

SAC CTEA Proposal

Overview

2016-2017

(This form must accompany your CTEA Application and will be used internally for review and ranking purposes only. Please use this form to provide background information relevant to your program and the proposal.)

Title of Proposed Project/Activity	CPA Certificate Program
Department/Division	Business Administration / Accounting
Project Director	Tommy Strong
Is this the 1st, 2nd or 3rd year of the project?	1st
How is this proposal new & innovative?	This program will provide students an opportunity to complete necessary courses to be eligible to sit for the CPA exam. Historically, the college has not had all the necessary courses nor the cohesion of a program for students to take courses necessary for the CPA exam.
If a 2nd or 3rd year project, how will this proposal build on the foundation built in previous years?	N/A
How does your proposal demonstrate collaboration with other departments/faculty on campus, high schools, industry partners, etc.?	Collaboration will occur with 1.) The Humanities department related to their ethics & philosophy offerings and 2.) The Mathematics department related to their statistics and business mathematics course offerings. Project Director will also work with Teresa Hagelbarger & business community for accounting internships for credit.
How does your proposal represent program improvement?	Historically, if a Santa Ana student wanted to sit for the CPA exam, they would need to attend multiple colleges/ universities to obtain all necessary credits. Post program implementation, a student can obtain all credits at Santa Ana College.
How does your proposal address student placement in high wage, high skill or high demand occupations?	By opening the door to CPA certification, this program is specifically designed to provide a pathway for students to the highest paying jobs available within the accounting profession.
How does your proposal address non-traditional participation and completion and Special Populations?	Program will offer evening & online courses allowing non-traditional and special populations the same opportunity to complete the program.

Perkins IV, Title I√-C Application (& Final Report)

2016-2017

Title of Proposed Project/Activity		CPA Certificate Program	
Department/Division		BUS ADMIN & ACCT / BUSINESS	
Project Director		Tommy Strong	
Project Director's Phone #	714-564-6780	Email	strong_tommy@sac.edu
Division Dean	MADELINE GRANT		
Dean's Phone #	714-564-6750	Email	Grant_madeline@sac.edu
TOP Code	0502.00	TOP Code Title	Accounting

Funding Rationale

Based upon a review of the Core Indicators Report for your program, which of the following core indicators will be addressed in this plan?

- 1P1 – Technical Skill Attainment – Successful course completion
- 2P1 – Credential, Certificate or Degree – Student program completion
- 3P1 – Student Retention or Transfer – Higher Education
- 4P1 – Student Placement – Employment
- 5P1 – Nontraditional Participation – **DISTRICT PRIORITY**
- 5P2 – Nontraditional Completion – **DISTRICT PRIORITY**

Briefly describe program improvement issue(s) concerning this TOP code and include specific examples. (Limited to 2,000 characters, or approximately ½ page of text)

According to the 2015 AICPA Trends report - demand for accountants continues to increase year over year especially when that graduate possesses either a Master's in accounting or the ability to sit for the Certified Public Accounting (CPA) exam. This demand is consistent with the Bureau of Labor Statistics 2014-2015 Occupational Outlook – which is forecasting 13% employment growth in the accounting & audit industry from 2012 to 2022. As our community's graduates seek professional growth and new employment opportunities in the Accounting arena – they are decidedly disadvantaged when they are lacking a CPA license and have not obtained the necessary credits to be eligible to sit for the CPA exam. Core Indicator 4 Employment 2016-2017 data confirms this with a range of -3.6% to -11.4% performance below negotiated level. Given this deficiency and per the Spring 2014 Advisory Committee meeting recommendation, Santa Ana College seeks to establish a program that will allow students to obtain the necessary accounting & business credits to be eligible to sit for the CPA exam. Multiple mid & upper level accounting courses not previously available at the college will be created strengthening the academic and technical skills of students. By opening the door to CPA certification, this program is specifically designed to provide a pathway for students to the highest paying jobs available within the accounting profession.

What is your projected completion date?	May 2017
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Briefly describe how the issue(s) will be addressed. *(Limited to 2,000 characters, or approximately ½ page of text)*

To successfully address the increasing demand for new hires with a CPA license, the SAC Business Administration Faculty will introduce new accounting courses to support a CPA Certificate Program and create relevant marketing materials necessary to promote the new program and related employment opportunities. Proposal is requesting \$15,160 total funding (\$10,400 Salary, \$1,560 Benefits, \$1,000 for supplies, \$1,000 for Marketing & \$1,200 for computing equipment). This certificate will assist special populations (e.g. single parents) for high wage employment opportunities that are in increased demand within the accounting industry.

Final Report summary *(this yellow shaded sections are for Final Report)*

1. Was the program improvement issue(s) addressed and/or planned objectives met?
 Select **yes** **No** **Partially** *(Complete the following narrative section(s) as appropriate.)*

2. Describe any barriers encountered and lessons learned (Narratives limited to 1000 characters).

(Yellow shaded area for narrative response)

3. Describe accomplishments/best practices derived from the project (Narratives limited to 1000 characters).

(Yellow shaded area for narrative response)

Final Report of Expenditures: \$_____ *(Resource Development will have this amount for Final report)*

Professional Dev. (including stipends)	Instructional Materials Purchase/Replacement (include software)
Instructional Equipment Purchase/Replacement	Project Administration (DO only)
Facility rental/lease (off-campus location)	Programs/Services for Special Populations
Curriculum Development	Consultant or Other Contracted Services
Program Marketing & Outreach	Other (specify)

Below are the nine §135(b) Requirements for Uses of Funds. Programs receiving these funds must meet these requirements. Indicate with a check mark those requirements that the program currently meets (met). Any remaining unmet requirement(s) must be addressed with completed or ongoing activities by the time of submission of the final report by August 30, 2012 Note: If all nine required uses of funds have been met, funds may be used for the permissive activities specified in number 10.	<i>Indicate with a check mark which requirements have been met, below.</i>		
Requirements for Uses of Funds	MET	UNMET	For Final Report if the UNMET activity is now met
1. Strengthening the academic, and career and technical skills of students participating in CTE programs through the integration of academics with CTE programs. [§135(b)(1)]	√		
2. Link CTE at the secondary and the postsecondary levels, including by offering elements of not less than one program of study described in §122(c)(1)(A). [§135(b)(2)]	√		
3. Provide students with strong experience in and understanding of all aspects of an industry, which may include work-based learning experiences. [§135(b)(3)]	√		
4. Develop, improve, or expand the use of technology in CTE, which may include training to use technology, providing students with the skills needed to enter technology fields, and encouraging schools to collaborate with technology industries to offer internships and mentoring programs. [§135(b)(4)]	√		
5. Provide in-service and pre-service professional development programs to faculty, administrators, and career guidance and academic counselors involved in integrated CTE programs, on topics including effective integration of academics and CTE, effective teaching skills based on research, effective practices to improve parental and community involvement, effective use of scientifically based research and data to improve instruction. Professional development should also ensure that faculty and personnel stay current with all aspects of an industry; involve internship programs that provide relevant business experience; and train	√		

faculty in the effective use and application of technology. [§135(b)(5)]

6. Develop and implement evaluations of the CTE programs carried out with Perkins funds, including an assessment of how the needs of special populations are being met. [§135(b)(6)]

7. Initiate, improve, expand and modernize quality CTE programs, including relevant technology. [§135(b)(7)]

8. Provide services and activities that are of sufficient size, scope and quality to be effective. [§135(b)(8)]

9. Provide activities to prepare special populations, including single parents and displaced homemakers enrolled in CTE programs, for high-skill, high-wage or high-demand occupations that will lead to self-sufficiency. [§135(b)(9)]

√		
√		
√		
√		

FOR THOSE REQUIREMENT(S) LISTED ABOVE AS “UNMET:”

Describe specific activity(ies) intended to address for each of the unmet requirement(s). (Limited to 2,000 characters, or approximately 1/2 page of text.)

FOR THOSE REQUIREMENT(S) LISTED ABOVE AS “UNMET:”

Describe specific future activity(ies) intended to address for each remaining unmet requirement(s). (Limited to 4,000 characters)

10. Permissive Uses Per Section 135(c) (check activities to be funded with CTE funds)

<input type="checkbox"/>	1. Involve parents, businesses, and labor organizations, in the design, implementation and evaluation of CTE programs. [§135(c)(1)]
<input type="checkbox"/>	2. Provide career guidance and academic counseling for students participating in CTE programs, that improves graduation rates and provides information on postsecondary and career options, and provides assistance for postsecondary students and adults, [§135(c)(2)]
<input type="checkbox"/>	3. Local education and business partnerships, including work-related experiences for students, adjunct faculty arrangements for qualified industry professionals and industry experience for teachers and faculty. [§135(c)(3)]
<input type="checkbox"/>	4. Provide programs for special populations. [§135(c)(4)]
<input type="checkbox"/>	5. Assisting career and technical student organizations. [§135(c)(5)]
<input type="checkbox"/>	6. Mentoring and support services. [§135(c)(6)]
<input type="checkbox"/>	7. Leasing, purchasing, upgrading or adapting equipment, including instructional aides and publications (including support for library resources) designed to strengthen and support academic and technical skill achievement. [§135(c)(7)]
<input type="checkbox"/>	8. Teacher preparation programs that address the integration of academic and CTE and that assist individuals who are interested in becoming CTE faculty, including individuals with experience in business and industry. [§135(c)(8)]
<input checked="" type="checkbox"/>	9. Developing and expanding postsecondary program offerings at times and in formats that are accessible for all students, including through the use of distance education. [§135(c)(9)]
<input type="checkbox"/>	10. Developing initiatives that facilitate the transition of sub-baccalaureate CTE students into baccalaureate degree programs, including articulation agreements, dual enrollment programs, academic and financial aid counseling and other initiatives to overcome barriers and encourage enrollment and completion. [§135(c)(10)]
<input type="checkbox"/>	11. Providing activities to support entrepreneurship education and training. [§135(c)(11)]
<input checked="" type="checkbox"/>	12. Improving or developing new CTE courses, including the development of programs of study for consideration by the state and courses that prepare individuals academically and technically for high-skill, high-wage or high-demand occupations and dual or concurrent enrollment opportunities. [§135(c)(12)]
<input type="checkbox"/>	13. Developing and supporting small, personalized career-themed learning communities. [§135(c)(13)]
<input type="checkbox"/>	14. Providing support for family and consumer sciences programs. [§135(c)(14)]
<input type="checkbox"/>	15. Providing CTE programs for adults and school dropouts to complete secondary education or dropouts to complete secondary education or upgrade technical skills. [§135(c)(15)]
<input checked="" type="checkbox"/>	16. Providing assistance to individuals who have participated in services and activities under this Act in continuing their education or training or finding an appropriate job. [§135(c)(16)]
<input type="checkbox"/>	17. Supporting training and activities (such as mentoring and outreach) in nontraditional fields. [§135(c)(17)]
<input type="checkbox"/>	18. Providing support for training programs in automotive technologies. [§135(c)(18)]
<input type="checkbox"/>	19. Pooling a portion of such funds with a portion of funds available to other recipients for innovative initiatives. [§135(c)(19)]
<input type="checkbox"/>	20. Supporting other CTE activities consistent with the purposes of the Act. [§135(c)(20)]

NOTE: If you indicate CTE funds are being used for the specified activities below, then there must be funding for the activity(ies) indicated in the line item budget for that TOP Code program(s) funded.

Check all types of activities to be funded with CTE Funds:

<input type="checkbox"/>	Professional Dev. (including stipends)	<input checked="" type="checkbox"/>	Instructional Materials Purchase/Replacement (including software)
<input checked="" type="checkbox"/>	Instructional Equipment Purchase/Replacement	<input type="checkbox"/>	Project Administration
<input type="checkbox"/>	Facility rental/lease (off-campus location)	<input type="checkbox"/>	Programs/Services for Special Populations
<input checked="" type="checkbox"/>	Curriculum Development	<input type="checkbox"/>	Consultants or Other Contracted Services
<input checked="" type="checkbox"/>	Program Marketing and Outreach	<input type="checkbox"/>	Other (specify)

Check one: UNMET REQUIREMENTS WILL BE ADDRESSED:

- Entirely with CTE Funds
- Entirely with Other Funding Sources
- Using Both CTE and Other Funding Sources

PROVIDE DETAILED BUDGET
Department Code: 15115

Budgeting Category/Description	Fund Requested		
	Instructional	Non-Instructional	TOTAL
1000 – Faculty salaries		\$10,400	\$10,400
2000 – Classified salaries (Instructional Assistant)			
3000 – Benefits (based on 2013/14 benefits) Part-time faculty & beyond contract (13.78%) P/T short-term classified (6.200% of wages) P/T ongoing classified (22.542%) Full-time classified (22.542% of wages + health & life insurance (maximum \$22,374.12) & fringe ben.\$1,486.36.) <i>please contact Huong @07463 for actual amount</i>		\$1,560	\$1,560
4000 – Supplies & Materials (Reference Books; Instructional Supplies; Supplies Technology)		\$1,000	\$1,000
5000 – Other Operating Expenses & Services Conference, consultants, contracts, printing, software license & fees, maintenance contract		\$1,000	\$1,000
6000 – Capital Outlay Equipment, software over \$1,000		\$1,200	\$1,200
Total Funding Requested		\$15,160	\$15,160

Note: Final Report of expenditures will be reported according to the following categories:

- a. Curriculum Development/Instruction
- b. Professional Development
- c. Counseling/Direct Services to Students
- d. Other: You must provide a description of programs/services funded
- e. Administration (not to exceed 5% - reserved for DO)

PLEASE NOTE CARL PERKINS IV FUNDS MAY ONLY SERVE CAREER-TECHNICAL STUDENTS

List in detail specific hardware & software requested:

Budget Questions/Clarifications:

1000 – Faculty salaries	Assume 8 LHEs @\$1,300 ea - 3 LHE Fall 2016, 2 LHE Intersession, 3 LHE Spring 2017
2000 – Classified salaries	
3000 – Benefits - Curric Development	Approx. 15% of total Faculty Salaries requested
3000 – Benefits -	
4000 – Supplies & Materials	Estimate for CPA prep & accounting subject books & software
5000 – Other Operating Expenses & Services	Estimate for Brochures, Print, Soc Media Marketing
6000 – Capital Outlay	Microsoft Surface Pro 4 Tablet for testing CPA prep software & producing online material.

Acceptance of requested funds entails a responsibility for developing a project plan and final report. All 9 mandated activities must be achieved. Each department must submit a copy of their Advisory Committee Minutes to the Career Education & Workforce Development Office.

Project Director (signature)

Division Dean (signature)

Perkins IV I-C application (& Final Report)

Date: _____

Date: _____

Section II Part B

Perkins Career and Technical Education Act (Title IC) – Local Application (& Final Report)

Program Information by TOP Code

College/District: RSCCD – _____

Agreement #: 14-C01-042 _____

Retain in District Audit Files

TOP CODE(s): _____

Program Title: _____

Section 135(b) Requirements

Column A	Column B	Column C	Column D	Column E
Enter applicable number in appropriate column below.				
Refer to the District’s 2008-2012 Local Plan for Title I, Part C, Section 132 Funds, Carl D. Perkins Career and Technical Education Act of 2006 (Perkins). NOTE: Check the corresponding Section II Part A form for the Met/Unmet “Requirements for Use of Funds.” Each TOP Code identified for funding in 2008-2009 must meet each of the nine requirements by June 30, 2012.	Describe activities to be conducted to address Perkins Section 135(b) requirements listed in Column A. 1. Under the appropriate requirement, describe activities to be funded by Perkins Title IC to improve or expand the identified 4- or 6-digit TOP Code career and technical education programs. 2. For each Section 135(b) requirement listed in Column A, number each activity separately (i.e., 1.1, 1.2, etc.). 3. If an activity meets more than one requirement, reference the number of the activity stated previously (i.e., same as 1.2). PLEASE BE SPECIFIC SINCE THESE ACTIVITIES WILL BE AUDITED!	Core Indicator addressed by the activity listed. 1 = Tech. Skill Attainment 2 = Credential/Certificate/Degree 3 = Student Persistence or Transfer 4 = Student Placement 5 = Nontrad. Participation 6 = Nontrad. Completion	Designate source of funds to be used by assigning a number as shown below: 1 = Perkins IC 2 = Other funds 3 = Both 4 = No funds needed	Status of Activity: 1 = Planned 2 = Started 3 = Continuing 4 = Completed
Section 135(b) Requirements	Activities	Core Indicators	Source of funds	Status
1. Strengthening the academic and career and technical skills of students participating in CTE programs through the integration of academics with CTE programs.	Implement new CPA certificate program which will provide 1) exposure to new curriculum not offered prior 2.) opportunity to obtain academic certificate and 3.) eligibility to sit for CPA exam	1,2,3,5,6	1	1
2. Link CTE at the secondary and the postsecondary levels, including by offering elements of not less than one program of study described in §122(c)(1)(A).	CPA Certificate Program will be included in marketing materials & program exposure efforts that are aimed at High school and incoming freshman students.	1,3	1	1
3. Provide students with strong experience in and understanding of all aspects of an industry, which may include work-based learning experiences.	Curriculum will cover all technical aspects of CPA profession with internship opportunities	1,2,3,5,6	1	1

Section II Part B

Perkins Career and Technical Education Act (Title IC) – Local Application (& Final Report)

Program Information by TOP Code

College/District: RSCCD – _____

Agreement #: 14-C01-042 _____

Retain in District Audit Files

TOP CODE(s): _____

Program Title: _____

Section 135(b) Requirements

Column A	Column B	Column C	Column D	Column E
Section 135(b) Requirements	Activities	Core Indicators	Source of funds	Status
4. Develop, improve, or expand the use of technology in CTE, which may include training to use technology, providing students with the skills needed to enter technology fields, and encouraging schools to collaborate with technology industries to offer internships and mentoring programs.	Implement the latest technology into the classes and programs in order to provide students with the skills necessary to be successful in the workplace and university programs	1,2,3,5,6	1	1
5. Provide in-service and pre-service professional development programs to faculty, administrators, and career guidance and academic counselors involved in integrated CTE programs, on topics including effective integration of academics and CTE, effective teaching skills based on research, effective practices to improve parental and community involvement, effective use of scientifically based research and data to improve instruction. Professional development should also ensure that faculty and personnel stay current with all aspects of an industry; involve internship programs that provide relevant business experience; and train faculty in the effective use and application of technology.	Training will be offered to CTE faculty on the CPA Certificate Program and how obtaining this designation will significantly improve students chances of being hired in the workplace	1,3,4,5,	1	1
6. Develop and implement evaluations of the CTE programs carried out with Perkins funds, including an assessment of how the needs of special populations are being met.	Classes will also contain SLO assessment & feedback will be collected from students regarding effectiveness of CPA Certificate Program	1,2,3,4,5,6	1	1

Section II Part B
Perkins Career and Technical Education Act (Title IC) – Local Application (& Final Report)
Program Information by TOP Code

College/District: RSCCD – _____

Agreement #: 14-C01-042 _____

Retain in District Audit Files

TOP CODE(s): _____

Program Title: _____

Section 135(b) Requirements

Column A	Column B	Column C	Column D	Column E
Section 135(b) Requirements	Activities	Core Indicators	Source of funds	Status
7. Initiate, improve, expand and modernize quality CTE programs, including relevant technology.	Implementation of CPA Certificate Program is a result of increased employment demand for this licensure. Program helps ensure CTE programs stay up to date with industry trends.	1,2,3,5,6	1	1
8. Provide services and activities that are of sufficient size, scope and quality to be effective.	Courses will be developed with the goal of students successfully passing the CPA examination.	1,2,3,5,6	1	1
9. Provide activities to prepare special populations, including single parents and displaced homemakers enrolled in CTE programs, for high-skill, high-wage or high-demand occupations that will lead to self-sufficiency.	Classes in the CPA Certificate Program will prepare our diverse student base, including women and minorities for jobs in accounting.	1,2,3,5,6	1	1

Section II Part B
Perkins Career and Technical Education Act (Title IC) – Local Application (& Final Report)
Program Information by TOP Code

College/District: RSCCD – _____

Agreement #: 14-C01-042 _____

Retain in District Audit Files

TOP CODE(s): _____

Program Title: _____

Section 135(b) Requirements

Column A	Column B	Column C	Column D	Column E
Section 135(c) Permissive Uses	Activities	Core Indicators	Source of funds	Status
10. Funds may be used to:				
(1) Involve parents, businesses, and labor organizations, in the design, implementation and evaluation of CTE programs.	NA			
(2) Provide career guidance and academic counseling for students participating in CTE programs that improves graduation rates and provides information on postsecondary and career options, and provides assistance for postsecondary students and adults.	NA			
(3) Local education and business partnerships, including work-related experiences for students, adjunct faculty arrangements for qualified industry professionals and industry experience for teachers and faculty.				
(4) Provide programs for special populations.				
(5) Assisting career and technical student organizations.	NA			
(6) For mentoring and support services;	NA			
(7) Leasing, purchasing, upgrading or adapting equipment, including instructional aides and publications (including support for library resources) designed to strengthen and support academic and technical skill achievement.	NA			
(8) Teacher preparation programs that	NA			

Section II Part B
Perkins Career and Technical Education Act (Title IC) – Local Application (& Final Report)
Program Information by TOP Code

College/District: RSCCD – _____

Agreement #: 14-C01-042 _____

Retain in District Audit Files

TOP CODE(s): _____

Program Title: _____

Section 135(b) Requirements

Column A	Column B	Column C	Column D	Column E
Section 135(c) Permissive Uses	Activities	Core Indicators	Source of funds	Status
address the integration of academic and CTE and that assist individuals who are interested in becoming CTE faculty, including individuals with experience in business and industry.				
(9) Developing and expanding postsecondary program offerings at times and in formats that are accessible for all students, including through the use of distance education.	Courses will be held online in addition to the face to face offerings.	1,4	1	1
(10) Developing initiatives that facilitate the transition of sub-baccalaureate CTE students into baccalaureate degree programs, including articulation agreements, dual enrollment programs, academic and financial aid counseling and other initiatives to overcome barriers and encourage enrollment and completion.	NA			
(11) Providing activities to support entrepreneurship education and training.	NA			
(12) Improving or developing new CTE courses, including the development of programs of study for consideration by the state and courses that prepare individuals academically and technically for high-skill, high-wage or high-demand occupations and dual or concurrent enrollment opportunities.	This program will prepare students for high paying accounting positions and by obtaining a certificate in the program – employers will know students have necessary knowledge and skills to be successful.	1,4	1	1
(13) Developing and supporting small, personalized career-themed learning communities.	NA			

Section II Part B
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Program Information by TOP Code

College/District: RSCCD – _____

Agreement #: 14-C01-042 _____

Retain in District Audit Files

TOP CODE(s): _____

Program Title: _____

Section 135(b) Requirements

Column A	Column B	Column C	Column D	Column E
Section 135(c) Permissive Uses	Activities	Core Indicators	Source of funds	Status
(14) Providing support for family and consumer sciences programs.	NA			
(15) Providing CTE programs for adults and school dropouts to complete secondary education or dropouts to complete secondary education or upgrade technical skills.	NA			
(16) Providing assistance to individuals who have participated in services and activities under this Act in continuing their education or training or finding an appropriate job.	This program specifically address the issue of providing our students the ability to obtain a license in the accounting profession which will greatly increase their probability of finding high paying employment.	1,4	1	1
(17) Supporting training and activities (such as mentoring and outreach) in nontraditional fields.	NA			
(18) Providing support for training programs in automotive technologies.	NA			
(19) Pooling a portion of such funds with a portion of funds available to other recipients for innovative initiatives.	NA			
(20) Supporting other CTE activities consistent with the purposes of the Act.	NA			