

# DSN Workplan Template

2018 – 2019

## DIRECTIONS:

- Complete your workplan using the template provided below
- Specify tasks and activities you will complete to meet the deliverables and timeline for each of the categories described
- Provide as much detail as possible including dates
- Add additional rows, as needed

## 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 I – SECTOR PROFILE:** Develop Sector Profile and update annually

Year 1 Activities	Deliverables	Timeline	Performance Indicators
<ol style="list-style-type: none"> <li>1. Collaborate with Centers of Excellence on preparation of Regional Sector Profile including labor market gaps</li> <li>2. Identify sector employers (large, small)</li> <li>3. Assess current and future workforce needs, specifically Knowledge, Skills and Abilities (KSAs)</li> <li>4. Identify in-demand jobs in sector that colleges can train for</li> <li>5. Verify college program alignment with KSAs and in-demand jobs</li> <li>6. Review data and obtain feedback/verification from employers and colleges</li> <li>7. Update profile as needed with the COE</li> </ol>	<p>Regional Sector Profile</p> <ul style="list-style-type: none"> <li>• San Diego</li> <li>• Imperial County</li> </ul> <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>

Specific Tasks and Activities	Dates and Timeline

**CATEGORY II – SECTOR STRATEGY:** Define overall sector strategy

Year 1 Activities	Deliverables	Timeline	Performance Indicators
<ol style="list-style-type: none"> <li>1. Identify areas of focus for improvement of outcomes within sector informed by state sector analyses and focus</li> <li>2. Craft shared vision for the sector through work with employers, community partners, and CE Deans.</li> <li>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</li> <li>4. Work with external partners and employers to inform an improvement plan that addresses the focus areas and includes timeline for implementation strategies</li> <li>5. Facilitate acquisition of funding to support implementation of sector strategy</li> <li>6. Facilitate curriculum development and revision</li> <li>7. Engage industry in program alignment</li> </ol>	<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>March 2019</p> <p>September 2019 (update)</p> <p>March 2020 (update)</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>

Specific Tasks and Activities	Dates and Timeline

**CATEGORY III – EMPLOYER ENGAGEMENT:** Specify sector related employer engagement activities

Year 1 Activities	Deliverables	Timeline	Performance Indicators
<ol style="list-style-type: none"> <li>1. Build employer network for sector, develop employer contacts and build relationships</li> <li>2. Set a specific goal (number) for work-based learning opportunities with each college</li> <li>3. Expand network with small employers</li> <li>4. Input and maintain contact information into regional database</li> <li>5. Input and maintain WBL and employment opportunities into regional database</li> <li>6. Promote/market colleges' services to employers (e.g., incumbent worker training, WBL opportunities, job placement)</li> <li>7. Work with marketing workgroup to develop marketing collateral for employers</li> </ol>	Employer contacts into database	Monthly	<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>

Specific Tasks and Activities	Dates and Timeline

**CATEGORY IV – COORDINATION, COMMUNICATION, AND DISSEMINATION:** Specify coordination, communication and dissemination activities

Year 1 Activities	Deliverables	Timeline	Performance Indicators
<ol style="list-style-type: none"> <li>1. Disseminate sector information through multiple channels to internal and external stakeholders</li> <li>2. Provide ongoing updates to deans about activities</li> <li>3. Connect with deans on sector priorities</li> <li>4. Develop relationships with faculty at ALL colleges</li> <li>5. Collaborate and coordinate across the Region                             <ol style="list-style-type: none"> <li>a. Represent sector across all colleges</li> <li>b. Engage on a regular basis with the Director of Strategic Partnerships and other DSNs</li> </ol> </li> </ol>	<p>Communication plan</p> <p>Communication log</p>	<p>March 2019</p> <p>Monthly</p>	<p>Timely and regular communication</p>

Specific Tasks and Activities	Dates and Timeline