Coastline Community College
Annual Institutional Planning Report

Department/Division	CTE/Building Codes Technology
Academic Year	2012-2013

Annual report submitted to the Program Review Committee on _____

_____ Signature of Department Chair/Lead Faculty Member

_____ Signature of Dean/Director

A. Data and Analysis

a. Program Data

	3 Years Prior (09-10)	2 Years Prior (10-11)	1 Year Prior (11-12)
FTES	39	42	39
FTEF	1.8	1.8	1.3
WSCH/FTES	359	381	498
Number of Full-Time Instructors	0	0	0
Fill Rate	51.5%	61.2%	74.6%
Success Rate	395/82%	436/76.4%	367/80.9%
Persistence	28//43%	28/36%	29/42%
Retention	395/93.7%	436/95.6%	367/93.7%

The Fill rate has increased every semester but all of the other indicators have remained stable with little or no significant change. The program is facing a reduction in sections due to the budget situations but by strategically reducing the section, it is hoped that the success indicators will increase.

Program Data Analysis

b. Curriculum Data -- Use data from the previous academic year

	Additions	Revisions	Suspensions	Retirements	Current
Courses					20
Certificates 18 units or					1

Certificates less than 18					0
Degrees					1

Curriculum Data Analysis

Updates as codes change.

c. Student Learning Outcomes Data

Total number of sections	4
Percentage of sections reporting on SLOs	100%

Department Discussions Regarding SLOs ("Closing the Loop")

As classes were offered, the SLOS were evaluated and reviewed

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

Goal	Complete	Partially Complete	Not Started	Abandoned	Comments
Identify program-level outcomes		X			Work in Progress
Continue progress on student learning outcomes	X				SLOs are in place and now working on closing the loop
Develop marketing strategies to increase enrollments		X			Attended HS outreach programs and worked with Michelle Ma to redo brochures

Identify strategies for building code changes		X			In process
Strengthen Advisory Committee		X			This is an ongoing project, but Spring 2012 had an excellent advisory committee.
Develop method for student tracking and data collection		X			New Data Cube collects student data
Increase program emphasis on distance learning approaches		X			This Spring 40% of sections will be offered online
Increase program emphasis on 12-week formats				X	For consistency, we're staying with the 16-Week format
Develop Website link to scholarship opportunities			X		Waiting for new Website to be launched
Anticipate future needs of program		X			Work in Progress
Hire a full-time faculty member				X	Always an option

e. Department Discussions on Progress on 5-year Goals

The goals are in progress and the individual status is listed under the comments section.

B. Action Plan and Resource Request Based on Annual Data

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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				
			Software				
			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.