Annual report submitted to the Program Review Committee on

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

### Data and Analysis

### Program Data

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | 2009-10 | 2010-11 | 2011-12 | 2012-13 |
| Enrolled at Census | 1,218 | 1,226 | 1,295 | 1,129 |
| FTES | 145 | 141 | 154 | 127 |
| FTEF30 | 6.5 | 6.4 | 6.3 | 5.0 |
| WSCH/FTEF | 368.9 | 363.7 | 402.1 | 416.0 |
| # of Full-time Faculty |  |  |  |  |
| Fill Rates | 70.4% | 68.3% | 77.9% | 84.6% |
| Success Rate | 70.7% | 70.1% | 69.6% | 71.3% |
| Retention Rate | 89.0% | 87.0% | 86.7% | 89.3% |
| Fall-to-Spring in Subject | 47 | 48 | 44 | 39 |
| F-to-S Persistence | 34.5% | 30.0% | 24.7% | 26.0% |

### Program Data Analysis

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Additions | Revisions | Suspensions | Retirements | Current Total |
| Courses | 4 | 2 | 0 | 0 | 64 |
| Certificates 18 units or greater |  |  |  |  | 0 |
| Certificates less than 18 units |  |  |  |  | 6 |
| Degrees |  |  |  |  | 1 |

### Curriculum Data Analysis

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

|  |  |
| --- | --- |
| Total number of PSLOs/sections | 3/27 |
| Percentage of PSLOs that were fully achieved |  |

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goal** | **Complete** | **Partially Complete** | **Not Started** | **Abandoned** | **Comments** |
| Provide cutting edge technology classes that meet the needs of students and business. | X |  |  |  | This process is never complete but CST’s classes are always as cutting edge as is possible as new software and hardware is released |
| Provide courses that will increase the depth of subject areas that are currently being offered. | X |  |  |  | Once again this process can never be complete but as new equipment and software are released our instructors teach each area in depth. |
| Continue the process of completing the SLO life-cycle by identifying how SLOs are measured within a particular class. |  | X |  |  | SLOs are constantly under review and are updated and refined as needed. |
|  |  |  |  |  |  |
| Review course-level SLOs to verify that they match the expected course outcomes for each class. | X |  |  |  | We completed this at one point. We are continuing to change SLOs as course material changes. |
| Continue the process of identifying the CST/Networking courses that meet the College-wide SLO requirements. | X |  |  |  | We completed this at one point. We are continuing to change SLOs as course material changes. |
| Investigate the feasibility of a test-lab environment for students to obtain hands-on time with various networking components and software. | X |  |  |  | We have a test lab for the Cisco Academy and students from some of the other classes come in to work on their labs.  We also have a NETLAB server that allows students to do many of their labs remotely.  Certain publishers maintain remote labs so that our students can do all of their lab work from their home computers. |
| Investigate alternative ways of providing faculty with updated skills i.e. specialized training courses etc. |  | X |  |  | As instructors go to trainings or conferences we try to share what was learned with other instructors. |
| Evaluate new and emerging Distance Learning options for course delivery | X |  |  |  | Seaport is currently the LNS for Coastline but other systems are currently being evaluated by Coastline. |
| Evaluation and update course curriculum based on various modes of delivery. | X |  |  |  | Courses are offered in all modes of delivery. Virtual labs, remote labs, in-person labs classes offered in Seaport and classes offered in-person |
| Encourage Computer Services to move classroom setups to the virtualized servers.  Investigate the need for incorporating small business storage technologies. | X | X |  |  | Where feasible classes are now being offered in this mode.  Very expensive |
| Investigate the need for providing course work in Disaster Recovery. |  | X |  |  | Very expensive. |
| Evaluate the new accounting/HPPA regulations networking. |  |  |  | X | Moved out of CST. |
| Include security hardening issues in the individual operating system courses. | X |  |  |  | CST offers a Security certificate with multiple security classes and all of our classes sections on securing networks with the various tools being taught. |

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** |
| 1. Obtain Funding for Maintenance Agreements  2. Increase size of the NETLAB  4. Upgrade VMware  lab.  5 Upgrade Cisco Academy lab. |  | Defective or damaged equipment can be replaced as needed.  This will allow more students to do Cisco and  VM labs from remote locations  Students will be able to use the newest software and stay current in what is needed in the workplace.  Allow students to learn to use the newest equipment and software.  Cisco constantly upgrades their hardware and software. For students to be able to use the training they receive at Coastline they must work on the newest equipment. | Equipment | SMAs for routers, switches and servers  New routers and servers.  New switches and servers with larger hard drives and increased memory. | 1  2  4  5 | $15,000  Being researched  Will be determined as new versions are released.  Will be determined as new versions are released. | Currently Department budget which is very limited.  VTEA cannot be used for SMAs.  VTEA |
| Upgrade computer labs as computers become obsolete. |  | Students will be able to use the newest software and stay current in what is needed in the workplace. | Facilities | Classroom labs replaced as needed. |  | $40,000 / classroom | Bond Issue. |
| 1. Hire instructors that have skills in new and developing areas of Computer Networking. |  | CST has always utilized instructors that work in the Networking industry. Students benefit by being taught by instructors that do what they are teaching every day. | Personnel |  | 1. | P/T instructor budget. |  |
| Purchase software for cybersecurity upgrade. |  | Students will be able to do labs remotely and safely. | Software |  |  | Being researched. |  |
|  |  |  | Supplies |  |  |  |  |
|  |  |  | Technology |  |  |  |  |
| 1. Add additional VM classes  2. Update Computer Security program. |  | This will allow students to learn skills that are very valuable to employers. It will allow us to move beyond the basics to more advanced topics and eventually to offer a certificate.  Computer Security is an ever changing field with new attacks being revealed every day. The updated classes will allow students to learn the newest techniques and tools for securing their Networks and work and at home. | Training | Training from a Certified training Center. | 1 | $4,000 | VTEA |
| Send as many instructors as possible to various conferences and conventions. |  | Instructors need to keep up-to-date on all of the new trends and equipment so that they can teach the students what the employers will be looking for in the future. | Other |  |  |  | VTEA |

\*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.