Coastline Community College
Annual Institutional Planning Report

Department/Division	CTE/Building Codes Technology
Academic Year	2013-2014

Annual report submitted to the Program Review Committee on 10.30.2013
Cheryl Chapman
Signature of Department Chair/Lead Faculty Member

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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	42	39	25
FTEF	1.8	1.3	.08
WSCH/FTES	380.9	498	519
Number of Full-Time Instructors	0	0	0
Fill Rate	61.2%	74.6%	80.6%
Success Rate	76.3%	77.3%	84.3%
Persistence	28 (36.3%)	29 (42%)	9 (23%)
Retention	95.6%	94%	94.3%

The Fill and Success rates have increased each year and however persistence has dropped significantly. This is directly related to the issue of offering all of the courses in this discipline needed for students to earn a degree or certificate. Interviews with on site students verified that they would like to be able earn a degree or certificate.

Program Data Analysis

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

	Additions	Revisions	Suspensions	Retirements	Current Total
Courses					20
Certificates 18 units or greater					1
Certificates less than 18 units					0
Degrees					1

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Curriculum Data Analysis

After discussions with part time faculty in this discipline, it was decided that curriculum outlines be updated & begin formatting materials to be delivered as online resources to accompany a hybrid course. They are anxious to offer all courses for students to earn degrees and certificates

c. 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")

Faculty members were updated on how the college needs to close the loop by distributing SLOs and discussing changes needed. Dept Chair will assist faculty in reviewing course and program SLOs

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

Goal	Complete	Partially Complete	Not Started	Abandoned	Comments
Identify program-level outcomes	X				
Continue progress on student learning outcomes	X				SLOs are in place; curriculum review in progress and closing the loop.
Develop marketing strategies to increase enrollments		X			Continue to attend HS outreach programs and distributed newly designed brochures.
Identify strategies for building code changes		X			In process

Strengthen Advisory Committee		X			This is an ongoing project; Spring 2012 had an excellent advisory committee; New Department Chair now in place
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 at this point until we review the option of an accelerated program
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

Analysis of

e. Department Discussions on Progress on 5-year Goals

With a new department chair in place, continuing discussions on how to develop this program to meet the needs of the students to earn a degree or certificate.

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B. 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
Offer more courses or sections	Goal is earn AA and Transfer	Complete degrees and certificates	Equipment		1		
			Facilities				
			Personnel				
Camtasia - licenses for faculty	Course Development towards transfer	Alignment with Academic Quality Rubric to add media to all courses.	Software		2	$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.