Annual report submitted to the Program Review Committee on 10.30.2013

*Cheryl Chapman*

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 | 40 | 33 | 31.4 |
| FTEF | 1.2 | 1 | 0.9 |
| WSCH/FTES | 577 | 547.4 | 572.3 |
| Number of Full-Time Instructors | 0 | 0 | 0 |
| Fill Rate | 56.8% | 74.9% | 81.7% |
| Success Rate | 65% | 67.6% | 70.6% |
| Persistence | 17.5% | 12.3% | 15% |
| Retention | 86.6% | 84.1% | 82.1% |

### Program Data Analysis

The FTES for these courses has dropped as a reflection of the budget cuts that were taken last year. The Fill rate has increased by more than 15% and may be a result of offering curriculum online. The success rate and retention remained constant while the persistence declined but may be a result of nature of RE students taking classes that meet their relicensing requirements.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Additions | Revisions | Suspensions | Retirements | Current Total |
| Courses |  |  |  |  | 16 |
| Certificates 18 units or greater |  |  |  |  | 2 |
| Certificates less than 18 units |  |  |  |  | 2 |
| Degrees |  |  |  |  | 0 |

### Curriculum Data Analysis

With the recent election of the CTE department chair, the focus will be on curriculum revisions, course & certificate development and online offerings.

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

|  |  |
| --- | --- |
| Total number of PSLOs/sections | 5 |
| Percentage of PSLOs/sections that were fully achieved | 75% |

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

Discussion with faculty and department chair to close the loop and report qualitative narratives to improve courses and retention.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goal** | **Complete** | **Partially Complete** | **Not Started** | **Abandoned** | **Comments** |
| Establish a professional advisory committee consisting of real estate faculty and members from the various fields of real estate, escrow, title, lending, exchange and taxation, and property management; hold a minimum of two meetings per year |  | X |  |  | The Real Estate Advisory committee has been meeting jointly with the Business sector advisory for the last few years, but needs to also hold it’s own advisory. |
| Develop new courses |  | X |  |  | This is an ongoing process |
| Develop online courses in all subject areas of real estate |  | X |  |  | Three of the classes are now being offered online, it is suggested that the remaining also be developed for online delivery |
| Purchase a mobile notebook computer lab with wireless router |  |  |  | X | CTE labs are currently available for use by RE classes. |
| Develop a plan to recruit new real estate instructors |  |  | x |  | Dept Chair will work with faculty to pursue these options. |
| Develop a team-teaching/mentoring program to prepare new instructors |  |  | x |  | Promote Academic Quality Rubric for course development |
| Work with other departments within the college to develop a program that will assist in meeting the marketing needs of the Real Estate Program |  |  | X |  | Dept Chair will work with faculty to pursue these options, especially with DGA, BC and business faculty |
| Develop a placement service in cooperation with the One-Stop Centers |  |  |  | X | One-Stop Centers were closed this past year. |

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

Some progress is being made, and with a new department chair, it is hopeful that the program will benefit by completing more of the above goals

### 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 | Perkins |
|  |  |  | Supplies |  |  |  |  |
|  |  |  | Technology |  |  |  |  |
|  |  |  | Training |  |  |  |  |
|  |  |  | 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.