

**SAMPLE
Form A
2008-2009 Perkins Plan**

Program (Discipline) or Department Name	TOPS (required for programs)	Campus
Audio & Video Technology	1005	San Jacinto

List the projects included in your 2008-2009 Workplan by name and number

Number	Project Name	Total Perkins Funds Requested
1	Technology Improvement	\$10,100
2	Student Retention	\$2,000
3	Student and Instructor Improvement	\$0
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total Amount Of Perkins Funds Requested		\$12,100.00

Perkins Discipline/Department Planning/Implementation Team

Perkins Primary Contact Name	Phone	E-mail Address
John Doe	EXT 1234	jdoe@msjc.edu

List other department/discipline members/key staff who will be involved in the 2008-2009 Perkins plan and implementation:

Name	Phone	E-mail Address
Jane Doe	EXT 5678	jadoe@msjc.edu

Signatures (Required)

Your signature below indicates that this proposal has the support of the department/discipline and campus and that the plan is aligned with overall college objectives.

Department Chair (date)

Perkins Coordinator (date)

Campus Dean Approval/Signature (date)

SAMPLE - Perkins Planning Instructions 2011-2012

Form B

2008-2009 Perkins Workplan

Audio & Video Technology	1005	San Jacinto
Program (Discipline) or Department Name	TOPS (required for programs)	Campus/College

Description of Project

1	Technology Improvement	\$10,100
Number	Project Name	Total Perkins Funds Requested

Limit one (1) project per page. Number each project sequentially beginning with 1.0, 2.0, 3.0

Briefly describe program improvement issue(s):	We currently do not have enough equipment to provide effective hands on access to all students. This equipment will also allow us to expand our computer based recording capabilities.
Briefly describe how the issue(s) will be addressed:	We will seek the advice of our business partners and our advisory committee members so we can create a list of equipment and technology needed to upgrade and enhance our Radio Station. It will be important to identify equipment currently used in the industry. The purchase of this equipment will allow greater access for all students and will allow us to expand our industry based programs. Once equipment is purchased, we will revise curriculum accordingly to include hands-on instruction using the new equipment and technology. This will give students a working knowledge of how to use the equipment that will be essential when they get a job.
Measurement or Evidence of Project Success	Identify specific core indicator measures to be improved (for each year of the project): The following core indicators will be improved by these purchases: Core Indicator 1, Technical Skill Attainment; Core Indicator 3 – Student Retention or Transfer; and Core Indicator 51 – Nontraditional Participation and Completion. Other measures/evidence: Students in our department take regular equipment exams. A comparison to achievement in previous semesters should provide a measurement of the success of the project.

Description of Project Activities and Spending Plan (add or delete rows as needed)

Approximate Amount Of Funds Requested For Project

No.	Describe Activity	Timeline	Must Reference Req'd Use*	Approx Amount of Funds Requested	Object Code	Description Vendor
1.1	Purchase 12 Recorders	9/15/09	1b, 3, and 4	\$6,500	Salary <input type="checkbox"/> Instructional Supply <input type="checkbox"/> Equipment <input type="checkbox"/> Travel <input type="checkbox"/> Other (list obj code) 6491	XYZ Company, Temecula, CA
1.2	Purchase 12 monitors	9/15/2009	1b, 3, and 4	\$3,600	Salary <input type="checkbox"/> Instructional Supply <input type="checkbox"/> Equipment <input type="checkbox"/> Travel <input type="checkbox"/> Other (list obj code) 6491	ABC Computers, Hemet, CA

Approximate Amount Of Funds Requested For Project: \$10,100

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Description of Project

2	Student Retention	\$2,000
Number	Project Name	Total Perkins Funds Requested

Limit one (1) project per page. Number each project sequentially beginning with 1.0, 2.0, 3.0

Briefly describe program improvement issue(s):	Our retention rate for introductory students is low. We want to offer in class tutoring for these classes to improve the retention rate.
Briefly describe how the issue(s) will be addressed:	In class tutors will provide additional support to students who are struggling. We also will provide copies of the textbooks for introductory classes to the library for students to use in the learning center.
Measurement or Evidence of Project Success	Identify specific core indicator measures to be improved (for each year of the project): The following core indicators will be improved by these purchases: Core Indicator 1, Technical Skill Attainment; Core Indicator 3 – Student Retention or Transfer; and Core Indicator 51 – Nontraditional Participation and Completion. Other measures/evidence: We will measure our success by tracking retention rates and grades in these introductory classes.

Approximate Amount Of Funds Requested For Project: \$

No.	Describe Activity	Timeline	Must Reference Req'd/Perm Use*	Approx Amount of Funds Requested	Object Code	Description Vendor
2.1	Provide In-class tutors for students in our introductory classes	9/1/08	1b, 8, & 9	1,800	Salary <input type="checkbox"/> Instructional Supply <input type="checkbox"/> Equipment <input type="checkbox"/> Travel <input type="checkbox"/> Other (list obj code) 2430	No vender required, advanced students will be hired to perform this task
2.2	Provide extra textbooks for introductory classes to be used in the library	8/15/09	1b, 8, & 9	200	Salary <input type="checkbox"/> Instructional Supply <input type="checkbox"/> Equipment <input type="checkbox"/> Travel <input type="checkbox"/> Other (list obj code) 4320	Textbook Publishers, Inc., Los Angeles, CA
					Salary <input type="checkbox"/> Instructional Supply <input type="checkbox"/> Equipment <input type="checkbox"/> Travel <input type="checkbox"/> Other (list obj code)	

Approximate Amount Of Funds Requested For Project \$2,000

SAMPLE - Perkins Planning Instructions 2011-2012

Description of Project

3	Student and Instructor Improvement	\$0
Number	Project Name	Total Perkins Funds Requested

Briefly describe program improvement issue(s):	The purpose of this project is student and instructor improvement. Instructors will be encouraged to improve their skills and instruction methods. Students will be prompted to improve their success through better skills.
Briefly describe how the issue(s) will be addressed:	For instructors: (5) The department will continue department meetings which include enrichment for instructor skills and methods. Internal Skill and methodology sharing will also continue. For students: (8) We will research a program for counselors to identify specific academic skills that are deficient in our student so that they may be corrected. We will use core data (6) to improve our program and understand if corrective actions are working. We (9) will continue using department volunteers to improve the skills of our special populations to improve employability.
Measurement or Evidence of Project Success	Identify specific core indicator measures to be improved: Core Indicator 3 – Student Retention or Transfer –5.6% (Economically Disadvantaged); Core Indicator 4 – Student Placement -3.2% (Displaced Homemaker); and Core Indicator 5.1 – Nontraditional Participation (All categories). Other measures/evidence: We will monitor core indicator data for improvement. We will monitor retention rates in beginning level classes, especially among special populations.

No.	Describe Activity	Timeline	Must Reference Req'd/Perm Use*	Approx Amount of Funds Requested	Object Code	Description Vendor
5.1	Department meetings – will provide staff development on effective teaching practices	Continuous	5	\$0	Salary <input type="checkbox"/> Instructional Supply <input type="checkbox"/> Equipment <input type="checkbox"/> Travel <input type="checkbox"/> Other (list obj code)	
5.2	Research with counseling to identify deficient academic skills in our students	Spring 09	8	\$0	Salary <input type="checkbox"/> Instructional Supply <input type="checkbox"/> Equipment <input type="checkbox"/> Travel <input type="checkbox"/> Other (list obj code)	
5.3	Analyze core indicator data for needed program improvements	Continuous	6	\$0	Salary <input type="checkbox"/> Instructional Supply <input type="checkbox"/> Equipment <input type="checkbox"/> Travel <input type="checkbox"/> Other (list obj code)	
5.4	Provide tutoring for special populations through the use of volunteers	Continuous	9	\$0	Salary <input type="checkbox"/> Instructional Supply <input type="checkbox"/> Equipment <input type="checkbox"/> Travel <input type="checkbox"/> Other (list obj code)	

Approximate Amount Of Funds Requested For Project: \$0

SAMPLE - Perkins Planning Instructions 2011-2012
List of Members of the CTE Advisory Committee (Perkins) Planning Team – FORM D

Program/Campus:: Audio & Video Technology, San Jacinto Campus

Perkins IV Section 134(b)(5) requires that a group of individuals be involved in the development, implementation, and evaluation of CTE programs assisted with Title I, Part C funds. The following table is to be completed with information related to these individuals and submitted as part of your application. There is no limitation on the number of representatives that may be appointed from each group. Use additional pages if necessary.

Required Representation	Name	Title	Agency or Organization
1. Business	Tom Jones	President	XYZ Corporation
	Sandra Brown	Director	Hemet Valley Bank
2. Industry			
3. Labor Organizations			
4. Special Populations	This form should be altered to suit your situation. You can add or delete rows in any category. Perkins Section 134 (b) (4) requires that a group of individuals, comprised of business, industry, labor organizations, special populations, faculty (including academic faculty), students and others be involved in the development, implementation, and evaluation of career technical education programs.		
5. Faculty*			
6. Students			
7. Others			

*Specifically include both academic and CTE faculty and career guidance & academic counselors. The majority of faculty should be representatives of career and technical education.

Describe how the stakeholders listed above were involved in the development, implementation, and evaluation of your program.
 Members met for the yearly advisory meeting. In addition, we confer with members throughout the year regarding their area of expertise. Discussions include curriculum, industry labor requirements, industry equipment standards, etc.

**SAMPLE - Perkins Planning Instructions 2011-2012
Perkins Labor Market Update Form E**

Occupational Title

Commercial Music

TOP Code/Occupational Code (SOC/OES)

2005/272041
(SOC/OES information can be found at http://www.bls.gov/OES/current/oes_stru.htm)

Current Training Analysis Update

50

of enrollments in program

2006-2007

Based on data from (Source/Year)

19

of graduates from MSJC

2006-2007

(This figures is available at: <http://misweb.cccco.edu/mis/onlinestat/awards.cfm>)

Based on data from (Source/Year)

33

of graduates statewide

2007

(This figures is available at: <http://misweb.cccco.edu/mis/onlinestat/awards.cfm>)

Based on data from (Source/Year)

Additional Narrative

Net Job Market Information & Earning Potential

30

Current # of local openings:

2007

Based on data from (year)

160

Projected # of local openings:

2004-2014

(years)

Job Market is:

Growing

Declining

(This information is available at <http://www.labormarketinfo.edd.ca.gov/CommColleges/>)

Entry Level:

\$15.16

Hourly Wage

\$31,530

Annual Salary

Is salary above poverty level?

Yes No

Experienced

\$19.75

Hourly Wage

\$41,070

Annual Salary

Is salary above poverty level?

Yes No

California Employment Development Department (If you use a different course, list that source here)

Based on data from (Source)

Additional Narrative

Program Credibility and Career Potential

The occupational title (top of page) s is a career ladder for the position of:

Art, Drama, and Music Teachers, Postsecondary

List all positions on the career ladder with highest position listed last

Novice engineer, 2nd engineer, Lead engineer

Additional Narrative