



Annual Program Review 2011-2012 - INSTRUCTIONAL

Division - Program BUSINESS/CABOT

Authorization

After the document is complete, it must be reviewed and submitted to the Program Review Committee by the Division Chair.

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Overview of the Program

All degrees and certificates are considered programs. In addition, divisions may further delineate and define programs based on their assessment needs (developmental sequences, career track, etc).

Statement of Purpose – briefly describe in 1-3 sentences.

CABOT provides courses which assist students in developing important skills that are critical for success in the modern workplace, e.g., such as verbal and written communication, which assists in the effective use of state-of-the art technology, both software and hardware, in the workplace, which assist in the ability to work with others and to conduct their lives with responsibility

Please list the **most significant achievement** accomplished since your last program review.

Ability to continue to offer classes with one full-time faculty and a majority of adjunct faculty.

List the current major strengths of your program

1. The talented base of Adjunct faculty to assist with teaching classes as well as to assist with working on various required tasks, e.g., SLOs/PLOs.

List the current weaknesses of your program

1. Insufficient full-time faculty.

1.0. Trend Analysis

For each program within the division, use the data provided to indicate trends (e.g., steady, increasing, decreasing, etc.) for each of the following measures.

Program	Academic Year	FTEs Trend	FTEF Trend	WSCH / FTEF Trend	Full-Time % Trend	Fill Rate Trend	Success Rate Trend	Awards Trend
CABOT/ BUSOT	2007-2008	201	19.7	325	50.8%	64.2%	75.5%	102
	2008-2009	200	18.8	339	49.4%	75.0%	71.8%	87
	2009-2010	202	16.9	379	40.1%	78.2%	74.5%	89
	2010-2011	197	16.6	376	37.2%	85.0%	76.2%	37
	% Change	-2.2%	-15.7%	+16.0%	-26.8%	+32.4%	+1.0%	-63.7%
	4-Yr. Trend	stable	decreasing	increasing	decreasing	increasing	stable	decreasing

1.1. Describe how these trends have affected student achievement and student learning:

The decrease in full-time faculty as well as an increase in student enrollment and fill rate has resulted in an overflowing of classes. The offering of awards to students has greatly decreased due to the lack of full-time faculty who can develop, change, and upgrade courses and programs to meet the constantly changing needs of the Business community.

1.2. Is there other relevant quantitative/qualitative information that affects the evaluation of your program?

The decrease in full-time faculty has impacted our ability to meet the needs of students in terms of developing, changing and upgrading programs, certificates and course, specifically, Health Information and Technology (HIT) program, Electronic Medical Records (EMR) program, Health Claims Examiner program, Professional Virtual Assistant (Real Estate, Administrative Assistant, Insurance) program. These programs are needed but a full-time faculty member with adequate time to develop them and establish the necessary links with the community is not available.

Additionally, it is difficult to accomplish such tasks as SLOs, PLOs, faculty evaluations, program review, book orders, advisory committee meetings, community outreach, etc. with a full-time staff of one.

2.0. Student Learning and Curriculum

Provide the following information on each department and program within the division.

List each Department within the Division as well each degree, certificate, or other program* within the Department	Active Courses with Identified SLOs		Active Courses Assessed		Course Sections Assessed		If this area has program outcomes have they been assessed? Yes or No
	n/n	%	n/n	%	n/n	%	
CABOT/MOA	All	100%	All	%			NO

2.1. Please comment on the percentages above.

CABOT department has one full-time faculty. The majority of the classes are taught by Adjunct faculty. Nonetheless, the CABOT department provides a high-level of instruction to students.

- 2.2. a) Please provide a **link*** to all program assessment timelines here. This link could be to your division /department website, eLumen, etc.
- b) Briefly summarize any pedagogical or curricular elements of courses/programs that have been changed or will be changed as a result of developing assessment timelines and course/program alignment matrixes.
- c) Based on the program assessment timelines you have developed and the evidence you have gathered, please comment briefly on how far along your division/program is in the assessment process.

The program outcomes have been completed and assessments of the programs has begun. Program Learning Objectives have been identified, but they have not been put online.

- 2.3 a) Please provide a ***link*** to any program and/or relevant course ***assessment reports***. Does the evidence from assessment reports show that students are achieving the desired learning outcomes?
 b) Please briefly summarize any pedagogical or curricular elements of courses and/or programs that have been changed or will be changed as a result of the assessments conducted.

Since the program level outcomes have just been created and work begun on the assessment, no program improvements can be reported at this time.

- 2.4 Please list all courses which have been reviewed in the last academic year.

Note: Curriculum Review is required by the Chancellors Office every 6 years.

ALL courses in the CABOT department were reviewed in the last academic year.

- 2.5 Please list all degree/certificate programs within the division that were reviewed in the last academic year.

ALL certificate programs in the CABOT department were reviewed in the last academic year.

- 2.6 For each program that was reviewed, please list any changes that were made.

No changes made.

3.0. Reflection and Action Plans

- 3.1 What recent activities, dialogues, discussions, etc. have occurred to promote student learning or improved program/division processes?

Completing the SLOs and the PLOs has made the faculty review the current curriculum. Some early assessments have shown a need to increase focus on contextual learning and to increase the number of hybrid/online classes.

- 3.2 Using the weaknesses, trends and assessment outcomes listed on the previous pages as a basis for your comments, please ***briefly*** describe your plans and/or modifications for program/division improvements

Plans or Modifications	Anticipated Improvements
Increase online/hybrid course offerings	Increased accessibility to coursework as well as an increase in enrollment.
Work with Non-Credit to better assist students in matriculating between campuses	Provide a better understanding of the relatedness of courses on both campuses, and how to effectively combine courses to achieve student goals.

2011 PROGRAM REVIEW

BUSINESS
***CABOT (Computer and
 Business Office Technologies)***

I:BUS.CA-1

Section 4
IHAC Request

If this is a repeat request, please list the Resource ID code or year requested: __2010__

- 4.1** The Office of Instruction will provide data on instructional hires during the past five years, including the full-time percentage of each new hire.

a) Number of full-time faculty currently assigned to the Program	1
b) Number of full-time faculty assigned to the Program in 2005	4.2
c) Does this position cover classes currently taught by adjuncts? Yes or No	Yes
d) Does this position contribute to program expansion? Yes or No	No

4.2 CPF Index (Committees Per Full-time Faculty)

1. Total number of full-time faculty members in this department/program.	1
2. Total number of committees in which all FT faculty members in this area participate (Governance and other campus related committees & participation).	2
3. CPF INDEX (Total of # 2 divided by #1)	2

4.3 Status of Released Time Faculty

Faculty Name	Release Time Position	% RT	Term of Assignment
None			

4.4 How does this assignment relate to the college's Mission Statement?

The college is mandated by the state to provide Career and Technical education. The collection of programs provided by the CABOT department provide students with necessary job skills needed to find gainful employment as office and clerical workers.

4.5 How does this position relate to the objectives and functions of the college?

- | | |
|--|------------------------------|
| a) Associate Degree | d) Basic Skills development |
| b) Transfer to a four-year institution | e) Noncredit Adult Education |
| c) Career and Technical Education | f) Personal enrichment |

The CABOT department has three Associate Degree Programs, but is primarily a Career and Technical Education provider. All units earned in CABOT are transferrable as elective credit at the very least.

- 4.6** Describe how this position enhances student success. Ex: enhances instructional skills, meets community or industry needs. Contributes to state of the art technical education, etc. What measureable outcome will result from filling this request?

In today's world, everyone needs to know how to use a computer to create documents, spreadsheets and presentations. These clerical skills are taught in the CABOT department. With clerical work now being done by all members of an organization, the skills taught in this department are needed by anyone planning on going into the workforce.

- 4.7** Are there anticipated negative impacts for not hiring this position? If so describe.

The administration is clearly trying to kill this program, feeling that it lacks academic vigor. For that reason, they have denied new hires for this department in the past. The faculty of the Business division strongly disagrees with killing this program and feels it provides a vital service to the community.

- 4.8** Are there any other special concerns not previously identified? If so, please explain.

How well would any other department function if 75% of the full time faculty retired and were not replaced? They retired in 2007. This department needs replacements now!

APPROVALS

AGENCY	DECISION						
The Program Review Committee has reviewed the data, outcomes and plans in the report and finds this request to be: NA	Well supported						
	Adequately supported						
	Not supported						
	Reason:	Sect.1: Data		Sect.2: SLOs		Sect.3: Plans	Other:
Standing Committee Review of Resource Request							
Committee: IHAC						Prioritization Score	