

Instructional Program Review: Annual Update

1. Have there been any changes in the program over the past year that have had a significant impact on it goals and/or effectiveness? If so, please describe the changes and their impact. *(Refer to questions 1 and 2 in the most recent Program Review.)*

The program was moved to the new facility at State St. There is no impact at this time because no "live" classes have been run from that facility. The "online" courses have seen no impact.

2. Summarize the progress the program has made on SLO measures which have been applied since the last Program Review and any improvements made as a result of the outcomes assessment process. *(Refer to question 6.B. in the most recent Program Review.)*

There have been no program assessments made because classes have been canceled due to low enrollment. This precludes any program assessment being made during this time frame. Only "online" courses have been completed and all "cap stone" courses have been canceled due to low enrollment.

In addition, describe the plan for assessing the SLOs that have not been assessed at this time.

The SLOs will be assessed at the completion of the ELCT 70E course which is used as a "Cap Stone Course" for the ELCT program.

3. Provide a status update on meeting the program goals and objectives identified in the last Program Review. *(Refer to question 8 in the most recent Program Review.)*

The program goals and objectives have been preempted because of class cancelations due to low enrollment numbers.

4. a. Revise and update as needed the [Goals/Objectives/Actions](#) table, entering the specific program goals and objectives which have been formulated to maintain or enhance strengths, or to address identified weaknesses. New goals and objectives may be created, and/or goals and objectives from last year may be carried over in original or modified form.
b. In addition, enter any [resources required](#) to achieve each objective. *(Refer to question 9 in the most recent Program Review.)*
5. If there is anything else that should be taken into consideration in evaluating the program's Annual Update, please describe it.

The program is a collection of adjunct instructors with no "lead" or direction supplied from a full time program instructor. This prevents any real guidance/direction being given to the adjuncts to develop a cohesive program.

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Instructional Program Review: Annual Update (Draft)

Goals*/Objectives/Actions

*Indicate how each Goal is aligned with the College's Strategic Priorities

GOAL		ALIGNMENT*	OBJECTIVE	OUTCOMES/MEASURES	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE		Date Completed/or Status	
#1	Provide learning programs and an environment that ensure student success.	<input type="checkbox"/> 1. Foster innovative learning environment <input type="checkbox"/> 2. Provide Successful college learning experience <input type="checkbox"/> 3. Promote and support student engagement <input type="checkbox"/> 4. Cultivate and enhance local partnerships <input type="checkbox"/> 5. Attract/ develop excellent employees <input type="checkbox"/> 6. Strengthen college planning/ decision making	#1) Expand and/or revise the curriculum to meet the dynamic needs of students and community.	No "Advisory Committee" meetings have taken place since the full time program instructor position had been vacant.	a)	Have "Advisory Committee" meetings.	Suspended	
					b)	Student course "feedback"	Completed through "Online" courses.	
					c)	<i>Enter text</i>	<i>Enter text</i>	
				#2) Support flexible pedagogies designed to improve student learning and achievement.	No evaluations have been performed due to the "cap stone" courses being canceled due to low enrollment.	a)	<i>Enter text</i>	<i>Enter text</i>
					b)	<i>Enter text</i>	<i>Enter text</i>	
					c)	<i>Enter text</i>	<i>Enter text</i>	
				#3) <i>Enter text</i>	<i>Enter text</i>	a)	<i>Enter text</i>	<i>Enter text</i>
					b)	<i>Enter text</i>	<i>Enter text</i>	
					c)	<i>Enter text</i>	<i>Enter text</i>	
#2	Actively support and promote local economic growth and community development.	<input type="checkbox"/> 1. Foster innovative learning environment <input type="checkbox"/> 2. Provide Successful college learning experience <input type="checkbox"/> 3. Promote and support student engagement <input type="checkbox"/> 4. Cultivate and enhance local partnerships <input type="checkbox"/> 5. Attract/ develop excellent employees <input type="checkbox"/> 6. Strengthen college planning/ decision making	#1) Establish CTE programs that meet educational and training needs of local employers.	The training needs were established from meetings held over two years ago with the local "Advisory Committee". No "Advisory Committee" meetings have taken place since the full time program instructor position had been vacant.	a)	Have "Advisory Committee" meetings.	Suspended	
					b)	<i>Enter text</i>	<i>Enter text</i>	
					c)	<i>Enter text</i>	<i>Enter text</i>	
				#2) <i>Enter text</i>	<i>Enter text</i>	a)	<i>Enter text</i>	<i>Enter text</i>
					b)	<i>Enter text</i>	<i>Enter text</i>	
					c)	<i>Enter text</i>	<i>Enter text</i>	
				#3) <i>Enter text</i>	<i>Enter text</i>	a)	<i>Enter text</i>	<i>Enter text</i>
					b)	<i>Enter text</i>	<i>Enter text</i>	
					c)	<i>Enter text</i>	<i>Enter text</i>	
#3	Promote awareness, interest and access.	<input type="checkbox"/> 1. Foster innovative learning environment <input type="checkbox"/> 2. Provide Successful college learning experience <input type="checkbox"/> 3. Promote and support student engagement	#1 Increase public awareness of, and interest in, college offerings, including	No "Advisory Committee" meetings have taken place since the full time program instructor position had been vacant.	a)	Have "Advisory Committee" meetings.	Suspended	
					b)	Advertize at local venues	Outside our perview.	
					c)	Seek "counciling" staffs cooperation in promoting	Outside our perview.	

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		<input type="checkbox"/> 4. Cultivate and enhance local partnerships <input type="checkbox"/> 5. Attract/ develop excellent employees <input type="checkbox"/> 6. Strengthen college planning/ decision making	degree and certificate programs, lifelong learning and extra-curricular activities.			programs.	
			#2 Ensure students from all sites, including distance learners, have equal access to student support systems.	The "curriculum" is the same for both "live" and "online" courses.	a)	Review testing and curriculum parity between "live" and "online" courses.	Suspended until "live" course has been taught.
					b)	<i>Enter text</i>	<i>Enter text</i>
					c)	<i>Enter text</i>	<i>Enter text</i>
			#3 <i>Enter text</i>	<i>Enter text</i>	a)	<i>Enter text</i>	<i>Enter text</i>
					b)	<i>Enter text</i>	<i>Enter text</i>
					c)	<i>Enter text</i>	<i>Enter text</i>

Resources Required

Goal #	Objective #	Resource Required	Rationale*	Estimated Cost
Provide learning programs and an environment that ensure student success.	Expand and/or revise the curriculum to meet the dynamic needs of students and community.	Full time construction trades instructor	The program is a collection of adjunct instructors with no “lead” or direction supplied from a full time program instructor. This prevents any real guidance/direction/coordination being given to the adjuncts to develop a cohesive program.	\$65K +
<i>Enter text</i>	<i>Enter text</i>	<i>Enter text</i>	<i>Enter text</i>	<i>Enter text</i>
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***Rationale:** For each resource listed, enter the reason(s) the resource is needed to achieve the objective.

A [BUDGET ALLOCATION PROPOSAL](#) must be completed and submitted for **EACH** new resource requested.

**Budget Allocation Proposal**

Originator:	Larry Schrader		
Program or Department Name:	Residential Electrical Program		
Dean/Vice President/Supervisor:	Ken Eaves		
Amount Requested:	\$65K		
Date:	11/4/2012	One-time funding: <input type="checkbox"/>	Ongoing Funding: <input checked="" type="checkbox"/>

1) What are you requesting? Why is the request being made? Where was the need identified?

1. Refilling of one full time instructor position for CTE Building Trades programs.
2. Unrealistic demands are being made on the adjunct instructors in both time and responsibility which causes the programs to stagnate and falter.
3. The programs within the CTE consist of a collection of adjunct instructors with no real "lead" or direction supplied from a full time program instructor. This prevents any real guidance/direction being given the the adjuncts to develop cohesive programs. The ship needs a rudder.

2) Indicate how your request is supported by your:**a) Program Review/Annual Update**

Many of the tasks and actions have been either suspended or unfulfilled due to time and personnel constraints.

A "disconnect" has occurred between the local community and the College's construction trades departments because of no direction, communication or point of contact.

AND**b) Student Learning Outcomes/Program Learning Outcomes/Service Area Outcomes**

There is no measure for the "student learning outcomes" due to the low enrollment/class cancellations caused from lack of advertisement or communication between the local community/businesses and a knowledgeable point of contact for the construction trades department.

3) Describe the goal(s) for this proposal. How will this impact students or institutional services?

1. The full time instructor would give direction and coordination to the programs taught by adjunct instructors.
2. The full time instructor would provide a single point of contact and direction to develop cohesive programs for the construction trades.
3. The full time instructor would provide a point of contact for the "Advisory Committee" to establish "need" and viability of the programs provided by the College.

4) What are some measurable outcomes that will lead to meeting this goal(s)?

1. The full time instructor would re-establish "Advisory Committees" that would meet to establish the need and direction of the College's CTE programs.

2. Because of advertising, enrollment would likely increase and programs would be sustainable.

5) What steps will be taken or need to be taken to implement this proposal?

1. Board/Administration approval for refilling the full time instructor position for the CTE construction trades programs.
2. The attending advertisement, application and interview/selection process for a refilled position at Barstow College.

(Much of the material in this form has been adapted from resources available at the Mt. San Jacinto College website.)

6) Describe how your request is aligned with the college's Strategic Priorities:

<p>1. Foster an innovative learning environment that respects diversity. a. Offer programs and services for emerging student populations that are appropriate to and in support of individual students' needs. b. Advance a culture of inclusion that respects and appreciates the human condition.</p>
<p>Offer and advertise viable career path programs.</p>
<p>2. Provide students a successful college learning experience. a. Plan and implement instructional programs based upon student learning needs and career paths. b. Augment current and emerging technologies to foster student learning in on-campus and alternative learning modalities.</p>
<p>Minimize course cancellations through advertisement, program guidance and direction.</p>
<p>3. Promote and support student engagement. a. Facilitate student growth and development by assisting students to set, monitor and evaluate educational goals. b. Expand and sustain an efficient, attractive and welcoming campus environment that supports teaching and learning.</p>
<p>Reduce course cancellations so a student would have a four semester path to a certificate/degree.</p>
<p>4. Cultivate and enhance local partnerships. a. Market and enhance the college image in high desert region and on the world wide web. b. Promote positive community and economic growth through greater outreach to local schools, business and industry, governments, service organizations and military.</p>
<p>Re-establish "Advisory Committee" meeting with local businesses and organizations to establish "need" and guidelines.</p>
<p>5. Attract, retain, and develop excellent employees. a. Implement practices to attract a diverse pool of highly qualified applicants for employment opportunities. b. Provide employees with a wide range of training and development opportunities to foster their professional growth.</p>
<p>By establishing "needs" from the community, we can tailor training for students to enhance their employability.</p>
<p>6. Strengthen college planning and informed decision-making. a. Maximize physical, human, fiscal and technological resources using program review and outcomes assessment results. b. Expand interactions and collaborations among faculty and staff using data and evidence.</p>
<p>By reducing "low attendance" course cancellations through guidance, direction and advertising, we can better administer and track the programs and "through put" of students. This would allow resources and personnel to be put to better use and increase success rates.</p>