



3 YEAR STRATEGIC PLAN – 2018-2021

Mission of the Institution:

The mission of Miami Lakes Educational Center and Technical College is to create a highly qualified future workforce by offering state-of-the-art academic, career and technical education to all generations within our community

Vision of the Institution:

To facilitate, promote and provide successful career training opportunities and high academic standards for secondary and post-secondary students designed to meet the challenges of an ever-changing global economy.

Technical College Leadership Team

| Name | Title |
|------------------|--|
| Lourdes Diaz | Principal |
| Juan R. Gonzalez | Vice-Principal |
| Forrest Cutler | Assistant Principal |
| Cassandra Green | Assistant Principal |
| Scott Parker | Assistant Principal |
| Maria Colon | Business Manager |
| Mark Moyel | Food Service Coordinator |
| Karen Crider | Instructor-Health Science Department Chairperson |
| Charles Green | Media Center Specialist-Department Chairperson |
| Daniel Ponce | Instructor-Day Department Chairperson |
| Richard Zilka | Instructor-Evening Department Chairperson |
| Vanessa Torres | Registrar |
| Luis Jimenez | Head Custodian |

Institutional Advisory Committee

| Name | Title |
|---------------|--|
| Lourdes Diaz | Principal |
| Juan Gonzalez | Vice-Principal |
| Daniel Ponce | Instructor-Day Department Chairperson |
| Charles Green | Media Center Specialist-Department Chairperson |
| Richard Zilka | Instructor-Evening Department Chairperson |
| Karen Crider | Instructor-Health Science Department Chairperson |
| Nelson Martin | Headquarter Toyota Service Director |

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|-----------------|---|
| Frank Portuondo | Nextran-Service Manager |
| Ari Afek | Florida Beauty-Director-Human Resources |

COE Annual Report Trend Data (Standard 3)

| Element | 2014 | 2015 | 2016 | 2017 |
|--------------------------|-------------|-------------|-------------|-------------|
| Total Completion Rate | 76 | 72 | 79 | 86 |
| Total Placement Rate | 87 | 83 | 87 | 80 |
| Licensure Exam Pass Rate | 100 | 100 | 99 | 99 |

OBJECTIVE 1

By December 2021, the CTE student completion rate will meet or exceed the required 60% as evidenced by the technical college's 2018 Council on Occupational Education (COE) Annual Report.

Individual Responsible of Objective Completion

| Name | Title |
|-----------------|----------------|
| Juan R Gonzalez | Vice Principal |

Anticipated Barriers

Student-related barriers may include the following:

Poor attendance

Teacher-related barriers may include the following:

Lack of differentiated instruction

Operational-related barriers may include the following:

Effective student retention

Strategy 1

Monitor Occupational Completion Points earned each trimester

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| Strategy Rationale | A student's poor attendance may have a direct impact in their capability to complete or earn an Occupational Completion Point in the program. |
| Strategy Purpose | To increase the college's completion rate by improving student attendance. |
| Name and Title of person responsible for monitoring this strategy | Juan R. Gonzalez, Vice-Principal Forrest Cutler, Assistant Principal Cassandra Green, Assistant Principal Scott Parker, Assistant Principal Vanessa Torres, Registrar |
| Data that will be collected to determine effectiveness | FOCUS Occupational Completion (OCP) Report |
| Evaluation of Progress | COE Annual Report |
| Date Achieved/Completed | December 2021 |
| Current Financial Resources | (1) General Fund |
| Current Financial Amount | Using current school budget |
| Projected Financial Resources | (1) General Fund |
| Projected Financial Amount | Will use General Fund as needed to achieve goal. |

Strategy 2

Provide training to instructors regarding Differentiated Instruction.

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| Strategy Rationale | It is important that instructors are addressing students' educational needs through differentiated instruction. to ensure targeted competency levels. |
| Strategy Purpose | To ensure that students are achieving the competencies for their program. |
| Name and Title of person responsible for monitoring this strategy | Juan R. Gonzalez, Vice-Principal Forrest Cutler, Assistant Principal Cassandra Green, Assistant Principal Scott Parker, Assistant Principal |
| Data that will be collected to determine effectiveness | FOCUS Occupational Completion (OCP) Report for each trimester. |
| Evaluation of Progress | Review of FOCUS Occupational Completion (OCP) Report for each trimester. COE Annual Report |
| Date Achieved/Completed | December 2021 |
| Current Financial Resources | (1) General Fund |
| Current Financial Amount | Using current school budget |
| Projected Financial Resources | (1) General Fund |
| Projected Financial Amount | Will use General Fund as needed to achieve goal. |

Strategy 3

Increase student retention by monitoring student withdrawals and contacting them to ascertain the reason for the withdrawal.

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| Strategy Rationale | Students are withdrawing from programs and the college is not aware of the specific reason. |
| Strategy Purpose | To understand the reason for each student's withdrawal and attempt to find a solution to keep them enrolled. |
| Name and Title of person responsible for monitoring this strategy | Juan R. Gonzalez, Vice-Principal Forrest Cutler, Assistant Principal Cassandra Green, Assistant Principal Scott Parker, Assistant Principal |
| Data that will be collected to determine effectiveness | School based enrollment reports. FOCUS withdrawal reports |
| Evaluation of Progress | COE Annual Report |
| Date Achieved/Completed | December 2018 |
| Current Financial Resources | (1) General Fund |
| Current Financial Amount | Using current school budget |
| Projected Financial Resources | (1) General Fund |
| Projected Financial Amount | Will use General Fund as needed to achieve goal. |

Objectives 2

By December 2021, the CTE student job placement attainment rate will meet or exceed the required 70% as evidenced by the technical college's 2018 Council on Occupational Education (COE) Annual Report.

Individual Responsible of Objective Completion

| Name | Title |
|-----------------|----------------|
| Juan R Gonzalez | Vice-Principal |

Anticipated Barriers

Student-related barriers may include the following:

Limited soft skills (problem solving, adaptability, communication, teamwork)

Teacher-related barriers may include the following:

Instructors rapport with current industry personnel who hire prospective students.

Operational-related barriers may include the following:

Keeping track of students once they have left the college and being able to contact them for placement information

Strategy 1

Career Placement Specialist will conduct soft skills training every trimester

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| Strategy Rationale | Students possessing the proper soft skills for the trade are more likely to secure and maintain employment. |
| Strategy Purpose | To educate students on soft skills and workplace readiness skills necessary to secure and maintain employment. |
| Data that will be collected to determine effectiveness | Collect sign-in sheets for different sessions. |
| Evaluation of Progress | Annual report to the Council on Occupational Education (COE) |
| Date Achieved/Completed | December 2021 |
| Current Financial Resources | (1) General Fund |
| Current Financial Amount | Using current school budget |
| Projected Financial Resources | (1) General Fund |
| Projected Financial Amount | Will use General Fund as needed to achieve goal. |

Strategy 2

Have instructors build rapport with current industry personnel who hire prospective students.

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| Strategy Rationale | Industry personnel that are in a position to hire, will hire the college's students once they are aware of each respective program and the caliber of instruction that is being delivered. |
| Strategy Purpose | The more exposure that industry personnel have of the college and its programs, the greater the likelihood that they will hire our students |
| Data that will be collected to determine effectiveness | Advisory Committee sign in sheets/Industry Visitation/Job placement rate |
| Evaluation of Progress | Annual report to the Council on Occupational Education (COE) |
| Date Achieved/Completed | December 2021 |
| Current Financial Resources | (1) General Fund |
| Current Financial Amount | |
| Projected Financial Resources | (1) General Fund |
| Projected Financial Amount | Will use General Fund as needed to achieve goal. |

Strategy 3

Obtain employment information from all students who have left the college.

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| Strategy Rationale | Students are obtaining employment after they have left the college and are not providing the information. |
| Strategy Purpose | In conducting follow up, the college will be able to obtain placement information from former students as well as expose them to possible employment opportunities. |
| Data that will be collected to determine effectiveness | Local Placement Forms/Job Placement Rate |
| Evaluation of Progress | Annual report to the Council on Occupational Education (COE). |
| Date Achieved/Completed | December 2021 |
| Current Financial Resources | (1) General Fund |
| Current Financial Amount | Using current school budget |
| Projected Financial Resources | (1) General Fund |
| Projected Financial Amount | Will use General Fund as needed to achieve goal. |

Objectives 3

By December 2021, the CTE student industry licensure(s) attainment rate will meet or exceed the required 70% as evidenced by the technical college's 2018 Council on Occupational Education (COE) Annual Report.

Individual Responsible of Objective Completion

| Name | Title |
|------------------|----------------|
| Juan R. Gonzalez | Vice Principal |

Anticipated Barriers

Student-related barriers may include the following:

Students not having the finances to pay for their industry certifications/licenses

Teacher-related barriers may include the following:

Operational-related barriers may include the following:

Students not reporting industry licenses result one they have left the college.

Strategy 1

Monitor industry certification utilizing the District's application

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| Strategy Rationale | To have access to one centralized application with a compilation of Industry Certifications/Licenses earned by our college. |
| Strategy Purpose | To cross reference Industry Certifications/Licensure data collected and entered by the college's staff in comparison the District's Collaborative site. |
| Data that will be collected to determine effectiveness | Industry Certifications/Licenses from current and/former students within cohort to obtain passing rate. |
| Evaluation of Progress | Annual report to the Council on Occupational Education (COE). |
| Date Achieved/Completed | December 2021 |
| Current Financial Resources | (1) General Fund |
| Current Financial Amount | Using current school budget |
| Projected Financial Resources | (1) General Fund |
| Projected Financial Amount | Will use General Fund as needed to achieve goal. |

Strategy 2

Providing industry license/certifications reimbursement to students that pass CAPE approved programs.

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| Strategy Rationale | Some students are not able to take their program's industry certifications/licenses due to limited finances. |
| Strategy Purpose | Providing reimbursement for said certification/licenses will increase the number of student earning their program's certifications/licenses. |
| Data that will be collected to determine effectiveness | Industry certification/licenses that will be uploaded to the District's Collaboration site. |
| Evaluation of Progress | The District's Collaboration site/Annual report to the Council on Occupational Education (COE). |
| Date Achieved/Completed | December 2021 |
| Current Financial Resources | (2) CAPE Funds |
| Current Financial Amount | Using current school budget |
| Projected Financial Resources | (2) CAPE Funds |
| Projected Financial Amount | Will use General Fund as needed to achieve goal. |

Strategy 3

Create a data collection procedure to maximize the number of industry certifications/ licenses earned.

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| Strategy Rationale | The college is not securing all the industry/licenses from students that have earned it after they have left or graduated. |
| Strategy Purpose | To capture all the industry certifications/licenses that students have earned. |
| Data that will be collected to determine effectiveness | The District's Collaboration site/Annual report to the Council on Occupational Education (COE). |
| Evaluation of Progress | Industry certification/licenses that will be uploaded to the District's Collaboration site. |
| Date Achieved/Completed | The District's Collaboration site/Annual report to the Council on Occupational Education (COE). |
| Current Financial Resources | (1) General Fund |
| Current Financial Amount | Using current school budget |
| Projected Financial Resources | (1) General Fund |
| Projected Financial Amount | Will use General Fund as needed to achieve goal. |