Coastline Community College
Annual Institutional Planning Report

Department/Division	CTE/Process Technology
Academic Year	2012-13

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	44	24	22
FTEF	4.4	1.2	.08
WSCH/FTES	509	340	470
Number of Full-Time Instructors	0	0	0
Fill Rate	43.1%	42.5%	63.9%
Success Rate	432/67.8%	255/59.2%	224/64.7%
Persistence	40%	42%	19%
Retention	432/85.6%	255/70.6%	224/91.1%

Program Data Analysis

The FTES for this program have dropped but might be a result of the economic environment. The success rate has remained about the same but the retention rate dropped but increased significantly.

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

	Additions	Revisions	Suspensions	Retirements	Current
Courses					12
Certificates 18 units or					1
Certificates less than 18					1
Degrees					1

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Curriculum Data Analysis

Curriculum is up-to-date but revisions are always in process. Would like to expand some offerings.

c. Student Learning Outcomes Data

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

Department Discussions Regarding SLOs ("Closing the Loop")

Progress was made as classes rotated through being offered.

d. 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Replace outdated CBT modules with modern modules that function on all web-based platforms.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
Improve Advisory Committee membership and participation		X			Advisory to be held Spring 2013
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		Need to have direction from advisory committee.

Analysis of Progress on 5-year Goals

Progress is being made but need to work with state and advisory committee to complete many goals.

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
			Equipment				

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			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.