

# NEEDS ASSESSMENT CHECKLIST: EDUCATIONAL CENTER

## CALIFORNIA COMMUNITY COLLEGES (CCR title 5, § 55180-55185)

Once the Letter of Intent is reviewed and approved by the Chancellor’s Office, an approval letter is transmitted to the district. The next step is the development of a Needs Assessment per California Community College (CCC) Guidelines. The following list identifies the discussions and documents required in the Needs Assessment:

RECEIVED (✓)	REQUIRED ELEMENT FOR NEEDS ASSESSMENT GUIDELINES
	<p>1.1 General Discussion &amp; Overview (CCR title 5, § 55180- 55184)</p> <ul style="list-style-type: none"> <li>• Description of proposal</li> <li>• Physical description of site, including maps (population densities, topography, road and highway configurations, etc.)</li> <li>• Social &amp; demographic analysis of service area</li> <li>• Socioeconomic profile of service area</li> <li>• Identify preferences and needs for community college programs, student services, and any other services on the part of individuals in the service area</li> <li>• Identify present and future labor market requirements for the proposed service area, region, and state</li> <li>• Reconcile labor market requirements and community program preferences</li> <li>• Demonstrate significant community support and identify possible community opposition</li> </ul>
	<p>1.2 Enrollment Projections (10 years from opening date) (CCR title 5, § 55180- 55182)</p> <ul style="list-style-type: none"> <li>• Provide historical enrollment data that includes Fall, Spring, and Annualized Headcount, FTES, and WSCH per Headcount</li> <li>• Projections include Fall, Spring, and Annualized Headcount, FTES, and WSCH per Headcount</li> <li>• Ensure projections justify regional demand for Educational Center status, taking neighboring districts and their excess capacity into account</li> <li>• DOF Demographic Research Unit approval</li> <li>• If existing District Colleges &amp; Centers enrollments do not exceed planned enrollments, justification of regional or local need for the new center</li> </ul>

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	<p>1.3 Alternative Discussion covers the following (CCR title 5, § 55184):</p> <ul style="list-style-type: none"> <li>• Expansion of existing institutions (more space)</li> <li>• Increased utilization of existing institutions (longer hours, weekends)</li> <li>• Shared use of facilities with other postsecondary institutions</li> <li>• Use of non-traditional instructional delivery</li> <li>• Private fund raising or donations of land or facilities</li> <li>• Alternate sites considered</li> <li>• Cost-benefit analysis on all alternatives and sites, strong sole sourcing justification if property already owned, discussion on cost-benefit of selling owned site &amp; purchase of another site</li> <li>• The proposed operation must be most effective and equitable for providing the intended programs and services based on the selection criteria of:               <ul style="list-style-type: none"> <li>○ Accessibility of programs and services to the individuals to be served</li> <li>○ Content, quality and cost of programs and services</li> </ul> </li> </ul>
	<p>1.4 Academic Planning &amp; Program Justification (Ed. Code, section 70901, 70902; CCR title 5, § 51008, 55180, 55183)</p> <ul style="list-style-type: none"> <li>• Incorporate district education master plan that includes proposed center and academic programs that have been approved by the Chancellor's Office</li> <li>• Identify preferences for community college programs on the part of individuals in the service area</li> <li>• Description of proposed academic certificate programs and objectives for meeting the educational needs and preferences</li> <li>• Description of the range of Basic Skills and ESL courses to be offered (as appropriate)</li> <li>• List of all course offerings (Degree and non-degree)</li> <li>• Description of center academic and occupational organization</li> </ul>

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	<p>1.5 Student Services and Outreach (CCR title 5, § 55180, 55182, 55183)</p> <ul style="list-style-type: none"> <li>• Identify preferences and needs for community college student services on the part of individuals in the service area</li> <li>• Description of how the services provided match the needs of the student population</li> <li>• Description of how support services are planned, staffed, and evaluated at the center</li> <li>• Description of each of the services planned, including but not limited to: orientation; assessment; counseling, advising and other education planning services; admissions and records; financial aid; California Work Opportunity and Responsibility to Kids (CalWORKs); Cooperative Agency Resources for Education (CARE); Disabled Students Programs and Services (DSPS; Extended Opportunity Programs and Services (EOPS)); supports for foster youth; health and student mental health services; library services; tutoring; transfer and articulation services; and veterans services</li> <li>• Description of support service staffing for each of the services planned, in relation to the projected number of students to be served</li> <li>• Description of expected hours of operation for each of the services to be offered</li> <li>• Description of the plans for student outreach, ADA services accessibility of facilities, and outreach student confidentiality and record keeping for services offered</li> </ul>
	<p>1.6 Support &amp; Capital Outlay Projections (CCR title 5, § 55180, 55181)</p> <ul style="list-style-type: none"> <li>• Describe plan to continue center operation for 10 years or more</li> <li>• Include district facilities master plan that incorporates the proposed center</li> <li>• Include a Capital Outlay 5-Year Plan for the new Educational Center</li> <li>• Include total ASF for each projection with cost per ASF projected</li> <li>• Include a 5 year support budget including administration, academic, academic support, student services, and other site related costs</li> <li>• Number of Personnel Years required for each year projected</li> <li>• Include organizational chart that identifies on-site administrator and leadership structure</li> </ul>
	<p>1.7 Geographic &amp; Physical Accessibility (CCR title 5, § 51008, 55181, 55182, 55184)</p> <ul style="list-style-type: none"> <li>• Include a transportation plan (bus service, parking, etc)</li> <li>• ADA Access Plan</li> <li>• Estimated commute times for service area</li> </ul>

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	<p>1.8 Effects on Other Institutions (CCR title 5, § 55180, 55181, 55182, 55183, 55184)</p> <ul style="list-style-type: none"><li>• Letters of support from the community, postsecondary institutions</li><li>• Letters of support from the adjacent Community College Districts (CCD)</li><li>• Justification that the new Educational Center will not impact enrollment projections for adjacent CCDs that would cause negative financial impacts</li><li>• Demonstrate significant community support and identify possible community opposition</li><li>• Ensure projections justify regional demand for Educational Center status, taking neighboring districts and their excess capacity into account</li></ul>
	<p>1.9 Environmental Impact (CCR title 5, § 55181, 55184)</p> <ul style="list-style-type: none"><li>• Include copy of Final EIR for center site</li></ul>
	<p>1.10 Economic Efficiency (CCR title 5, § 55181, 55184)</p> <ul style="list-style-type: none"><li>• Priority given to centers that create no financial burden for the State</li><li>• A similar priority given to centers that engage in collaborative efforts with other segments to expand educational access in underserved regions of the State</li></ul>