Program Planning and Assessment (PPA)
for Academic Programs

Comprehensive Review, Annual Review & Action Plan

Spring 2015

The purpose of Program Planning and Assessmenthe premise

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	(must be in final form by 3/27 / 15)*	Date Submitted to Dean
Business Office Technology		

*Please note that you should work with your colleagues and dean to ensure that this report is completed, revised as needed, in its <u>final form</u> and submitted no later than the end of March.

List of Contributors, including Title/ Position

Name	Title/Position
Peter Calvert	Instructor

I.   COMPREHENSIVE REVIEW

Please complete this section for programs/disciplines scheduled for comprehensive review in spring 2015. Go to Section II for programs/disciplines scheduled for annual review in spring 2015.

A. OVERALL PROGRAM EFFECTIVENESS

1. Describe your program in terms of its overall effectiveness over the past several years.

Please consider the questions be

B. INSTRUCTIONAL STAFFING

1. In the table below enter the number of sections offered and the number of full time and adjunct faculty in your program / discipline by term over the past several years.

Term	No. of Active Sections	Full-time Faculty	Adjunct Faculty

2. What staffing factors/challenges have influenced the effectiveness of the program?

[Begin response here]

C. CTE PROGRAMS – LABOR MARKET & ACHIEVEMENT

Please complete this section if the program is Career Technical Education
(CTE). Go to subsection D if the program is not CTE.

1. Describe the demonstrated effectiveness on the program over the past several years with levels and trends of achievement data, including degree/certificate completions (awards) and employment statistics.

[Begin response here]

2)

3)

4)

5)

This section must be completed for ALL academic programs, including those scheduled for a comprehensive review in spring 2015.

A. COURSE DATA & TRENDS

1. Please evaluate the 3-year trend of enrollment and success of courses in your progra   n   ogra

BUS 152 enrollment has been steady, reflecting the small size of the discipline; going forward this class will be paired with BUS 154 and BUS 1A which is likely to increase enrollment.

SUCCESS

3. Review the success data. Describe and analyze any patterns or anomalies that you notice. What do you make of these patterns or anomalies? What actions should be taken to ensure continuous improvement?

BUS 151 had a substantial drop in success in Spring '14. As a result, with consultation with Math Department faculty, a new text with a different emphasis has been chosen for Fall '15.

BUS 152 has a new edition of the text, and has some additional publisher's material which students believe has aided as a study guide; this may account for the steady increase in success during the period.

DEGREES AND CERTIFICATES

4. Describe the demonstrated effectiveness of the program over the past several years with levels and trends of achievement data, such as degree and certificate completions/awards.

For the last three years there has been a steady increase in both Certificate (0/10/9) and Degree (2/9/8) awards. This may be partially in response to the effects of the economic meltdown, focusing more people on completing more education as they are no longer in the workforce. It must be noted, however, that the BOT program has always suffered in its completion rates because so many of our students "job out"; they complete enough courses to find work and do not complete their programs. The discipline argues that these are successes, since the students have reached their goals, which may not coincide with the College's goals.

B. TEACHING MODALITY

1. Enter the number of Distance Education Courses, both fully online and hybrid sect5 0 TdrTd (t)T1j t

2. Compare student success in the DE teaching environment with success in

Courses scheduled for review during AY 2014-15	Faculty member(s) responsible for coordinating	Target semester and year—Fa 2015 or Sp 2016 9..08 i48148e W n 0 0 11.06W n BT /TT2 1 Tf 1re 0.4
BUS 131	Calvert	Fa '15

measurable outcomes were achieved? Did the activities and subsequent dial

*** Please complete this page for each new activity. ***

2A. This item is used to describe how the new activity, or continuing new activity, will support the program/discipline.

a) Describe the new activity or follow-on activity that this resource will support.

As the technology and demands of the workplace have rapidly changed, the entire BOT program must be aligned with the needs of local employers. A BOT Advisory Committee made up of active practitioners will be most effective in directing such changes.

b) Describe how this activity supports all of the following that apply:

Priority 6 addresses the relationship between industry and the College. This activity will not only provide useful information regarding the courses and programs that the College offers, but will strengthen the working relationship with individual companies in our Service Area.

c) Does this activity span multiple academic years?   YES   NO

   If yes, describe the action plan for completion of this activity.

The committee will meet four times in AY 15-16 and two times in AY 16-17. Each meeting will continue review of the steps by the Department with the Curriculum Committee   until the final approval by applicable agencies, e.g. Chancellor's Office, as required.

d) What measureable outcomes are expected from this activity? List indicators of success.

   Changing course designators from BUS to BOT
   Aligning course material and SLOs with employer needs
   Reviewing and changing or adding Certificates to the BOT progam

e) What are the barriers to achieving success in this activity?

   Recruiting sufficient members from the widest possible industry and business base
   Unexpected complexity of change of course designators
   Unknown resistance from Chancellor's Office

2B. This item is used to describe how the new activity, or conti nu ing new activity,

Activity No.	Personnel Classified Staff/ Faculty (C/F/M)*	Supplies/ Equipment (S/E)**	Technology Hardware/ Software (H/S)***	Contract Services	Training	Travel	Library Materials	Facilities /Space e.g., Science Labs	Projected Costs
1.		S				X			$1,400
2.									None

* Personnel: Inclu

APPENDIX A.   Strateg ic Pri oriti es & Goals
(from Hartnell College Strate gic Plan 2013-2018)

Priority 1: Student Access

Goal 1A: Hartnell College

Priority 5: Innovation and Relevance for Programs and Services

Goal 5A: