

 **Date of Brief:** May 31, 2018

May 31, 2018

Clackamas Regional Skills Competition Recommendations for Redesign

After a six-month engagement process that involved CCC staff, faculty, students, high school partners, and the Clackamas Education Service District (ESD), the planning team for the Skills Competition has developed a list of recommendations for redesigning the Skills Competition for the steering committee to consider. We suggest that these recommendations be implemented over a two-year time period. The list of recommendations below is in no particular order.

**Year One**

* CCC and the ESD should have a Memorandum of Understanding that details the breakdown of work responsibilities and resource sharing between the two parties.
	+ This includes formal decision-making process around major event changes.
* Keep the Skills Competition on the fourth Thursday of every February, but shorten the time period for class session cancellations to 8 a.m. – 1 p.m on both the Oregon City and Harmony campuses. Wilsonville campus is completely unaffected class-wise by this day.
	+ This reduces the number of class sessions and events cancelled on that day from a three-year mean average of 247 to 163, a 34% reduction.
	+ All high school buses are required to return to their districts around 2-2:30pm.
	+ Most contests are already currently scheduled to end between 12-1 p.m.
* Implement the following schedule for the day:
	+ All high schools participating in the contests arrive by 8:45 a.m.
	+ Use CCC’s Amazing Race as check-ins 8:45-9 a.m.
	+ All Oregon City events to begin at or after 9 a.m. and end at 12 p.m.
	+ All Harmony events to begin at or after 9:30 a.m. and end at 12 p.m.
	+ The career fair to begin at 10 a.m. and end at 1 p.m.
	+ Lunch, distribute post-event surveys, clean/prep classrooms for CCC classes, and high schools prep to leave between 12 p.m. – 1 p.m.
* CCC to align all corollary events (Senior Incentive, campus tours, All About CCC panel, etc.) with new schedule.
* Busses get assigned drop-off points at CCC to minimize traffic congestion.
	+ X number to Barlow Lot
	+ X number to Niemeyer Lot
	+ X number to Transit Center/DeJardin Lot (if finished)
* CCC takes over developing a registration system.
	+ Track registrations in real-time
	+ Minimize back-and-forth between CCC, ESD, high schools
	+ Ensure data integrity and security
	+ Expedite tuition waiver awarding and ensure accurate tracking
* CCC takes over the designing and printing of the event materials, co-branding with the ESD, with the ESD sharing resources previously allocated for printing costs.
	+ CCC’s print shop is about 50% cheaper than the ESD’s.
	+ CCC has in-house professional designers and a strong brand and co-branding possibilities.
	+ CCC translates marketing materials.
	+ This will alleviate time constraints due to the ESD’s print shop closing over winter break.
* The ESD continues owning the website and digital communication with the high schools. However, we should move away from the TechCadre website.
	+ The full contest descriptions and details of the day should live here.
* CCC and ESD should determine system for distributing contest booklets equitably and effectively.
	+ Currently, we print about 2 booklets per 1 high school student registrant. This seems very high.
	+ We can probably develop more informational posters or other cost-effective methods of communication.
* CCC improves internal communication with stakeholders, faculty, and staff.
	+ Many CCC faculty and staff don’t know what the Skills Competition is, why we hold it, or the benefit it provides.
* CCC creates database of tuition waiver awardees for better tracking of use and eligibility.
* CCC documents tuition waiver award process.
* CCC formalizes Phase I of a recruitment process for tuition waiver awardees.
	+ Phase I should include
		- Printing of formal certificates for all awardees from this point forward.
		- Comprehensive communication campaign for all awardees from this point forward (depending on their high school grade level).
		- Reaching out to all awardees from previous years whose awards are still eligible for use.
		- Exploration of ways to create awards for ACC fees in lieu of tuition waivers.
	+ 19% of tuition waiver awardees use all or some of their award.
	+ 88% of tuition waiver awardees who use all or some of their award use ALL of their award.
	+ According to research done by our Institutional Research department, the college has seen the following benefits from tuition waiver awardees over the past three years (SU15-SP18):
		- 123 unduplicated students added
			* 98 of these were previously enrolled before using their award (either through our Office of Education Partnerships programs or as a post-secondary credit-seeking student)
			* ~50% Fall-to-Fall retention rate for these students
		- 121.3 total FTE added
		- For every $1 we give away in tuition waivers for this event, we see a return of $3.38 in tuition dollars.

**Year Two**

* Assess all changes made during Year One and make adjustments accordingly.
* CCC and ESD should revisit, workshop, and potentially rewrite the mission of the Skills Competition.
* CCC executive leadership should clearly define faculty roles for the day of the Skills Competition.
	+ Many faculty members do not consider this a working day for them.
	+ Should all departments be participating somehow?
	+ Create “menu” of ways to participate, including templates and award guidelines, which could include engaging offerings like
		- Contests
		- “Mini-lectures” or “mini-labs”
		- Career exploration workshops
	+ Diversify offerings for high schoolers based on grade.
* CCC and ESD could explore potential for moving event from Thursday to Tuesday based on class session cancellation data and other potential factors.
* CCC and ESD could explore options for expansion of the event.
	+ Out-of-district schools?
	+ Priority registration?
	+ Online/remote submission options?
* CCC and ESD could explore possibility of finding a sponsor for lunches.
	+ Alleviates stigma of free/reduced lunch brown-bags from high schools.
* CCC defines and formalizes Phase II of recruitment for tuition waiver awardees.
	+ CCC needs to have a conversation about if we can/should/want to allow tuition waiver awardees to allow transfer of their awards to family members. This would likely require an internal policy.