Coastline Community College
Annual Institutional Planning Report

Career & Technical Education: ***Building Codes Technology***

Reporting & Planning Years: ***Reporting*** for **2014** & ***Planning*** for **2015**

Annual report submitted to the Program Review Committee on **November 6, 2014**

Professor Cheryl Chapman
Signature of Department Chair/Lead Faculty Member:

Signature of Dean/Director/Administrator

Data and Analysis: Program Data for Career & Technical Education: *Building Codes Technology*

Year	2009-10	2010-11	2011-12	2012-13	2013-14
ENROLLED AT CENSUS	395	436	388	249	289
FTES:	39	42	39	25	30
FTEF30:	1.8	1.8	1.3	0.8	0.9
WSCH/FTEF:	359	381	498	519	544
Fill Rates:	51.5%	61.2%	74.6%	80.7%	93.0%
SUCCESS AND RETENTION DATA					
Success Rate:	82.0%	76.4%	77.3%	84.3%	84.1%
Retention Rate:	93.7%	95.6%	94.1%	94.4%	92.4%
FALL TO SPRING PERSISTENCE WITHIN SUBJECT					
Fall-to-Spring in Subject:	28	28	29	9	13
F-to-S Persistence:	43%	36%	42%	23%	26%
DEGREES AND CERTIFICATES					
Certificates:	15	24	42	6	23
Associate Degrees:	2	3	11	4	7

Data Term Definitions *available on last page of this report template.*

Program Data Analysis

Fill and Success rates have increased over three academic years and persistence has increased significantly over the last two. This is directly related to reviewing the schedule and offering the courses needed, indicated by the increase of certificates and degrees earned.

(Box will explain as needed)

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Curriculum Data -- Use data from the previous academic year *(Provide Numbers below)*

	Additions	Revisions	Suspensions	Retirements	Current Total
Courses:					16
Certificates 18 units or greater:					5
Certificates less than 18 units:					0
Degrees: (AA, AS or AA-T, AS-T)					5

Curriculum Data Analysis

Courses: 16 courses with 4 work based sections available

Certificates: 5 Achievement - will reduce to 2 after meeting with advisory

Degrees: 5 AS degrees - will reduce to 2 after meeting with advisory

(Box will explain as needed)

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Student Learning Outcomes Data from the Previous Semester ***(Provide Number & Percentage below)***

Review the SLOs printouts for the previous semester's achievement for your department(s).
Go to http://seaport.coastline.edu/studentlearningoutcomes.cfm

Select:

A. Coastline
B. Statistical Reports by Term (previous semester)
C. Click Submit
D. Then select: Term
E. SLO Level: (select Program)
F. Select your discipline
G. For Select Course Number (select "All")
H. Wait 3-7 seconds for it to load

From the "Course Number" column, Count the total number of courses that collected PSLOs; ENTER THAT NUMBER IN THE BOX TO THE RIGHT:	**4**
From the "Fully Achieved" column, Count the total number of courses that met PSLOs at 80% or higher; ENTER THAT NUMBER IN THE BOX TO THE RIGHT:	**4**
Divide the number that met PSLOs by the total number of courses to get the % OF COURSES THAT MET PSLOs; (Fully Achieved / All Courses) ENTER THAT NUMBER IN THE BOX TO THE RIGHT:	**100.0%**

Discussions what can be done to improve the Percent of courses that meet PSLOs

Instructors are more familiar with closing the loop by distributing SLOs and discussing changes needed. Dept Chair will assist faculty in reviewing PSLOs

(Box will explain as needed)

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

Goal	100% Complete	Partially Complete	Not Started	Abandoned Provide Reason	Comments *(If completed; What were the outcomes?)*
	Mark One for each 5 year Goal				
Identify program-level outcomes	■	☐	☐	☐	
Develop marketing strategies to increase enrollments	☐	■	☐	☐	Continue to attend HS outreach programs and distributed newly designed brochures.
Increase program emphasis on distance learning offerings	☐	■	☐	☐	Fall 2014 50% of the course are offered online. Need to complete the remaining courses.
Develop method for student tracking and data collection	■	☐	☐	☐	Data Cube and our IR department collects student data
Hire a full-time faculty member	☐	☐	☐	■	Revisit at a later time

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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				
Offer all BCT courses needed to complete certificates and AAT in an online format	5 year goal #7 More courses online Education Master Plan Goal I.h Increase degree and transfers	Increase in certificate and degree completion	**Personnel**	Part Time Faculty	1	?	
Camtasia licenses for faculty	Strategic initiative #2 High Quality Course, Programs, and Services Initiative CCC will implement, and assess the Quality Rubric for all on-line and face-to-face classes and develop, implement, and assess a Quality Rubric for student support services and programs.	Alignment with Academic Quality Rubric to add media to all courses to improve the student learning experience.	**Software**		3	$800.00	Perkins
			Supplies				
			Technology				
Faculty development workshops to improve course quality	Education Plan Goal I.l Continue to advance the quality of instruction and support services through a comprehensive faculty and staff development program.	Courses will be reviewed during migration and engage in a continuous improvement cycle	**Training**	Train 5 PT faculty with 1 trainer	2	$1000.00	Perkins
			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.

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Complete the **Prioritization Allocation Rubric (PAR)** form which outline the evidence and connections to the College Goals, KPIs and Plans of the campus. Please place the score from each section of the PAR from in the table below.

Only include request that fall outside the capability of your operating budget.

Goal	Resource	Estimated Cost	Health, Safety Compliance	SLO or Data Driven	Master Plan Support	KPI Support	Implementation Plan	Funding Type	Total Score	Department Priority

The RESOURCE ALLOCATION PROPOSAL & the PRIORITIZATION ALLOCATION RUBRIC form can be found at the link below.

http://www.coastline.edu/about/research-planning/

Research and Planning Documents

- 2012-13 Annual Instructional Planning and Review
- 2013-14 Annual Instructional Planning and Review
- 2014-15 Annual Instructional Planning and Review
  - 2013-14 Subject Reports
  - 2014-15 AUO SAO
  - 2014-15 RAP & PAR Forms.docx (28KB)
- 2014-15 Annual Program Review
- 2014-15 AUO SAO

GLOSSARY OF DATA TERMS

Enrolled (Census): The official enrollment count based on attendance at the 20% point in the course.

FTES: Total **full-time equivalent students** (FTES) based on enrollment of resident and non-resident students. Calculations based on census enrollment or number of hours attended based on the type of AAM assigned to a section.

FTEF30: A measure of productivity that measures the number of **full-time faculty** loaded for the entire year at 30 Lecture Hour Equivalents. This measure provides an estimate of full-time positions required to teach the instruction load for the subject for the academic year.

WSCH/FTEF (595): A measure of productivity that measures the weekly student contact hours compared to full-time equivalent faculty. When calculated for a 16 week schedule, the productivity benchmark is 595. When calculated for an 18 week schedule, the benchmark is 525.

Fill Rate: A measure of productivity that measures the enrollment capacity of students at census to the MAX enrollment cap established for the section.

Success Rate: The number of passing grades (A, B, C, P) compared to all valid grades awarded.

Retention Rate: The number of retention grades (A, B, C, P, D, F, NP, I*) compared to all valid grades awarded.

Fall-to-Spring in Subject Persistence: The number of students who completed the course in the fall term and re-enrolled (persisted) in the same subject the subsequent spring semester.

F-to-S Persistence Rate as Percent: The number of students who completed a course in the fall term and re-enrolled in the same subject the subsequent spring semester divided by the total number of students enrolled in the fall in the subject.

Certificates: Number of certificates conferred per year.

Degrees: Number of Associate degrees conferred per year.