout process

Priorities & Strategies Identified

Required (one to five strategies)

Action Plan

*Required (format is options, minimum components that must be addressed for **each** strategy are included below)*

Responsible parties
lead roles, departments, etc.

Summary of specific data used to inform the strategy identified

Timeline
Timeline for addressing the strategy (examples: two years, one year, Fall 2021, ongoing)

Other institutional initiatives, regional initiatives, state or federal funds, etc. that may be leveraged to support the strategy
(if applicable)

CLNA ELEMENT #6

Alignment to Labor Market Information (LMI)

Data Reviewed

Optional opportunity to document/summarize data reviewed internally and/or any related processes you want to document

Observations made from data review(s) and constituent engagement activities

Optional opportunity to document/summarize observations made throughout process

Priorities & Strategies Identified

Required (one to five strategies)

Action Plan

*Required (format is options, minimum components that must be addressed for **each** strategy are included below)*

Responsible parties
lead roles, departments, etc.

Summary of specific data used to inform the strategy identified

Timeline
Timeline for addressing the strategy (examples: two years, one year, Fall 2021, ongoing)

Other institutional initiatives, regional initiatives, state or federal funds, etc. that may be leveraged to support the strategy
(if applicable)

Coordination Strategy

Institutions will develop an ongoing strategy, process, or mechanism(s) to ensure the need assessment is used, with fidelity, to inform local planning and decision-making.

Institutions will provide responses to the following questions to the District:

no word count max or min.

1. What went well in your CLNA process?
2. What could have been done differently to achieve better results?
3. What individual or groups were invited but did not participate? Why did they not participate? What future steps will you take to engage them?
4. What other initiatives can be leveraged and aligned across sectors to make this work successful?
5. How will you build connections to and through those other initiatives?
6. On what established schedule will you continue to meet and work together?
7. How will you demonstrate collective commitment to on-going engagement in this work?
8. In what ways did you consider districtwide and/or regional gaps, opportunities, or needs?