Assessment Plan

Yuba Community College District

YC - Business and Computer Applications Program Recommendations

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Program Description: Business Computer Applications offers degrees and certificates in the following areas: Certificate of Achievement (16 units), Advanced Business Computer Applications Certificate of Achievement (28 units) and an Associate in Science degree. Many of these classes prepare students for a variety of other Business degrees and certificates in accounting, business administration, and general business mangement.

Year of Review: 2011-2012

Type of Review: Annual Update

Executive Summary: BCA is an evolving program that has emerged from an extensive history of vendor driven curriculum. It is currently addressing some important pedagogical issues related to student engagement and academic success. With high retention rates (around 90%) student success is currently measured at 70%. It is believed that the success rate will increase by ten points once the new curriculum changes become administered by all fulltime and adjunct faculty. With 127 FTES each year this program generates over $660,000 utilizing 2.60 FTEF at Yuba College and 1.24 FTEF at the Lake Campus.

Future Goals and Program Direction: Assessing the curricular changes for higher retention and student success rates will be the goal over the next two years. Reducing the cost of textbooks for students in all BCA courses is an additional goal for this program.

Recommendation: Staffing (Clear Lake)

Hire an additional adjunct to teach BCA section(s).

Year(s) Requested: 2011-2012

Request Date: 01/24/2012

Recommendation Priority: 2. Medium Priority

Supporting Evidence: Clear Lake campus has been unable to offer all of the BCA courses on a regular, rotating basis. An additional BCA adjunct would allow more sections and coverage of ALL BCA certificate requirements within a 2-year rotation.

Recommendation: Equipment / Technology -- Lab Computers (Clear Lake)

Clear Lake's 902 Lab computers need replaced.

Year(s) Requested: 2011-2012

Request Date: 01/24/2012

Recommendation Priority: 3. High Priority

Supporting Evidence: Clear Lake's 902 Lab is using VERY outdated computers that were hand-me-downs from Marysville's drafting program, transferred (used condition) in 2005.

Our students are heavily dependent on this lab for homework and online classes. The 900 Lab PCs are so outdated, they cannot run the current versions of Office 2010 and Windows 7 taught on the Clear Lake campus. This causes considerable learning difficulties, particularly with beginning students who most need the lab facilities.

Recommendation: SLO Assessment (Clear Lake)

Clear Lake will begin reporting assessments of SLOs in Spring 2012 semester for most (if not all) of its BCA sections.

Year(s) Requested: 2011-2012

Request Date: 01/24/2012

Recommendation Priority: 1. Low Priority

Supporting Evidence: Clear Lake: SLOs have been prepared (but not yet entered in TracDat) for all BCA sections. SLOs appear on all Clear Lake class syllabi in Spring 2012. Assessments will be completed for most CL sections.

Recommendation: Clear Lake Facilities

Clear Lake's 400 lab needs replacement carpeting. The existing carpet is ripping across the busy aisles in several locations, creating a serious danger to students and staff moving around the lab. This is a safety hazard.

Year(s) Requested: 2011-2012

Request Date: 01/31/2012

Recommendation Priority: 2. Medium Priority

Supporting Evidence: Photos of the dangerous carpet can be provided upon request.

Recommendation: Monitors Rm 504 - Msvl Campus

31 new monitors need to be purchased for lab 504. Five monitors have died and two more are flickering. Monitors are over five years old and are at the end of their lives.

Year(s) Requested: 2011-2012
Request Date: 02/29/2012
Recommendation Priority: 3. High Priority
Supporting Evidence: Five monitors have died and two more are flickering. Monitors are over five years old and are at the end of their lives.

Recommendation: Flooring in Rm 504 - Msvl Campus / Hazard

Replace or seal asbestos flooring in lab 504. Flooring is being damaged by the desk chairs and is producing friable asbestos dust. This is a health hazard and needs to be either sealed or abated.

Year(s) Requested: 2011-2012
Request Date: 02/29/2012
Recommendation Priority: 3. High Priority
Supporting Evidence: Flooring is being damaged by the desk chairs and is producing friable asbestos dust. This is a health hazard and needs to be either sealed or abated.

Recommendation: Replace furniture in Rm 504 - Msvl Campus

Replace all tables in lab 504. Lab 504 tables have been in service for an excess of 20 years. The tables were cut down into typing tables from their original height. Since typewriters were replaced by keyboards, all tables are too short.

Additionally, there is no room for students to work.

Year(s) Requested: 2011-2012
Request Date: 02/29/2012
Recommendation Priority: 2. Medium Priority
Supporting Evidence: Lab 504 tables have been in service for an excess of 20 years. The tables were cut down into typing tables from their original height. Since typewriters were replaced by keyboards, all tables are too short.

Additionally, there is no room for students to work.

Recommendation: Replace chairs in Rm 504 - Msvl Campus

Replace all student chairs in lab 504. Student chairs are broken, bent and non-functioning. They are extremely uncomfortable. All chairs are in excess of 12 years old.

Request Date: 02/29/2012
Recommendation Priority: 2. Medium Priority
Supporting Evidence: Student chairs are broken, bent and non-functioning. They are extremely uncomfortable. All chairs are in excess of 12 years old.

Recommendation: Lab 504 door leaks - Msvl Campus

Repair the seal at the bottom of the door so that rain will not blow underneath. Currently, when it rains and the wind blows, water enters under the door and intrudes about three meters into the room.

Year(s) Requested: 2011-2012
Request Date: 02/29/2012
Recommendation Priority: 1. Low Priority

Recommendation: Issue a second IP address

The instructor responsible for managing lab 504 would like to have I.S. nat a second IP address dedicated for the sole purpose of remote management of the lab. No cost is incurred by the district and the district network administrator can perform the necessary operation to make this happen in less than 10 minutes.

Year(s) Requested: 2011-2012
Request Date: 02/29/2012
Recommendation Priority: 2. Medium Priority
Supporting Evidence: The instructor already maintains one outside IP address issued by IS and has done so for the past 10 years.

The district already owns a large number of IP addresses that are unused.

Providing this additional IP address would allow the instructor to perform maintenance remotely during off-hours. Since the maintenance must be performed during off-hours, the only option available to the instructor is to perform necessary tasks by staying on-site, late after work.