Assessment Plan

Yuba Community College District

YC - Work Experience Program Recommendations

YC - Work Experience Program Recommendations

Program Description: Coordination of on-the-job learning with college experience to develop desirable work habits, attitudes, and career awareness through supervised employment. Maximum of 6 units can be earned in General Work Experience during enrollment with a 3-unit maximum in any one semester. Maximum of 16 units can be earned in any combination of Work Experience (Occupational/General) and Internship enrollment. Those enrolling in this class are not eligible for other work experience/internship classes during the same semester. Corequisite: Must have a job.

Year of Review: 2011-2012

Type of Review: Self-Study (4-year review)

Executive Summary: This program is funded by stipend and includes Interships as well. The program generates an average of 47 FTES and appearrs to be quite stable under the direction of one adjunct faculty who currently receives a stipend of $7,500 for the year. This also includes his management of the Intership Program as well.

Future Goals and Program Direction: New course outlines have been submitted to the Curriculum Committee to split courses into CWEE 44AR and 44BR and CWEE 45BR and 45BR (AR - being for student with volunteer positions) and (BR - for students with paid positions). This change is due to the difference in hour requirements for each type of position (60 hours per unit for Volunteer Work and 75 hours per unit for Paid Work).

Changes in state mandates will require some changes that are also being included in the course outline updates.

Recommendation: Hire Permanent Part-time Clerical Assisstant

Yuba College needs to hire a permanent part-time clerical assistant to perform clerical duties for this program. With approximately 200 + students enrolled in this program each semester and clerical duties associated with employing and adequate number of mentors to provide 3-visitations per student. This position is greatly needed

Year(s) Requested: 2012-2013

Request Date: 02/02/2012

Recommendation Priority: 3. High Priority

Supporting Evidence: There used to be a permanent part-time clerical assistant assigned to this program but due to program cuts, there is no longer this position.

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Request permanent part-time clerical asisstant for this program. **Type:** Staffing - Other	Cost of this position would reflect current Class/Step for this position under Classified Employee agreement.	Before deadline for Classified Position Requests for Fall 2012 Dr. Edward B. Davis, Dean of Business	Yes
Complete Classified Staff Request **Type:** Staffing - Other	Based on Classified Pay Scale for this position	Ed Davis/Larry Fancher	Yes

Recommendation: Approval of Course Outlines

That the Curriculum Committee approve the new course outlines in order to align the courses better with state mandates.

Year(s) Requested: 2012-2013

Request Date: 02/02/2012

Recommendation Priority: 3. High Priority

Supporting Evidence: New course outlines need to approved in order to comply with state mandates.

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Course outlines have been submitted to Curriculum Committee. Waiting for approval. **Type:** Curriculum/SLO	None	Coordinator/Division	Yes

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**