

DSN Workplan

2018 – 2019

ROLE: The role of the DSN is to serve as the regional industry sector expert and facilitate the relationships between the sector employers and the community college programs, faculty and staff.

Name:	
Sector:	
Date:	

Category and Activities	Description	Deliverable	Timeline	Performance Indicators
<p>I. SECTOR PROFILE</p> <p>Year 1</p> <ol style="list-style-type: none"> 1. Collaborate with Centers of Excellence on preparation of Regional Sector Profile including labor market gaps 2. Identify sector employers (large, small) 3. Assess current and future workforce needs, specifically Knowledge, Skills and Abilities (KSAs) 4. Identify in-demand jobs in sector that colleges can train for 5. Verify college program alignment with KSAs and in-demand jobs 6. Review data and obtain feedback/verification from employers and colleges 7. Update profile as needed with the COE <p>Years 2 and 3</p> <ol style="list-style-type: none"> 8. Maintain and update sector profile 	<p>Complete a sector profile of relevant programs, resources, employers, occupations and skills, including:</p> <ul style="list-style-type: none"> • sector definition, industry structure, number of firms, employment, projected growth, employment readiness skills, trends in relevant technology, changing skill sets, etc. • programs by college, program capacity, program performance (FTES, completion, retention, placement, wage advancement) • training for various venues such as virtual labs • strategic initiatives, critical workforce development challenges, and partner/community resources • highest priorities for improving program performance for the sector • labor market information (LMI), including job and skill gaps 	<p>Regional Sector Profile</p> <ul style="list-style-type: none"> • San Diego • Imperial County <p>Report on college program alignment with KSAs</p> <p>Report on college program alignment with regional occupations</p>	<p>March 2019</p> <p>Updated annually (two sectors each year)</p>	<p>Timely delivery</p> <p>Complete and comprehensive</p> <p>Up-to-date</p> <p>Identification of labor market gaps</p>

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<p>II. SECTOR STRATEGY</p> <p>Year 1</p> <ol style="list-style-type: none"> 1. Identify areas of focus for improvement of outcomes within sector informed by state sector analyses and focus 2. Craft shared vision for the sector through work with employers, community partners, and CE Deans. 3. Work with RCs and Deans to engage colleges to inform an improvement plan that addresses the focus areas and includes timeline for implementation strategies 4. Work with external partners and employers to inform an improvement plan that addresses the focus areas and includes timeline for implementation strategies 5. Facilitate acquisition of funding to support implementation of sector strategy 6. Facilitate curriculum development and revision 7. Engage industry in program alignment <p>Years 2 and 3</p> <ol style="list-style-type: none"> 8. Update sector strategy 9. Report on progress, monthly to WDC 10. Report on progress to Director of Strategic Partnerships, on ongoing basis 11. Continue <ol style="list-style-type: none"> a. curriculum development and revision b. program alignment 12. Develop and deliver sector professional development and training <ol style="list-style-type: none"> a. Facilitate delivery of regional PD for faculty b. Facilitate delivery of PD to career counselors c. Share best practices with faculty d. Develop sector workshops 	<p>Support college efforts to strengthen or develop programs that are in alignment with needs leading to job placement and/or job retention and wage advancement for students.</p> <p>With the assistance of the SN, RC (and his or her designated college representative), CE Deans, and industry partner, support the capacity of colleges to provide credit, noncredit, and not-for-credit programming, and industry-recognized certification programs that contribute to advancing workforce skill development with a focus on industry standards and technical skills specific to both existing and emerging occupations in the sector.</p> <p>Support curriculum and program development or revision to meet emerging workforce skillsets and industry standards and certifications.</p> <p>When applicable, collaborate with state and regional Technical Assistance Providers to serve the needs of the region.</p> <p>Promote and provide faculty and staff professional development opportunities to update the skills of faculty, teachers, counselors, and staff to reflect the needs identified in the sector and to increase capacity of colleges within each region to address the needs of the Sector as applicable.</p>	<p>Documentation of areas of focus</p> <p>Improvement plan with timeline and implementation strategies</p> <p>Identified strategies across colleges to reduce labor market gap</p> <p>List of skills needed for program alignment</p> <p>New program development opportunities</p> <p>Curriculum for emerging areas</p> <p>PD and training events for faculty</p>	<p>TBD</p>	<p>Timely delivery</p> <p>Complete and comprehensive</p> <p>Identification of labor market gaps</p> <p>Clear implementation strategy</p> <p>Curriculum and program revisions</p> <p>New curriculum</p> <p># PD and training events pers semester</p>

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<p>III. EMPLOYER ENGAGEMENT</p> <p>Year 1</p> <ol style="list-style-type: none"> 1. Build employer network for sector, develop employer contacts and build relationships 2. Set a specific goal (number) for work-based learning opportunities with each college 3. Expand network with small employers 4. Input and maintain contact information into regional database 5. Input and maintain WBL and employment opportunities into regional database 6. Promote/market colleges' services to employers (e.g., incumbent worker training, WBL opportunities, job placement) 7. Work with marketing workgroup to develop marketing collateral for employers <p>Years 2 and 3</p> <ol style="list-style-type: none"> 8. Continue year 1 activities 	<p>Develop employer relationships for the sector.</p> <p>Facilitate employer/industry connections with colleges (to deans and faculty).</p> <p>Convene regional advisories for sector to validate college program alignment with employers' workforce needs (e.g., middle-skill jobs, KSAs).</p> <p>Convene colleges, employers, workforce and economic development organizations and labor stakeholders to identify needs and inform program development.</p>	<p>Employer contacts into database</p>	<p>Monthly</p>	<p># employers per month entered into database</p> <p># work-based learning opportunities entered into regional database</p> <p># regional advisory meetings and convenings</p>
<p>IV. COORDINATION, COMMUNICATION, AND DISSEMINATION</p> <p>Year 1</p> <ol style="list-style-type: none"> 1. Disseminate sector information through multiple channels to internal and external stakeholders 2. Provide ongoing updates to deans about activities 3. Connect with deans on sector priorities 4. Develop relationships with faculty at ALL colleges 5. Collaborate and coordinate across the Region <ol style="list-style-type: none"> a. Represent sector across all colleges b. Engage on a regular basis with the Director of Strategic Partnerships and other DSNs <p>Years 2 and 3</p> <ol style="list-style-type: none"> 6. Continue Year 1 Activities 	<p>Develop and implement communication strategy to share and disseminate sector information.</p>	<p>Communication plan</p> <p>Communication log</p>	<p>Early fall semester</p> <p>Monthly</p>	<p>Timely and regular communication</p>

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<p>V. FUTURE ACTIVITIES</p> <p>Years 2 and 3</p> <ol style="list-style-type: none"> 1. Conduct outreach and establish connections with K-12 2. Provide and participate in career events 3. Work with marketing workgroup to develop marketing materials of in-demand jobs and KSAs for students, parents, teachers, counselors, etc. 	<p>Collaborate with K-12 to improve linkages and career technical education pathways in high-need, high-growth, or emerging regional economic sectors</p>	<p>Events</p> <p>Monthly report of activity</p> <p>Internships and WBL opportunities</p>	<p>Per semester</p>	<p># events per semester</p> <p>Timely reports</p> <p># internships</p> <p># WBL opportunities</p>