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 | 24 | 22 | 24.5 |
| FTEF | 1.2 | .8 | .75 |
| WSCH/FTES | 339.5 | 470.3 | 535.9 |
| Number of Full-Time Instructors | 0 | 0 | 0 |
| Fill Rate | 42.4% | 63.8% | 73% |
| Success Rate | 59.2% | 64.7% | 57.7% |
| Persistence | 41.8% | 18.7% | 25% |
| Retention | 70.5% | 91% | 81.8% |

### Program Data Analysis

The FTES for this program have risen slightly and could be a result of more students who desire career training. The success rate dipped slightly however the retention rate dropped while persistence increased significantly.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Additions | Revisions | Suspensions | Retirements | Current Total |
| Courses |  |  |  |  | 12 |
| Certificates 18 units or greater |  |  |  |  | 0 |
| Certificates less than 18 units |  |  |  |  | 1 |
| Degrees |  |  |  |  | 1 |

### Curriculum Data Analysis

Curriculum revisions are always in process especially since the advent of Curricunet. We would like to expand into areas of Process Tech other than just petroleum - clean and green

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

|  |  |
| --- | --- |
| Total number of PSLOs/sections | 4 |
| Percentage of PSLOs that were fully achieved | 100% |

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

Progress was made as faculty understood the process of distributing SLOs on the program and course level. Ongoing conversation to ensure qualitative notes are completed each semester.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goal** | **Complete** | **Partially Complete** | **Not Started** | **Abandoned** | **Comments** |
| Replace outdated CBT modules with modern modules that function on all web-based platforms. Include renewable energy and greenhouse gas reduction instruction where appropriate.Produce and include simulation, video, and high-quality graphics in the curriculum. |  | X |  |  | Working on curriculum upgrades to include web-based platforms. Working with Perkins funds to purchase simulator software |
| Work with the State of California, Department of Industrial Regulation, Division of Apprenticeship Standards to certify the curriculum in this program for various trades |  |  | X |  | Was discussed with dean and will be included in spring 2013 advisory committee discussions. Continue into Spring 2014 |
| Improve Advisory Committee membership and participation |  | X |  |  | Advisory to be held Spring 2014 |
| Identify and map program level learning objectives and ensure student achievement. Re-validate learning objectives identified by the Center for the Advancement of Process Technology for current use. |  | X |  |  | Working on revalidation of learning objectives to improve student outcomes. |
| Develop new course on renewable energy and greenhouse emissions reduction |  |  | x |  | Requesting information and ideas from advisory committee. |

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

Progress is being made however additional work is needed with state and advisory committee to complete new curriculum 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 |  |  |  |  |
| Simulation Software |  | Give students hands-on learning experience | Software | Software | 1 | $15,000 | 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.