Annual report submitted to the Program Review Committee on 10.30.2013

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Signature of Department Chair/Lead Faculty Member Signature of Dean/Director

### Data and Analysis

### Program Data

|  |  |  |  |
| --- | --- | --- | --- |
|  | 3 Years Prior (09-10) | 2 Years Prior (10-11) | 1 Year Prior (11-12) |
| FTES | 151 | 136 | 90 |
| FTEF | 5.1 | 4.3 | 2.7 |
| WSCH/FTES | 488.7 | 526.4 | 542 |
| Number of Full-Time Instructors | 0 | 0 | 0 |
| Fill Rate | 77.7% | 86.3% | 82.8% |
| Success Rate | 66.3% | 62.5% | 64.5% |
| Persistence | 72/18.8% | 62/21% | 38/18% |
| Retention | 89.4% | 88.9% | 81.4% |

### Program Data Analysis

FTES and WSCH/FES numbers will continue to decrease without a full time faculty member to focus on this discipline. Students would be able to rely on this program for career readiness skills. The Fill rates are slightly lower with the decrease in sections and the remaining elements have decreased statistically with the retirement of full time faculty.

### Curriculum Data -- Use data from the previous academic year

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Additions | Revisions | Suspensions | Retirements | Current Total |
| Courses |  |  |  |  | 19 |
| Certificates 18 units or greater |  |  |  |  | 0 |
| Certificates less than 18 units |  |  |  |  | 5 |
| Degrees |  |  |  |  | 1 |

### Curriculum Data Analysis

With the election of a department chair for CTE, preliminary work has begun to revise curriculum and work with faculty to outline new courses and programs going forward.

* 1. **Program Student Learning Outcomes Data From the Previous Semester**

|  |  |
| --- | --- |
| Total number of PSLOs/sections | 20 |
| Percentage of PSLOs that were fully achieved | 91% |

**Department Discussions Regarding SLOs (“Closing the Loop”)**

All courses, onsite or online are now distributing course and program SLOs and faculty are more aware of the importance of census drop dates and maintaining contact with students. Department will review all SLOs for curriculum revision.

* 1. **Progress on 5-year Goals from most recent Program Review.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goal** | **Complete** | **Partially Complete** | **Not Started** | **Abandoned** | **Comments** |
| Develop strong, involved part-time and full-time instructors | X | X |  |  | Prior to the retirement of BC Full-Time Faculty |
| Promote and develop appropriate certificate programs | X |  |  |  |  |
| Promote and develop appropriate certificate programs |  | X |  |  | Dept Chair and faculty will review certificates and curriculum to focus on transfer |
| Begin publishing a new Business Computing Department newsletter – Spring 2010 and  quarterly thereafter |  |  | X |  | Revamp idea - online newsletter going forward Spring 2014 |
| Establish a vital, involved professional advisory committee and regularly survey the business community to assess the quality of our programs – Spring 2010 and ongoing | X |  |  |  | Annual advisory committees review curriculum and suggest changes to the curriculum. |
| Aggressively and consistently market the Business Computing Program – Spring 2005 and  ongoing | X |  |  |  | Continue into 2014 |

**Analysis of** **Progress on 5-year Goals**

The progress on the 5 year goals has been very successful. With new department chair in place, although there isn’t a full-time faculty member at this time, it is hopeful the program will continue to be successful.

### Action Plan and Resource Request Based on Annual Data

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Action** | **Institutional planning goals\*** | **How action will improve student learning** | **Type of Resource** | **Resource needs, if any** | **Department priority\*\*** | **Approximate cost** | **Potential Funding Source** |
|  |  |  | Equipment |  |  |  |  |
|  |  |  | Facilities |  |  |  |  |
|  |  |  | Personnel |  |  |  |  |
| Camtasia - licenses for faculty | Course Development towards transfer | Alignment with Academic Quality Rubric to add media to all courses. | Software |  | 1 | $800.00 | Perkins |
|  |  |  | Supplies |  |  |  |  |
|  |  |  | Technology |  |  |  |  |
| lynda.com |  | Ongoing training and development for faculty learning techniques for course enhancement and online learning | Training |  | 2 | $1500 | Perkins/? |
|  |  |  | Other |  |  |  |  |

\*Reference specific sections of College Education Master Plan, Strategic Initiatives, 5-year Program Review Goals, Accreditation Recommendations, SLO/SAO evaluation and assessment, College Mission, or other relevant planning documents.

\*\*Prioritize the program’s resource needs with 1 being the most important and subsequent numbers being less urgent.