

## De Anza College

### Program Review – Annual Update Form – Fall 2025

1. Department/Area Name: **Occupational Training Institute (OTI)**
2. Name of individual(s) completing the form: **Sabrina Stewart**
3. Briefly describe how your area has used the feedback from the Comprehensive Program Review and Annual Program Review Update provided by RAPP members over the past two years (if unsure, request the feedback form from your dean/manager).

**In our previous program review OTI used feedback to define its mission statement which is to prepare students for a successful future and provide employers with qualified student workers as its programs have always been workforce focused. The feedback received also encouraged OTI to further fulfill its mission, by requesting the chance to re-establish a career center that was granted.**

**With the addition of the career center, OTI now manages 4 programs: California Work Opportunity and Responsibility to Kids (CalWORKs), Workforce Innovation and Opportunity Act (WIOA), and CompTechS.**

4. Describe any changes or updates that have occurred since you last submitted program review (program review [submissions](#)).

**Earlier in this academic year, OTI asked and was granted the opportunity to transform its space into a career center which debuted in the fall 2025 quarter. Over the years, not realizing that OTI is a department and not a program, many students wanted to sign up requesting assistance with career exploration, skill development, and job/internship placement. With so many requests, the changes in the workforce due to COVID-19 and the progress of Artificial Intelligence (AI), OTI thought it would be prudent to again offer this service to our students, especially with Dr Torres' focus on workforce and the development of the CTE, Innovation and Economic Development Division.**

5. Provide a summary of the progress you have made on the goals (i.e., OKRs for Student Services) identified in your last program review (as included in the comprehensive program review or annual program review update).

Goal title	Goal description	Responsible parties	Collaboration with....	What evidence have you used to monitor progress?	How have you assessed your goal?	What changes have been made based on the assessment?
Internship Program: Promote gender equity	Recruit more females for tech internships	Joe Lipsig	CIS department chairperson and instructors, tabling events at various college activities	Increase in the number of female student resumes sent to employer	Increase in number of female students employer interviewed for internships	An increase in females majoring in STEM  Increase of females participating in CompTechS lab.
Increase the knowledge of OTI throughout the campus community	To inform campus of OTI's programs, purpose, and mission	Sabrina Stewart	Various departments i.e. Outreach, CTE/Workforce Basic Needs, Financial Aid, EOPS/CARE, FHDA Foundation	Increase in CalWORKs students in work study jobs throughout the campus  Collaborative efforts CTE division  Assist in setting up the Villages  Requested assistance with VP instruction re: ETPL	Filled open work study across the campus with CalWORKs students  Donated computers to the FHDA Foundation	Increased collaboration with a variety of departments

6 If your goals (i.e., OKRs for Student Services) are changing or you are adding a new goal(s), please include them below. If new goals require resources, please list requested resources that were not included in your last program review.

Goal title	Goal description	Responsible parties	Collaboration with....	What evidence will you use to monitor progress?	How will you assess achievement of the goal?
Increase internship opportunities for students.	Recruit minimum 5 employers to offer student internship opportunities.	Sabrina Stewart  Joe Lipsig  VP CTE/Work-force	Various employers in surrounding cities and the Bay Area.	Maintain log of employers with whom we meet.	Monitor the number of employers recruited.  Monitor number of students participating in internships.
Increase the number of staff members	Acquire a CalWORKs program coordinator  Acquire a counselor for all OTI's programs.  Acquire a Career Center/Internship Coordinator	Student Development Dean  VP CTE/Work-force	Student Development Dean  VP CTE/Work-force	Notification of open position from appropriate administrators/HR	When new staff are hired.

As we look ahead to the next cycle, the goals outlined for OTI reflect both the immediate needs of our students and the broader opportunities emerging across our programs. Each goal is rooted in what we see every day as we support students navigating academic planning, employment barriers, and complex county and federal systems. While the table outlines these goals at a high level, the narrative below provides additional context about why they are necessary and how we plan to monitor progress. Our first goal, expanding internship opportunities, responds directly to student feedback and employer expectations. Many OTI students come to us seeking not only education but a clear pathway to employment, and internships have proven to be one of the most

effective ways to bridge that gap. Recruiting at least five employers this year will allow us to build a more predictable pipeline of opportunities for our students, particularly those balancing school with CalWORKs, WIOA, or other workforce requirements. We plan to track employer outreach, partnership development, and student placement data to measure our progress and ensure that these internships support meaningful skill development and career readiness.

Our second goal focuses on strengthening our staffing structure. At present, the scope of work across CalWORKs, WIOA, CompTechS, and the Career Center requires consistent coordination, counseling support, and administrative stability. Students who rely on county benefits often need continuous documentation, regular academic updates, and high-touch case management. Without dedicated staffing, our ability to provide this level of support is stretched thin. The addition of a CalWORKs Coordinator, counseling support across all OTI programs, and a Career Center and Internship Coordinator would allow us to maintain consistency for students, expand our employer partnerships, and improve our responsiveness to student needs. These roles are not meant to simply increase capacity but to create a structure that supports continuity and quality as our programs grow.

For both goals, progress will be monitored through employer engagement logs, student internship participation data, staffing approvals, and the measurable impact of additional personnel on student service delivery. Our objective is to build a system that supports student stability and momentum, while also strengthening our alignment with regional workforce demands.

These goals represent purposeful steps toward a more cohesive and effective model for supporting students through education, training, and connection to the workforce. They also reflect the emerging needs of our students and the realities of serving populations who rely on consistent and informed support to maintain academic progress and access to essential benefits.

7. Describe the impact to date of previously requested resources (personnel and instructional equipment, facilities/upgrades) including both requests that were approved and were not approved. For example, what impact have these resources had on your program/department/office and measures of student success or client satisfaction and what have you been able to and unable to accomplish due to resource requests that were approved or not approved?

**No resources were requested at the time of the last program review as participant enrollment and budget for the CalWORKs and WIOA programs were trending down. This trend allowed us to support the program with the current staff size.**

8. How have these resources (or lack of resources) specifically affected disproportionately impacted students/clients? If you have not requested or received resources, still

describe how your area has been able to serve disproportionately impacted students/clients.

**The CalWORKs and WIOA programs specifically focus on low-income student parents and those receiving unemployment benefits, respectively. Current economic shifts have increased the number of program participants with significant increases anticipated. Not having additional staff results in OTI not being able to assist current students in achieving their academic goals, fulfilling their referring agency requirements which could result in the loss of their basic benefits and resources. It could also result in OTI's delay in creating student employment for all students.**

- Refer back to your Comprehensive Program Review and Annual Program Review Update from the past two years under the section titled Assessment Cycle or the SLO website (<https://www.deanza.edu/slo/>). In the table below, provide a brief summary of one learning outcome, the method of assessment used to assess the outcome, a summary of the assessment results, a reflection on the assessment results, and strategies your area has or plans to implement to improve student success and equity. If your area has not undergone an assessment cycle, please do so before completing the table below.

**Table 1. Reflection on Learning Outcomes (SLO, AUO, SSLO)**

<p>Learning Outcome (SLO, AUO, SSLO)</p>	<p>CalWORKs students will better understand the purpose of the program, their responsibilities and expectations as participants</p> <p>CalWORKs students will understand how to navigate various systems within the college environment.</p>
<p>Method of Assessment of Learning Outcome (please elaborate)</p>	<p>Meet one-on-one with the student to complete the intake process which includes a review of their county requirements and completion of the intake application. The intake process includes completion of an application, needs assessment, anti-discrimination policy, college emergency notification process, referral to resources and services as needed and assistance with the matriculation process. The other method is for the student to attend quarterly orientations as to be briefed on the program and college updates. Also, it is highly recommended that the student enroll in the Counseling 5 course.</p>
<p>Summary of Assessment Results</p>	<p>Students who complete the intake process, attend orientation, and enroll in the Counseling 5 course, feel more connected, are equipped to make better decisions and are more likely to achieve their academic goal.</p>

,Reflection on Results	CalWORKs students are referred throughout the quarter, so it is vital that the intake process is completed in person, to not only to complete the intake process but to also assess the student on a variety of levels.
Strategies Implemented or Plan to be Implemented (aka: enhancements)	At the end of each orientation, the student completes a questionnaire to ensure they understand the information reviewed.

**Please email this form to your dean/manager.**

10. Dean Manager Comments:

11. Vice President/Associate Vice President Comments:

OTI is a program in transition. The emerging needs of an increasing number of students, a pending reorganization and limited staffing are challenges that the requested additional positions will go a long way to address. The expansion of and increased emphasis on Workforces education and career development will be highly beneficial to the students served by the OTI and CalWORKs programs. One recommendation is to develop an objective assessment method to determine the students level of learning about the program for the SLO process (i.e. survey, poll, etc.).

**Email the form to RAPP tri-chairs.**