

Coastline Community College
Annual Institutional Planning Report

Department/Division	CTE/Real Estate
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 Prior (09-10)	2 Years Prior (10-11)	1 Year Prior (11-12)
FTES	40	33	31.4
FTEF	1.2	1	0.9
WSCH/FTES	577	547.4	572.3
Number of Full-Time Instructors	0	0	0
Fill Rate	56.8%	74.9%	81.7%
Success Rate	65%	67.6%	70.6%
Persistence	17.5%	12.3%	15%
Retention	86.6%	84.1%	82.1%

Program Data Analysis

The FTES for these courses has dropped as a reflection of the budget cuts that were taken last year. The Fill rate has increased by more than 15% and may be a result of offering curriculum online. The success rate and retention remained constant while the persistence declined but may be a result of nature of RE students taking classes that meet their relicensing requirements.

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

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	Additions	Revisions	Suspensions	Retirements	Current
Courses					16
Certificates 18 units or					2
Certificates less than 18					2
Degrees					0

Curriculum Data Analysis

With the recent election of the CTE department chair, the focus will be on curriculum revisions, course & certificate development and online offerings.

c. Program Student Learning Outcomes Data From Previous Semester

Total number of PSLOs/sections	5
Percentage of PSLOs/sections that were fully achieved	75%

Department Discussions Regarding SLOs (“Closing the Loop”)

Discussion with faculty and department chair to close the loop and report qualitative narratives to improve courses and retention.

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

Goal	Complete	Partially Complete	Not Started	Abandoned	Comments
Establish a professional advisory committee consisting of real estate faculty and members from the various fields of real estate, escrow, title, lending, exchange and taxation, and property management; hold a minimum of two meetings per year		X			The Real Estate Advisory committee has been meeting jointly with the Business sector advisory for the last few years, but needs to also hold it’s own advisory.

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Develop new courses		X			This is an ongoing process
Develop online courses in all subject areas of real estate		X			Three of the classes are now being offered online, it is suggested that the remaining also be developed for online delivery
Purchase a mobile notebook computer lab with wireless router				X	CTE labs are currently available for use by RE classes.
Develop a plan to recruit new real estate instructors			x		Dept Chair will work with faculty to pursue these options.
Develop a team-teaching/mentoring program to prepare new instructors			x		Promote Academic Quality Rubric for course development
Work with other departments within the college to develop a program that will assist in meeting the marketing needs of the Real Estate Program			X		Dept Chair will work with faculty to pursue these options, especially with DGA, BC and business faculty
Develop a placement service in cooperation with the One-Stop Centers				X	One-Stop Centers were closed this past year.

Analysis of Progress on 5-year Goals

Some progress is being made, and with a new department chair, it is hopeful that the program will benefit by completing more of the above 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				
Camtasia - licenses for faculty	Course Development towards transfer	Alignment with Academic Quality Rubric to add media to all courses.	Software		1	\$800	Perkins
			Supplies				
			Technology				

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			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.