2022-2023 Summer Career and Technical Education Grant

Letter of Interest (LOI) Application Due 11:59 p.m. CT, November 16, 2022

Texas Education Agency®

NOGA ID

Authorizing legislation: General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)

Application stamp-in date and time

This LOI application must be submitted via email to **loiapplications@tea.texas.gov.**

The LOI application may be signed with a digital ID or it may be signed by hand. Both forms of signature are acceptable.

TEA must receive the application by **11:59 p.m. CT, November 16, 2022**.

Grant period from **March 1, 2023-September 30, 2023**

Pre-award costs permitted from **Not Permitted**

Required Attachments

1. Excel workbook with the grant's budget schedules (linked along with this form on the TEA Grants Opportunities page)

See the Program Guidelines for for additional attachment information.

Select Focus Area (Applicants May Select One or Both Focus Areas)

☒ Focus Area 1: Career and Technical Education Course

☐ Focus Area 2: Work-Based Learning Experiences

Amendment Number

Amendment number (For amendments only; enter N/A when completing this form to apply for grant funds):

Applicant Information

Organization	Odessa College	CDN		Campus	RJZYW4NKXTA5	ESC		UEI	RJZYW4NKXTA
Address	201 W. University Blvd.	City	Odessa	ZIP	79764	Vendor ID	
Primary Contact	Jacquilyn Gore	Email	jgore@odessa.edu	Phone	432-335-6815		
Secondary Contact	Audrey DeLeon	Email	amdeleon@odessa.edu	Phone	432-335-6847		

Certification and Incorporation

I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I certify that any ensuing program and activity will be conducted in accordance and compliance with all applicable federal and state laws and regulations.

I further certify my acceptance of the requirements conveyed in the following portions of the LOI application, as applicable, and that these documents are incorporated by reference as part of the LOI application and Notice of Grant Award (NOGA):

☒ LOI application, guidelines, and instructions

☒ General and application-specific Provisions and Assurances

☒ Debarment and Suspension Certification

☒ Lobbying Certification

Authorized Official Name	Dr. Gregory Williams	Title	President
Email	gwilliams@odessa.edu	Phone	432-335-6410
Signature		Date	

Shared Services Arrangements

☐ Shared services arrangements (SSAs) are permitted for this grant. **Check the box below if applying as fiscal agent.**

☐ The LEA or ESC submitting this application is the fiscal agent of a planned SSA. All participating agencies will enter into a written SSA agreement describing the fiscal agent and SSA member responsibilities. All participants understand that the "Shared Services Arrangement Attachment" must be completed and signed by all SSA members, and submitted to TEA before the NOGA is issued.

Statutory/Program Assurances

The following assurances apply to this program. In order to meet the requirements of the program, the applicant must comply with these assurances.

Check each of the following boxes to indicate your compliance.

☒ 1. The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this LOI will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.

☒ 2. The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.

☒ 3. The applicant provides assurance to adhere to all the Statutory and TEA Program requirements as noted in the 2022-2023 Summer Career and Technical Education Grant Program Guidelines.

☒ 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2022-2023 Summer Career and Technical Education Grant Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.

☒ 5. The applicant provides assurance that curriculum will be appropriately aligned to regional labor market supported CTE programs of study.

☒ 6. The applicant provides assurance to provide data to TEA on student completion of courses through a special collection process run by TEA.

☒ 7. The applicant assures that any Electronic Information Resources (EIR) produced as part of this agreement will comply with the State of Texas Accessibility requirements as specified in 1 TAC 206, 1 TAC Chapter 213, Federal Section 508 standards, and the WCAG 2.0 AA Accessibility Guidelines.

Summary of Program (Focus Area 1)

Provide an overview of the program to be implemented with grant funds. Include the overall mission and specific needs of the organization. Describe how the program will address the mission and needs.

For over 75 years, Odessa College (OC) has continued to provide education and training to students and citizens throughout our 12-county service area. This fall, OC set an enrollment record with over 8,000 students across the main campus, three rural extension campuses, and in 26 partner school districts in our service area. The main campus in the city of Odessa houses two early college high schools in partnership with the Ector County Independent School District (ECISD). OC's overall mission is to lead the way in preparing its students and community for the future while striving to become the top-rated community college in the nation for student success.

During the 2021-2022 academic year, OC had over 3,500 dual credit students throughout our service area. Of these students, 67% were Hispanic and 52% were female. The largest school district in our service area is ECISD, which had over 2,200 dual credit students. This comprised 64% of our total dual credit student population. We are not able to accommodate all students wanting to take specific dual credit programs due to limited capacity and this grant will allow us additional time to offer programs over a shorter period.

Based on the current workforce needs in our local community, and at the request of leaders from the largest school district in our service area, we plan to include three different Career and Technical Education courses for summer acceleration academies in their designated programs of study: electrical, hospitality management, and welding. By introducing students to possible career paths, as well as providing opportunities for quickly obtaining certifications in the specified fields, we are better positioning students to become employable and contribute to the local workforce and economy.

Our summer acceleration academy will operate during an eight-week window in the summer of 2023. Students entering their junior or senior year after the summer will qualify to participate in the academy. The five-week programs will include accelerated course work leading to an industry certification in their specified program. Ahead of the academy we will conduct information sessions for exploration of the programs we will offer.

The hospitality management program will consist of five weeks of instruction, with students earning a ServeSafe Manager certification followed by an opportunity to earn an additional Manage First certification upon completing an internship with a local hospitality industry partner. Students in the welding program will finish with an American Welding Society certification. Students in our electrical program will earn an industry recognized certification from the National Center for Construction Education and Research.

Summary of Program (Focus Area 2)

Provide an overview of the program to be implemented with grant funds. Include the overall mission and specific needs of the organization. Describe how the program will address the mission and needs.

Qualifications and Experience for Key Personnel (Focus Area 1)

Outline the required qualifications and experience for primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program. Include whether the position is existing or proposed.

Title and Responsibilities of Position	Required Qualifications and Experience
Dr. Jonathan Fuentes, Vice President of Academic Partnerships	Existing position; will help coordinate the implementation of the program for students
Dr. Tiffani Price, Associate Vice President of Adult Education, Continuing Education, and Workforce Education	Existing position; will help coordinate the implementation of the program for students
3 Instructors (1 per program)	The administrators above will recruit existing adjunct faculty to implement the programs; we will not use any grant money to pay the salaries of these positions

Qualifications and Experience for Key Personnel (Focus Area 2)

Outline the required qualifications and experience for primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program. Include whether the position is existing or proposed.

Title and Responsibilities of Position	Required Qualifications and Experience

Goals, Objectives, and Strategies (Focus Area 1)

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

One goal is to ensure maximum enrollment in each of the programs, which will be based on available instruction space for a set number of students who can participate in each course. Our target goal for the entire summer academy is to enroll 40 students between the three programs. One way to meet enrollment goals is through early recruiting and publicity of information about the academy throughout the school district and in the community. Recruitment efforts will begin in the late spring leading up to the summer academy. We will focus on partnering with Ector County ISD to recruit at high school campuses and any dual credit student in our service area is welcome to participate. We will utilize our strong local media presence with our popular social media channels and area broadcast media outlets.

Next spring in preparation for the academy, we will visit the two largest ECISD high schools to put on exploration preview days and explain the three programs to students who will be juniors and seniors that fall. Specifics of the program will be given in order to recruit students who will already have an idea of which CTE academy program they want to participate in before it begins. We will focus on recruiting students who do not have previous experience or have not completed courses in these three CTE tracks. We plan to scale these programs in future years to offer more students this accelerated opportunity.

Goals, Objectives, and Strategies (Focus Area 2)

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

Performance and Evaluation Measures (Focus Area 1)

Describe the performance measures identified for this program which are related to student outcomes and are consistent with the purpose of the program. Include the tools used to measure performance, as well as the processes that will be used to ensure the effectiveness of project objectives and strategies.

During the 2021-2022 academic year, the OC dual credit welding program had a total of 287 Ector County ISD high school students. ECISD counselors continue to turn students away from this program in large numbers due to the high demand for the program.

Although we do not currently offer a dual credit electrician program, a similar program exists called Instrumentation and Electrical (I&E) Technology. The first few courses in I&E cover the same concepts of the electrician program. In the previous school year, 29 dual credit students were enrolled in the I&E program.

We are building a hospitality management program that will add to our current hospitality and culinary arts programs. We will further grow our hospitality management program by adding an Associate of Applied Science degree in hospitality management in the Fall of 2023, and we currently offer a track towards the bachelor's program in Entrepreneurship and Leadership Management.

We will measure the performance of the summer academy by counting enrollment from start to completion. Our goal is to have 80% of students complete the academy with passing grades in order to obtain an industry-based certificate at the end of their respective program.

Performance and Evaluation Measures (Focus Area 2)

Describe the performance measures identified for this program which are related to student outcomes and are consistent with the purpose of the program. Include the tools used to measure performance, as well as the processes that will be used to ensure the effectiveness of project objectives and strategies.

Budget Narrative (Focus Area 1)

Describe how the proposed budget will meet the needs and goals of the program, including for staffing, supplies and materials, contracts, travel, etc. If applicable, include a high-level snapshot of funds currently allocated to similar programs. Include a short narrative describing how adjustments will be made in the future to meet needs.

We are requesting $50,000 for the Summer CTE Grant to fund scholarships and supplies for high school students to attend our summer acceleration academy. We plan to use $45,00 of the grant for the tuition and fees of students to attend the academy in their chosen CTE track. The programs break down to serve 15 students in the hospitality program, 10 students in the electrical program, and 15 students in the welding program for a total of 40 students in our first summer acceleration academy. We plan to use the remaining $5,000 for miscellaneous course supplies that students will need for their various programs.

Budget Narrative (Focus Area 2)

Describe how the proposed budget will meet the needs and goals of the program, including for staffing, supplies and materials, contracts, travel, etc. If applicable, include a high-level snapshot of funds currently allocated to similar programs. Include a short narrative describing how adjustments will be made in the future to meet needs.

Program Requirements

1a. Needs Assessment (Focus Area 1)

Odessa College continues to increase the number of area high school students that we serve through dual credit courses in order to prepare students for their future by obtaining college credit concurrent to their high school diploma. We believe that by offering these three summer acceleration programs, students will be able to excel by getting an industry-based certification in a shorter amount of time in order to become quickly employed in a high-demand occupation, or to continue studying in these programs and obtain additional certifications or degrees.

Our local Permian Basin Workforce Development Board has four identified target occupations that directly relate to courses that will be taught in our summer academy including general/operations managers, electrical technologists/ technicians, electricians, and welders. According to the Texas Workforce Commission, the occupation of welding is projected to see a 47% increase in jobs between 2020-2030, with almost 400 annual openings. Additionally, the mean wage of welders in our area is almost $10,000 higher than the state average, with a salary of approximately $60,000. The profession of electrician is similar in numbers to welders, with an increase of around 50% of jobs over the same ten-year period and almost 450 annual openings. The mean wage for electricians in the Permian Basin area is almost $55,000, which is significant for the basic level of education required to perform. Workers beginning in these careers usually have a high school diploma or equivalent or little to no work experience in the field while some are hired as apprentices to start out.

Our hospitality program is one that is in high demand as our population continues to steadily grow. We have multiple business partners in the hospitality industry that have come to us with their current need for skilled employees. We have brainstormed together to plan a partnership to educate, train, and provide work experience to students. According to the Quarterly Census Employment and Wages (QCEW), in 2021 there were around 275 restaurant establishments that employed approximately 7,000 people in Odessa. Additionally in the culinary arts sector, food service managers have a mean wage of almost $70,000 in the Odessa/Midland area. Chefs and head cooks in our area make almost $50,000, which is on par with the state average. Additionally, there are approximately 9,000 employees in the leisure and hospitality industry in our area.

1b. Needs Assessment (Focus Area 2)

Program Requirements, cont'd.

2. **Focus Area 1**: Applicants must specify which program(s) of study and the CTE course(s) in the program(s) of study that will be offered (see https://tea.texas.gov/academics/college-career-and-military-prep/career-and-technical-education/cte-programs-of-study for a list of the approved statewide programs of study). Include the number of students who be engaged and supported in this focus area.

1. Architecture and Construction (Electrical): 10 students served

2. Hospitality and Tourism (Hospitality Management): 15 students served

3. Manufacturing (Welding): 15 students served, requiring 2 sections of courses

3. **Focus Area 2:** Applicants must specify business and industry partners who will be involved in the program. Additionally, specify the work-based learning model(s) which will be utilized and the number of students who will be engaged and supported.

CDN Vendor ID Amendment #

Appendix I: Amendment Description and Purpose (leave this section blank when completing the initial application for funding)

An amendment must be submitted when the program plan or budget is altered for the reasons described in the "When to Amend the Application" document posted on the Administering a Grant page. The following are required to be submitted for an amendment: (1) Page 1 of the application with updated contact information and current authorized official's signature and date, (2) Appendix I with changes identified and described, (3) all updated sections of the application or budget affected by the changes identified below, and, if applicable, (4) Amended Budget Request. Amendment Instructions with more details can be found on the last tab of the budget template.

You may duplicate this page

Amended Section	Reason for Amendment