Program Review Report

Yuba Community College District

YC - General Business & Management Program Recommendations

Program Description: Provide courses leading to Associate Degree and Certificates. Fulfills Yuba College's mission of both transfer level coursework as well as meeting economic development training needs of the surrounding communities. Relevant and timely courses are taught by qualified full-time and adjunct faculty in a variety of modes including face-to-face, ITV, and online formats both in semester-long, accelerated 9-week, and weekends.

Year of Review: 2012-2013

Type of Review: Annual Update

Executive Summary: Four fulltime faculty positions have retired out of Business in the past three years which has impacted the course offerings available to students in both General Business and the Management program as well. The status of building 500 has become an area of conflict between the college and the Business Division faculty. Both computer labs need new computers and electrical loads remain a problem in the building. Plumbing, heating and cooling issues remain problems for faculty and students alike.

General Business and Management courses retain high retention rates (averaging 88%) with student success rates ranging from 65% to 71% in the past five years. Better facilities could improve these rates in both areas.

Future Goals and Program Direction: Moving the Business programs to the new Sutter County Education Center is a future goal of the current faculty.

Curriculum & SLO Assessment Summary : ...

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
YC - General Business & Management Program Recommendations - Curriculum: SLO development (Marysville) - Full time faculty continue to refine course SLO's and work with adjunct faculty as needed for those courses only taught by adjunct. **Year(s) Requested:** 2012-2013 **Request Date:** 02/01/2012 **Inactive Date:** 05/25/2012 **Recommendation Priority:** 3. High Priority **Supporting Evidence (SLO, WSCH, etc.):** As Course outlines are being updated, SLO's are being reviewed and updated.	**Plan of Action:** As courses are slated for COR updates, include/update Course Outlines to include relevant SLO's. Full time faculty to assist adjunct faculty to determine appropriate SLO's for those courses only taught by adjuncts. **Type:** Curriculum/SLO **Budgetary Impact:** None		
YC - General Business & Management Program Recommendations - Curriculum:	**Plan of Action:** Due to recent state mandates for Transfer		

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Review of Business Certificates and Degree Courses (Marysville) - Update Certificates: Determine "Job Ready" skills needed in the specific department areas of the Business Division with participation of the Lake Center, Marysville campus, (and Woodland faculty). Define one Certificate of Achievement in each of the five Business Division departments areas (Accounting, Business Admin (GenBus and Mgmt), Office Admin, Business Computer App's, and Info Technology. List Core and Elective courses for each of these Certificates of Achievement, looking at these in light of current and emerging labor market needs. Seek input from the Business Division Advisory Committee Fall 2012. Eliminate from the Yuba College Catalog all other Certificates. Bring to the Curriculum Committee Fall 2012. Develop AS Degree - Business Administration. Determine Core courses required of all students, then list Concentration options addressing specific skills and knowledge sets needed. Participation from Lake Center, Marysville, (and Woodland Center) faculty. Seek input from the Business Division Advisory Committee Fall 2012. Eliminate from the Yuba College Catalog all other Business Division Associate's Degrees. Bring to the Curriculum Committee Fall 2012. Develop AS Degree-Transfer in Business Administration (CTM). Update specific courses specified in the Transfer Model Curriculum for Business Administration. Update descriptors in the COR as needed. Share mandated curriculum with Lake Center, Marysville, (and Woodland Center)	Model Curriculum and Financial Aid student funding eligibility, faculty at Lake Center, Marysville campus (and Woodland Center) will revise Certificates of Achievements, Yuba College's Associate Degree in Business Administration, and CSU's AS-T degree. The Business Division staff will develop Certificate of Achievements in specific disciplines, and Associate Degree in Business Administration Core with areas of concentration. Input from the Business Advisory Committee. Clean the Yuba College catalog in all other related content. **Type:** Curriculum/SLO **Budgetary Impact:** None. **Perkins Eligible:** No		

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
faculty. Share new mandated curriculum with the Business Division Advisory Committee Fall 2012. Bring to the Curriculum Committee revised COR's Fall 2012. **Year(s) Requested:** 2012-2013 **Request Date:** 10/01/2012 **Inactive Date:** 05/01/2013 **Recommendation Priority:** 3. High Priority **Supporting Evidence (SLO, WSCH, etc.):** Current Yuba College Catalog			
YC - General Business & Management Program Recommendations - Curriculum: Strengthen linkages to Business Community (Marysville) - Continue relationship with Business Advisory Committee but focus on some specific targeted outcomes: in addition to the Certificate/Degree program curriculum (mentioned above) re-evaluate ways of streaming/revising course offerings to meet economic development needs; examine ways to improve business Internship opportunities for students; explore mentoring options between selected businesses and students Encourage business faculty's involvement in local, regional, and statewide economic development events and training opportunities. **Year(s) Requested:** 2011-2012 2012-2013 **Request Date:**	**Plan of Action:** starting with Spring semester 2012, meet with Business Advisory Meeting - seek input regarding the following: Business Division Certificate and Degree requirements and courses within these programs; scheduling time and location of specific courses for training/retraining/continued education; improving Internship opportunities; develop mentoring for students. **Type:** Curriculum/SLO **Budgetary Impact:** None **Perkins Eligible:** No		

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
02/01/2012 **Inactive Date:** 05/25/2012 **Recommendation Priority:** 2. Medium Priority			
YC - General Business & Management Program Recommendations - Staffing (Marysville) - Pursue hiring an additional full -time faculty position with a load to include General Business, Accounting, and Computer curriculum as part of the load. Continue pursuing the best qualified adjunct to teach existing and emerging curriculum. Provide training opportunities and financial support for faculty to further improve existing and emerging curriculum. **Year(s) Requested:** 2012-2013 **Request Date:** 10/01/2012 **Inactive Date:** 05/01/2013 **Recommendation Priority:** 2. Medium Priority	**Plan of Action:** Request a full-time faculty position. Load would include several Gen Business and Management courses. **Type:** Staffing - Faculty **Budgetary Impact:** Full-time faculty position		
YC - General Business & Management Program Recommendations - Facilities: (Marysville) - This is a HUGE concern at the Marysville for safety, accessibility, esthetics, function, and image. Address all safety issues in the 500 Building. These include electrical risks, tripping hazards, water and mold issues. Address all accessibility issues in the 500 Building. Classes are being re-routed throughout the campus which increases difficulty for business students with accessibility needs. Address the esthetics and image needs of the 500 Building. This includes bathroom disrepair including stalls with no door locks	**Plan of Action:** Seek a new site for business division classes. Due to urgent safety issues, crumbling 500 Building infastructure site and needs of the Sutter and Colusa county residents, relocate the Business Division to the Sutter County Campus in Yuba City, effective as soon as possible (Fall 2013?) Schedule courses in a variety of formats at this site to include day, evening, accelerated 6-and 9-week accelerated formats as well as online offerings, responding to input from the Business Advisory Committee Fall 2012. Determine appropriate course offering mix at the new YC Center that makes sense for students pursuing a business certificate or		

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or broken door locks, Address deferred maintenance to provide better light control in classrooms and esthetic projects including window treatments, stains and dirty floor coverings. Continue to address (daily it seems) the heat/air conditions/ventilation in all classrooms. **Year(s) Requested:** 2012-2013 **Request Date:** 10/01/2012 **Inactive Date:** 05/01/2013 **Recommendation Priority:** 3. High Priority **Supporting Evidence (SLO, WSCH, etc.):** Due to urgent safety issues, crumbling 500 Building infastructure site and needs of the Sutter and Colusa county residents, relocate the Business Division to the Sutter County Campus in Yuba City, effective as soon as possible (Fall 2013?) Schedule courses in a variety of formats at this site to include day, evening, accelerated 6-and 9-week accelerated formats as well as online offerings, responding to input from the Business Advisory Committee Fall 2012.	degree. **Type:** Facilities **Budgetary Impact:** Minimal. Space is currently available for lecture and computer labs as well as faculty offices to meet with students. **Perkins Eligible:** Yes **Location:** Sutter County Campus		
YC - General Business & Management Program Recommendations - Equipment (Marysville) - Provide industry-standard equipment--computers, ergonomic work stations, ergonomic chairs. Provide and improve student wifi accessibility. **Year(s) Requested:** 2011-2012 **Request Date:** 01/03/2012 **Inactive Date:**	**Plan of Action:** Request funding through Perkins Act and Measure J. Seek funding partners from the communities served. **Type:** Equipment/Technology **Budgetary Impact:** Cost of 3 fully-equiped ergonomically designed computer labs, plus additional classrooms.		
	Plan of Action: Update computer labs with industry-		

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05/25/2012 **Recommendation Priority:** 3. High Priority **Supporting Evidence (SLO, WSCH, etc.):** This category--Equipment--has been on the Division's "needs list" for quite some time.	standard equipment. Update all classrooms with ergonomic work desks and chairs (not 1 -unit table & chair). Improve other furnishings to improve safety and esthetics. Address lighting needs with adjustable task and classroom lights. Improve wiring safety. **Type:** Equipment/Technology **Budgetary Impact:** Cost is determined in Measure J proposal for equipping labs and regular classrooms for safety, function and utility, and esthetics. **Perkins Eligible:** Yes		
YC - General Business & Management Program Recommendations - Facilities: Clear Lake - Our current computer lab for students has 28 computers that are ancient. They can not run any version of Windows past XP and can not be updated beyond Office 07. This hinders our students' ability to work in this lab and has forced us to close it to all students other than QuickBooks students. Given that over half of our students do not own a personal computer, our inability to offer a student lab will cause students not to enroll in online courses - an ever-expanding delivery mode for our curriculum. **Year(s) Requested:** 2012-2013 **Request Date:** 10/01/2012 **Recommendation Priority:** 3. High Priority **Supporting Evidence (SLO, WSCH, etc.):** ..	**Plan of Action:** Continue to encourage the district to see the importance of offering a student computer lab at the Clear Lake Campus. Discuss revising courses that contain a lab component so that students that don't have access to a computer for homework will not be penalized on their course grade. Discuss the possibility of having all required classes that are only currently offered online be made face-to-face as well so that students have access to this curriculum. **Type:** Facilities **Budgetary Impact:** The cost of 28 computers that are fully-functional and efficient. **Location:** Clear Lake Campus		
YC - General Business & Management			

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Program Recommendations - Curriculum: SLO refinement (Clear Lake) - Continue to refine and enhance our SLOs to help improve the quality of education in business courses. Analyze the results of SLO assessments to help define areas for improvement. **Year(s) Requested:** 2012-2013 **Request Date:** 10/01/2012 **Recommendation Priority:** 2. Medium Priority	**Plan of Action:** Continue to administer SLO assessment in every business class, every semester. Use the results to improve our educational commitment to the students at the Clear Lake Campus and to our community. **Type:** Curriculum/SLO **Location:** Clear Lake Campus		
YC - General Business & Management Program Recommendations - Curriculum: Clear Lake Advisory Committee - Continue to hold our annual spring meeting with the Clear Lake Advisory Committee. Encourage our culinary department to continue to participate in this event to help promote the culinary program and enhance the relationship between our business department and the surrounding community. **Year(s) Requested:** 2012-2013 **Request Date:** 10/01/2012 **Recommendation Priority:** 1. Low Priority	**Plan of Action:** Continue to survey our local businesses to gather data regarding the skill sets that they hope to see in our students. Discuss the curriculum changes with the committee and reassure the participants that we are doing everything possible to produce "job-ready" employees for our community. **Type:** Curriculum/SLO **Location:** Clear Lake Campus		