Coastline Community College
Annual Institutional Planning Report

Department/Division	CTE/Process Technology
Academic Year	2013-14

Annual report submitted to the Program Review Committee on 10.30.2013

Cheryl Chapman
Signature of Department Chair/Lead Faculty Member

Signature of Dean/Director

A. Data and Analysis

a. Program Data

	3 Years	2 Years	1 Year
FTES	24	22	24.5
FTEF	1.2	.8	.75
WSCH/FTES	339.5	470.3	535.9
Number of Full-Time	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.

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

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

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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

a. 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.

b. 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Replace outdated CBT modules with modern modules that function on all web-based platforms.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.

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				

			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.