2015
Annual Program Review

Process Technology

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Section 1: Program Planning:

Internal Analysis

Enrollment and FTES:
Enrollment and FTES has shown a stagnant amount between 220 to 260 and FTES 22-25 annually.

Efficiency (FTEF/30 and fill rates):
The efficiency and fill rates have changed dramatically over the last three years.

Student Demographics:
The majority of the population in the program are males making up nearly 80% of headcount. Nearly 50% of the population is under 30 years old. The majority of white-non Hispanic and Hispanic students make up the majority of the population over 50% over the past few years.

Success:
The rate of course success over the past three years shows an increase from 64 to 70%.

Retention:
Retention rates have declined over the past three years but is still above 80%.

Persistence in Subject:
Describe student performance over the past year.

Awards (Degrees and Certificates):
The awards over the past three year shows a decline from 21 to 10.

Market Assessment

The department meets with the advisory board online and in- person on a bi-annual basis. In 2014-2015, in reviewing market trends are a continued demand, specifically with the emergence of the OSHA (occupational health and safety certificate) project. It was suggested that the program hires adjunct faculty to develop curriculum to ensure relevancy in the field. Additionally, the board suggests that the program faculty attend more professional development and training seminars.

Table 1.1 Program Review Data for Process Technology

Academic Year	2011-12	2012-13	2013-14
ENROLLMENT	224	265	245
FTES:	22	25	23
FTEF30:	0.8	0.8	0.8
WSCH/FTEF:	470	536	495
Fill Rates:	63.9%	73.1%	67.2%
FALL TO SPRING PERSISTENCE WITHIN SUBJECT			
Fall-to-Spring:	6	7	11
F-to-S Persistence:	19%	25%	28%
DEGREES AND CERTIFICATES			
Certificates:	11	8	6
Associate Degrees:	10	6	4

STUDENT DEMOGRAPHICS			
GENDER			
Female:	14.7%	11.7%	13.1%
Male:	84.8%	86.8%	86.1%
Unknown:	.4%	1.5%	.8%
AGE at TERM			
Less than 19	5.4%	1.5%	5.3%
20 to 24	9.4%	18.1%	11.4%
25 to 29	28.1%	18.9%	33.5%
30 to 34	18.8%	15.8%	11.8%
35 to 39	8.9%	7.2%	11.4%
40 to 49	21.9%	24.9%	20.4%
50 and Older	7.6%	13.6%	6.1%
RACE/ETHNICITY			
African American:	19.6%	18.5%	24.9%
Asian/Pac Islander:	14.7%	24.2%	9.0%
Hispanic:	17.4%	17.4%	21.6%
Multiple Race:	14.7%	4.5%	3.3%
White:	30.4%	32.1%	35.5%
Unknown:	4.5%	3.4%	5.7%

Table 1.2 Program Review Data for Process Technology by Modality

Academic Year	2011-12	2012-13	2013-14
Total SUBJECT Enrollment	224	265	245
- Success Rate	64.7%	57.7%	70.2%
- Retention Rate	91.1%	81.9%	82.9%

SUBJECT ENROLLMENT, SUCCESS AND RETENTION RATES BY MODALITY			
Cable Enrollment	---	---	---
- Success Rate	0.0%	0.0%	0.0%
- Retention Rate	0.0%	0.0%	0.0%
Correspondence Enrollment	---	---	---
- Success Rate	0.0%	0.0%	0.0%
- Retention Rate	0.0%	0.0%	0.0%
Hybrid Enrollment	---	---	---
- Success Rate	0.0%	0.0%	0.0%
- Retention Rate	0.0%	0.0%	0.0%
Online Enrollment	224	265	245
- Success Rate	64.7%	57.7%	70.2%
- Retention Rate	91.1%	81.9%	82.9%
Telecourse Enrollment	---	---	---
- Success Rate	0.0%	0.0%	0.0%
- Retention Rate	0.0%	0.0%	0.0%
Traditional Enrollment	---	---	---
- Success Rate	0.0%	0.0%	0.0%
- Retention Rate	0.0%	0.0%	0.0%

COLLEGE ENROLLMENT, SUCCESS AND RETENTION RATES BY MODALITY			
Cable Enrollment	875	558	766
- Success Rate	58.4%	57.7%	50.5%
- Retention Rate	86.7%	79.7%	75.7%
Correspondence Enrollment	453	524	813
- Success Rate	56.5%	67.2%	77.6%
- Retention Rate	89.0%	81.5%	89.7%
Hybrid Enrollment	1,245	689	627
- Success Rate	72.9%	72.3%	66.2%
- Retention Rate	89.6%	89.8%	84.4%
Online Enrollment	23,260	22,827	25,551
- Success Rate	64.3%	62.0%	62.9%
- Retention Rate	87.0%	82.2%	81.2%
Telecourse Enrollment	10,657	9,664	15,993
- Success Rate	57.3%	53.7%	55.3%
- Retention Rate	87.8%	80.5%	82.8%
Traditional Enrollment	14,712	12,345	10,517
- Success Rate	81.9%	77.0%	77.6%
- Retention Rate	93.0%	90.1%	88.5%

Program Student Learning Outcome(s)

In spring 2015 the BC faculty met at the All-College Meeting in a breakout discipline focused session to discuss the PSLO data. Through the discussions, the faculty determined that they needed to focus on course management skills, conduct assessment regularly and review different course content options.

Progress on Forward Strategy Initiative(s)

Table 1.3 Progress on Forward Strategies

Initiative(s)	Status	Progress Status Description	Outcome(s)
Replace outdated CBT modules with modern modules that function on all web-based platforms. Produce and include simulation, video, and high-quality graphics in the curriculum.	Completed	Software Simtronics licenses purchased	The department is teaching to industry standard
Work with the State of California, Department of Industrial Regulation, Division of Apprenticeship Standards to certify the curriculum in this program for various trades	In-progress	Continued discussions have occurred with dean and advisory committees through spring 2015	
Improve Advisory Committee membership and participation	Completed /Ongoing	Two additional companies participated on the board	A more diversified discussion and advisement to program direction
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.	Completed	In 2012-2013 the PSLOs were revised and updated	The PSLOs are being assessed and changes are being made via program review
Develop new course on renewable energy and greenhouse emissions reduction	In-progress	Continuing research in the curriculum	

Section 2: Human Capital Planning

Staffing

Table 2.1 Staffing Plan

Year	Administrator	Management	F/T Faculty	Adjunct	Classified	Hourly
Previous year	Dean of CTE	-	-	2	-	-
Current year	Dean of CTE	-	-	2	-	-
1 year	Dean of CTE	-	-	3	-	-

Based on increased enrollment, advisory board recommendations and the new certificate project it would be key to hire one faculty to teach the courses.

Professional Development

In 2014-2015 one faculty attended the annual industrial annual conferences. This was funded through Perkins IV funds. Additionally, the department is looking to send faculty to attend local trade shows related to building codes and the online teaching conferences by @1 and OEI in 2015-2016. Continue training faculty on simulation software.

Section 3: Facilities Planning

Facility Assessment

The program is offered completely online and no facility needs at this point.

Section 4: Technology Planning

Technology Assessment

Currently, the program uses Simtronics software and in order to continue offering the course and meeting industry standards it is anticipated that the software will continue to be renewed. Additionally, the courses are currently taught in Coastline Seaport LMS. Future plans will have faculty trained in and offering courses in Canvas the new Coastline LMS.

Section 5: New Initiatives

Initiative: Expand the adjunct faculty pool to offer and teach courses related to the OSHA (occupational health and safety certificate) project.

Describe how the initiative supports the college mission:
It will continue to provide new certificates and opportunities for success for CTE to meet demand of the industry.

What college goal does the initiative align with?

X Student Success
☐ Access, Persistence and Retention
☐ Innovation
☐ Partnerships
☐ Culture of planning, evidence and inquiry
X Growth and efficiency

What College planning document(s) does the initiative align with?

☐ Educational Master Plan
☐ Staffing
☐ Facilities
☐ Technology

What evidence supports this initiative?

☐ Learning Outcome (SLO/PSLO) assessment
X Internal Research (Student achievement, program performance)
X External Research (Academic literature, market assessment, audit findings, compliance mandates)

Describe how the evidence supports this initiative.
Based on increased enrollment, advisory board recommendations and the new certificate project it would be key to hire faculty to teach the courses.

Recommended resource(s) needed for initiative achievement:
Hire one adjunct faculty

What is the anticipated outcome of completing the initiative?
Revising curriculum, creating new OSHA (occupational health and safety certificate) and increasing enrollment.

Provide a timeline and timeframe from initiative inception to completion.
On approval of PIEAC, Budget Committee and College Council, the position will be hired in July and trained in August in preparation for 2016-2017.

Section 6: Prioritization

Initiative	Resource(s)	Est. Cost	Funding Type	Health, Safety Compliance	Evidence	College Goal	To be Completed by	Priority
Expand the adjunct faculty pool to offer and teach courses related to the OSHA (occupational health and safety certificate) project.	Adjunct faculty (2)		Ongoing	No	Increased enrollment, advisory board recommendations and the new certificate project it would be key to hire faculty to teach the courses.	Student Success; Growth and efficiency	Fall 2016	1