

**Program Review Presentation Template
Fall 2011**

Division: *Community Education|C7E|Child Development Center*

Program Reviews Completed:

1. Accounting
2. Business (including Phlebotomy)
3. Business Information Systems
4. Child Development
5. Child Development Center
6. Community Education
7. Medical Assisting
8. Real Estate
9. Home Economics, including Interior Design and Fashion Design/Merchandising.

(Submitted after the division meeting.

Therefore, it was not discussed; however, its initiative is contained hererin and does not request funding.)

Program Reviews Incomplete: N/A

- 1.
- 2.
- 3.

Program Reviews Not Submitted:

1. Executive Assistant
- 2.
- 3.

I. Process Overview:

Provide a short narrative of the process by which programs completed program reviews and the division prioritized initiatives.

- Each department met with either Kathryn Jameson-Meledy or Sandy Hajas to review the Program Review document, as well as the data. All faculty were invited to participate. In the case of Community Ed, the Community Education Specialist and Assistant Dean met with Sandy Hajas. In the case of the Child Development Center, the Center Supervisor elected to meet with the Assistant Dean and the teaching staff to discuss the Program Review, without a facilitator. Meetings were well-attended and collegial, with appreciation expressed to each facilitator who helped us interpret the data and learn the vernacular.
- The Program Review documents were finalized by faculty and/or department chairs, after which they were forwarded to the Assistant Dean for review. For the Child Development Center, the Supervisor wrote the document. For Community Education, the Assistant Dean wrote the document and shared it with the facilitator and Community Ed Specialist for review and discussion.

- When the Assistant Dean had a question about the document, she contacted the author for explanation.
- A division meeting was conducted on October 10 in which all faculty and staff from all programs were invited, and fifteen attended. Each program representative was given 3 minutes to talk about the initiatives that came out of each program review. Participants timed each other to keep the meeting moving along and ensure fairness. After each presentation, participants asked questions of the presenter. Excellent discussions ensued. After the meeting, one participant commented, "It was good to learn about other programs." Another participant sent the Assistant Dean a brief "thank you" email the next morning. The process was collegial and transparent. A new, division-wide initiative was born out of this process. See below.

I. Initiatives Not Requiring Additional Resources:

Briefly explain major division **highest** initiatives NOT requiring resources.

- a) Two faculty volunteered during the division meeting to develop a brief survey for CTE students to determine their goals in taking their CTE classes and also to determine the number of special populations we serve for Perkins funding, as we felt that current data is old and not accurate. This outstanding, new initiative grew out of discussions during the division meeting.
- b) Certain BIS courses recommended by faculty should be moved to the BUS Department.
- c) The Child Development Center proposed better data collection regarding the numbers of Child Development students who utilize the Child Development Center for required lab hours.
- d) Faculty agreed to revise and streamline the certificate and degree patterns in Medical Assisting, Business Management and Accounting. They also are supporting a new TMC for an AS degree in Business.
- e) Faculty want to provide more information to counselors and to high schools about the accounting program.
- f) Faculty propose to develop a Certificate of Achievement in Real Estate.
- g) Faculty propose to develop industry-recognized technology certificates in Business.
- h) The division supports the continued operation of Community Education at no cost to the District.

II. Findings, Initiatives, and Requests for Resources:

Using the Initiatives Priority Spreadsheet, briefly explain the division's **greatest** needs as they relate to program SLOs, student success outcomes, and program operating outcomes. For each of these needs, provide the corresponding finding and initiative.

- a) Findings: (Finding 1) Business Advisory Committee consistently requests higher level technology skills; (Finding 2) Percentage of full-time faculty in Business Department has decreased by 11% over the last several years, while the percentage of full-time faculty at the college has increased by 5%.

Initiative: Hire a full-time faculty person

Resources Requested: \$108,000

- b) Finding: (Finding 5) The CD program efficiency factor is excellent, at 102% for CD classes and at 131% for CD classes that are cross-listed with HEC classes. The Total FTEF for Fall 11 is 4.1664 (525 Report dated 8/30/11). Yet, the program functions with only 1 full-time faculty member, who also serves as department chairperson.

Initiative: Hire a full-time faculty person.

Resources Requested: \$108,000

- c) Finding: (Finding 2) Students need on-the-job training in order to get jobs when they complete the program. (Although OJTs are not required by any type of regulation, the need for this type of training has been consistently recommended by Advisory Committee.)

Initiative: Re-institute Medical Assisting Internship (BUS 95 Med Asst)

Resources Requested: \$5000

- d) Finding: (Finding 1) The Child Development Center plays a vital role in students completing coursework required for a certificate and/or degree in Child Development or transfer to a university. Without the Early Childhood Mentor Teacher grant and with few area teachers meeting qualifications for master teachers as specified by Ed Code, the instructional program depends on using the Center for practicum placements.

Initiative: Institutional Support for a Center teacher.

Resources Requested: \$40,000

(You may add to this list if more are needed to represent the division's greatest needs.)

III. Program Discontinuance:

If you had a program or programs on the discontinuance list (part of the planning parameters), explain your division's position and rationale for each.

1. Business Information Systems – Transfer recommended courses into the Business Department in order to prepare students to use the technology that is commonly required in the labor market. We cannot send students into the business field without competency in commonly-used computer applications.

2. Real Estate course offerings should be downsized from seven or eight a year to two or three a year, reducing the cost of operating the program but maintaining its presence in the District and the community. Data indicate that enrollment and productivity remain solid for this program. The only other opportunities for students to fulfill the educational requirements to take the California Real Estate Salesperson's exam are either through a large number of online vendors or at Simi Valley Adult School, offering both in-house and online courses.
3. Community Education should continue operation by taking all reasonable measures to ensure to the best of its ability, that it will balance at the end of each fiscal year.
4. Fashion Design and Merchandising and Interior Design are part of the Home Economics Department which submitted a Program Review after the due date and after the division meeting, so it did not have the advantage of division-wide discussion. However, its program review is requesting a no-cost initiative as follows: Restructure the degree pattern to create a program that better serves students in terms of transfer and is more focused on consumer education.
5. Executive Assistant degree/certificate outdated and scheduled for deletion.

IV. Minority opinions on other resource requests:

If applicable, explain areas of disagreement pertaining to the division priorities in the categories of faculty, other personnel, equipment/computer, facilities, operating budget, and other.

V. Appeals:

If any of the minority opinions will be appealed to the College Planning Council, please list and explain below. Appeal presentations are scheduled for November 9.

- a)
- b)
- c)

VI. Additional Information:

Is there any additional information you would like to provide to the College Planning Council about your division's process?