

Career & Technical Education (CTE) Division

Program Review

November, 2013

CTE Program Review 2013-2014

1. Accounting
2. Automotive
3. Business
4. Certified Nursing Assistant
5. Child Development Center & Program
6. Construction Technology
7. Criminal Justice
8. Drafting
9. Emergency Medical Technology
10. Manufacturing
11. Medical Assistant
12. Nursing
13. Paramedic Studies
14. Water Science
15. Welding

Program Review Presentation

- I. Process Overview
- II. Initiatives Not Requiring Additional Resources
- III. Findings, Initiatives, and Requests for Resources
- IV. Program Discontinuance
- V. Minority opinions on other resource requests
- VI. Appeals
- VII. Additional Information

I. Process Overview

- Each department - a lead faculty member
 - Collecting information, drafting document/initiatives.
- Two (2) meetings were scheduled in October
 - To discuss & gather information, to formulate & prioritize initiatives.
 - Facilitated by Susan Bricker
 - Very collaborative effort
 - Met on 10/16/13 to review process, timelines & individual program reviews
 - Met on 10/30/13 to rank initiatives

II. Initiatives Not Requiring Additional Resources

- No Resources/Funds Required
 - Pages 3-5 on Handout #1
- Other Funds - Grants
 - Pages 5-6 on Handout #1

III. CTE Findings, Initiatives, and Requests for Resources - continued

CLASSIFIED: REQUIRED PRIORITY

1. EMT/Paramedic - Seasonal Office Assistant II (640 Hrs)

Finding: Regulatory Requirement per CA Title 22/ CAAHEP Accreditation

Rationale: Admission paperwork for each student entering the EMT and Paramedic Programs (45-65 students/semester) requires 8-10 hours/student to verify their eligibility for the clinical portion of the program.

Resources Requested: \$ 7,680/year

2. EMT/Paramedic- Instructional Lab Tech (40%)

Finding: Regulatory Requirement per CA Title 22/ CAAHEP Accreditation

Rationale: Tech will maintain equipment/supply inventory, setup and take down daily instructional scenarios and assist faculty with lab/classroom instruction

Resources Requested: \$ 35,000/year

III. CTE Findings, Initiatives, and Requests for Resources - continued

CLASSIFIED: REQUIRED PRIORITY

3. Automotive - Instructional Lab Technician (100%)

Finding: Health & Safety requirement/NATEF Accreditation

Rationale: Restore current Instructional Lab Tech position from 10 to 12 months to support additional lab courses at required accreditation levels, support summer classes & ensure increased inventory repair, update & control during summer months.

Resources Requested: \$10,000 (salary and benefits)

4. Automotive – Add PT Instructional Lab Tech. (40%)

Finding: Health & Safety requirement/NATEF Accreditation

Rationale: To achieve required 15/1 student/teacher ratio in expanded automotive lab sections request additional Instructional Lab Technician position (16 hours/week) (NATEF Accreditation)

Resources Requested: \$22,000 (salary and benefits)

III. CTE Findings, Initiatives, and Requests for Resources - continued

CLASSIFIED: REQUIRED PRIORITY

5. Nursing - Restore Administrative Assistant position

Finding: Regulatory Requirement per BRN/ACEN Accreditation

Rationale: Restore current Administrative Assistant position from 50% to 100% in CNA/HHA/ADN programs to achieve standard to meet staffing requirements

Resources Requested: \$ 35,000/year

6. Nursing – Add Instructional Lab Technician II

Finding: Regulatory Requirement per BRN/ACEN Accreditation

Rationale: Add Instructional Lab Tech II to meet the BRN and ACEN accreditation standards for staffing requirements

Resources Requested: \$ 65,000/year

NUR14-01, NUR14-02 and NUR12-02, NUR13-01

III. CTE Findings, Initiatives, and Requests for Resources - continued

CLASSIFIED: HIGH PRIORITY

1. Child Development (Program & Center) - CD Associate

Finding: Provide funding for (1) CD Associate position, (same as instructional lab tech positions currently funded for other academic labs on campus).

Rationale: The position provides required educational fieldwork supervision for CD students.

Resources Requested: \$ 65,000/year

CDP12-01/CDC12-02,

III. CTE Findings, Initiatives, and Requests for Resources - continued

CLASSIFIED: HIGH PRIORITY

1. CTE Division – Restore 1 (100%) Admin. Assistant

Finding: Current staffing level directly impacts Division productivity. Drastic cuts (from 4 classified positions to 1) have significantly impacted Division effectiveness causing delayed processing of paperwork & student requests.

Rationale: Restore one (1) FT Administrative Assistant position

Resources Requested: \$ 65,000/year

2. CTE Division – (40%) Student Outreach Specialist

Finding: SB 1070 grant supporting CTE Program Specialist (High and Middle School outreach for CTE programs) position expires 11/2014, no renewal.

Rationale: Institute Student Outreach Specialist position (40% general fund, 30% Perkins, 30% CTE Transitions grant)

Resources Requested: \$ 34,000/year

III. CTE Findings, Initiatives, and Requests for Resources - continued

FACULTY: REQUIRED PRIORITY

1. Automotive – FT (1) Instructor (100%)

Finding: Health and Safety/NATEF Accreditation

Rationale: Currently have two full-time instructors, one retiring Sp2014
Replace retiring FT instructor to cover increase in class sections and
maintain required 15/1 student/teacher ratio in automotive lab courses

Resources Requested: \$120,000 (salary and benefits)

2. Automotive – FT (1) Instructor (100%)

Finding: Health and Safety/NATEF Accreditation

Rationale: Add additional FT instructor to cover college-requested
increase in class sections and maintain required 15/1 student/teacher
ratio in automotive lab courses

Resources Requested: \$120,000 (salary and benefits)

AT14-01, AT14-02

III. CTE Findings, Initiatives, and Requests for Resources - continued

FACULTY: HIGH PRIORITY

1. Criminal Justice – FT (1) Instructor (100%)

Finding: Currently have two full-time instructors and FT/PT Faculty Ratio of 29%/71%

Rationale: Add additional FT instructor to more closely align the current FT/PT Faculty Ratio of the CJ program (29%/71%) to the College-wide FT/PT ratio (42%/55%).

Resources Requested: \$120,000 (salary and benefits)

CJ14-02

III. CTE Findings, Initiatives, and Requests for Resources - continued

COMPUTER: REQUIRED PRIORITY

1. Medical Assistant - Laptops/cart for Santa Paula Prog.

Finding: Instructional requirements/Accreditation. Currently the MA Program has no computers to train students on medical billing software.

Rationale: Laptops (25) and storage cart (1) are necessary to meet the instructional goals of the MA course.

Resources Requested: \$30,000

III. CTE Findings, Initiatives, and Requests for Resources - continued

1. COMPUTER: HIGH PRIORITY

Automotive – Upgrade Wi Fi Internet Access

Finding: Current Wi Fi access in Auto Lab unable to support multiple students access for required in-class assignments

Rationale: Upgrade of Wi Fi Internet access in Auto Lab to ensure student access to internet based required assignments in the automotive lab

Resources Requested: \$4,000

AT14-05

III. Findings, Initiatives, and Requests for Resources - continued

FACILITIES: REQUIRED PRIORITY

1. Automotive - Safety barrier front of AEP 1 entrance
Finding: Health and Safety – Currently direct path from North Parking Lot driveway into main entrance of building
Rationale: Erect cement/steel auto-deterrent safety barrier
Resources Requested: \$5,000
2. Business - Enhance student safety in classroom
Finding: Health and Safety – Currently table configuration and crowding in MCE 344 presents trip/fall risk) for 35 students
Rationale: Replace desks and reconfigure classroom student desk/chair arrangement to address classroom safety
Resources Requested: \$20,000

III. Findings, Initiatives, and Requests for Resources - continued

FACILITIES: REQUIRED PRIORITY

3. Business - Enhance student safety in computer labs

Finding: Health and Safety – Currently unrestrained computer cords in rooms MCE 340, 341, 342 and 343 present a significant trip and fall hazard for students and faculty trying to move between desks/chairs

Rationale: Rearrange/reroute exposed and unrestrained computer cords to address classroom safety

Resources Requested: \$1,5000

BUS14-09

III. CTE Findings, Initiatives, and Requests for Resources - continued

FACILITY: REQUIRED PRIORITY

4. CTE Division – Enclose admin. assistant workstation

Finding: Health and Safety – Open workstation prohibits proper security of confidential documents, computers and office equipment.

Rationale: Construct a glass-enclosure around the current Administrative Assistant's workstation to secure confidential materials and valuable computer/office equipment.

Resources Requested: \$8,000

5. CTE Division – Erect wire fence around ECT garden

Finding: Health and Safety – open nature of the ECT garden allows vandalism of plantings, structures and equipment.

Rationale: Erect wire fence to enclose and secure garden area, ECT and HH buildings.

Resources Requested: \$5,000

CTE14-03, CTE14-05

III. Findings, Initiatives, and Requests for Resources - continued

FACILITIES: HIGH PRIORITY

1. EMT/Paramedic - Construct simulated home setting

Finding: Currently EMT/Paramedic students have no opportunity to learn how to handle the complexities of scene management while performing their clinical skills in a controlled environment

Rationale: Convert and place near HSC/MCW/MCE an available surplus trailer retrofitted to simulate a home environment. CJ will also use it.

Resources Requested: \$1,500

2. Water Science - Construct water simulation

Finding: Currently limited classroom teaching aids available to demonstrate principles of water/wastewater treatment process

Rationale: Construct Water/Wastewater Treatment process simulation model (10' wide X 15' length X 10' high) in orchard, next to WS lab.

Resources Requested: \$5,000

III. Findings, Initiatives, and Requests for Resources - continued

FACILITIES: HIGH PRIORITY

3. Welding - Electrical Panel in Outdoor Welding Lab

Finding: Currently no electrical panel available in outdoor welding lab for hookup for new Lathe/Mill to be purchased in 2013/2014

Rationale: Place electrical panel in outdoor welding lab

Resources Requested: \$15,000

WEL14-03

III. Findings, Initiatives, and Requests for Resources - continued

GENERAL FUND: REQUIRED PRIORITY

1. Nursing - Program Data Reporting Requirements

Finding: BRN/ACEN Accreditation – Currently no available resources to generate data elements required to meet accreditation requirements

Rationale: Engage institutional researcher (20 Hr/semester) to report BRN/ACEN (\$3,754/academic year) & NCSBE data (\$450/academic year)

Resources Requested: \$4,205

NURS 14-04

III. Findings, Initiatives, and Requests for Resources - continued

GENERAL FUND: HIGH PRIORITY

1. Automotive - Maintain emission control analyzers

Finding: Currently no designated funds for maintenance contract on Emission Control Analyzers equipment for regular service and repairs

Rationale: Establish designated funds for maintenance contract on Emission Control Analyzers equipment for regular service and repairs

Resources Requested: \$15,000/Yr.

2. Medical Assistant – Establish student externships

Finding: Currently no opportunity for students to gain work experience and soft skills development while in school

Rationale: Establish student externships to gain work experience, soft skills and potential job opportunities prior to program completion

Resources Requested: \$5,000

AT12-02, MA12-0

III. Findings, Initiatives, and Requests for Resources - continued

GENERAL FUND: HIGH PRIORITY

3. Nursing – Convert student support courses to Tier 1

Finding: NS V75, V84A, V84B, V84C, V84D, V85 courses provide support for students' success and persistence. Grant funded, expires Fall14

Rationale: Convert these courses to Tier 1 to ensure regular scheduling of classes to support student success and persistence.

Resources Requested: \$25,000

4. Water Science – Increase class sections/PT faculty

Finding: Expansion of program needed, especially evening classes targeting industry-specific classes for working students

Rationale: Add 2 additional evening sections per semester

Resources Requested: \$8,000

NUR12-03 & NUR14-03, WS14-06

III. Findings, Initiatives, and Requests for Resources - continued

GENERAL FUND: HIGH PRIORITY

5. CTE Division – Restore CTE Assistant Dean position

Finding: Elimination of position during budget cuts and integration of 16 disciplines under one Division Dean had many positive outcomes, but further Division growth/productive requires additional position.

Rationale: Position to focus on daily operations and provide greater supervision for proposed day/evening/Saturday classes (e.g. Tuesday-Saturday, 11-8PM work schedule), while the CTE Dean focuses on more global and strategic planning/initiatives.

Resources Requested: \$120,000

CTE14-02

III. Findings, Initiatives, and Requests for Resources - continued

OTHER EQUIPMENT: HIGH PRIORITY

1. Child Development Program – Furnishings

Finding: Students required to observe children at play from observation room. Requires continuous note taking and writing by students

Rationale: Provide five (5) tall chairs and three (3) installed writing surfaces for students to use while conducting observations

Resources Requested: \$2,500

2. Architecture – Printer/plotter

Finding: Students need to print out blueprints and plans during classroom instruction. Current printer/plotter unable to meet class demand

Rationale: Provide one (1) printer/plotter for classroom use

Resources Requested: \$10,000

CDP14-02, ARCH14-06

IV. Program Discontinuance

1. Drafting – Industrial - Contested
2. Medical Assistant - Contested

V. Minority opinions on other resource requests

None received

VI. Appeals

None Received



Thank you