



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

Institutional Advisory Committee

Name	Title
Lourdes Diaz	Principal
Juan Gonzalez	Vice-Principal
Forrest Cutler	Assistant Principal
Cassandra Green	Assistant Principal
Scott Parker	Assistant Principal
Maria Colon	Business Manager
Mark Moyel	Food Service Coordinator
Charles Green	Media Center Specialist-Department Chairperson
Richard Zilka	Instructor-Evening Department Chairperson
Karen Crider	Instructor-Health Science Department Chairperson
Claudio Duckhart	Testing Chairperson/Career Specialist
Vanessa Torres	Registrar
Jeannette Smith	Secretary

Luis Jimenez	Head Custodian

COE Annual Report Trend Data (Standard 3)

Element	2014	2015	2016	2017	2018
Total Completion Rate	76	72	79	86	93
Total Placement Rate	87	83	87	80	79
Licensure Exam Pass Rate	100	100	99	99	100

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
Cassandra Green	Assistant 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

Strategy Rationale	A student's poor attendance may have a direct impact in their capability to complete 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 Elizabeth Forero, Registrar
Data that will be collected to determine effectiveness	Attendance and Occupational Completion Point (OCP) Report will be monitored.
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 Differentiated Instruction training to instructors

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 instructors are addressing students' needs in order to achieve the competencies for their program. Training will be provided.
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 Funds
Current Financial Amount	Using current school budget
Projected Financial Resources	(1) General Funds
Projected Financial Amount	Will use general funds as needed to achieve goal.

Strategy 3

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

Strategy Rationale	Students are withdrawing or are being withdrawn from programs and the college is not aware of the specific reason (s).
Strategy Purpose	To understand the reason for each student's withdrawal and attempt to find a solution and 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 Vanessa Torres, Registrar Elizabeth Forero, Registrar
Data that will be collected to determine effectiveness	School based enrollment reports. FOCUS withdrawal reports
Evaluation of Progress	Enrollment Reports and COE Annual Report 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 Funds
Projected Financial Amount	Will use general funds 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
Scott Parker	Assistant Principal

Anticipated Barriers

Student-related barriers may include the following:

Lack of Employability skills to obtain and maintain a job

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 Employability Skills training every trimester

Strategy Rationale	Students possessing employability skills in addition to technical skills for the trade are more likely to secure and maintain employment.
Strategy Purpose	To educate students on employability and workplace readiness skills necessary to secure and maintain employment.
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 Claudio Duckhart, Career Specialist
Data that will be collected to determine effectiveness	Collect sign-in sheets for different sessions and monitor Local Placement forms.
Evaluation of Progress	Placement Annual report to the Council on Occupational Education (COE)
Date Achieved/Completed	December 2021
Current Financial Resources	(1) General Funds
Current Financial Amount	Using current school budget
Projected Financial Resources	(1) General Funds
Projected Financial Amount	Will use general funds as needed to achieve goal.

Strategy 2

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

Strategy Rationale	Industry personnel that are in a position to hire, will more likely hire students once they are aware of each respective program and the caliber of instruction that is being delivered.
Strategy Purpose	The more familiarize that industry personnel are with the college and its programs, the greater likelihood they will hire our students
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	Advisory Committee sign in sheets/Industry Visitations/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 Funds
Current Financial Amount	Using current school budget
Projected Financial Resources	(1) General Funds
Projected Financial Amount	Will use general funds as needed to achieve goal.

Strategy 3

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

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.
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 Jeannette Smith, Secretary Adult Education Department Chairs
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 Funds
Current Financial Amount	Using current school budget
Projected Financial Resources	(1) General Funds
Projected Financial Amount	Will use general funds 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:

Lack of differentiated instruction

Operational-related barriers may include the following:

Students not reporting industry licenses results once they have left the college.

Strategy 1

Monitor industry certification utilizing the District's application

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.
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	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 Funds
Current Financial Amount	Using current school budget
Projected Financial Resources	(1) General Funds
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 license/certifications.

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.
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	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.

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.
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	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.