Program Review Report

Yuba Community College District

YC - Business and Computer Applications Program Recommendations

Program Description: Business Computer Applications offers both an AS degree and an advanced Certificate. In addition, many of the BCA classes are required for a variety of other Business degrees and certificates in accounting, business administration, and general business management, as well as fulfilling GE requirements.

CTE agreements are in place with local high schools, allowing students to earn college credits in the BCA program concurrently with their high school studies.

Year of Review: 2012-2013

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 71%. Averaging over 120 FTES each year this program generates over $660,000 utilizing 3.02 FTEF at Yuba College and 1.23 FTEF (for 2011-2012) at the Clear Lake Campus. Several sections are taught through DE each semester, as well.

Clear Lake's BCA program is very strong and has awarded most all of the BCA Certificates issued by the college in the last several years. The success of the program at Lake is dependent on face-to-face coursework with ample guided lab assignments, allowing students to practice their skills using campus equipment and internet connections. We believe Lake's BCA retention and success rates are better than the college average, but without separate statistics for Clear Lake in the Program Review reports, this is difficult to determine.

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.

Curriculum & SLO Assessment Summary : ... Clear Lake populated TracDat with assessment results in 2011/12 and will continue this year with a goal to assess all Lake BCA sections. Without separate retention and success figures, the SLOs are proving useful in estimating our success statistics here at Lake, which appear to be above the average for the program.

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
YC - Business and Computer Applications Program Recommendations - Equipment / Technology -- Lab Computers (Clear Lake) - Clear Lake's 902 Lab computers are seriously outdated and need replaced. **Year(s) Requested:** 2011-2012 **Request Date:** 01/24/2012 **Recommendation Priority:** 3. High Priority	**Plan of Action:** Continue to stress the importance of this lab equipment to the success of our Business students. Make budget decision-makers aware that the addition of several new computer labs on campus did NOT fill this need... as, those labs are for restricted student use only. The 902 lab is truly an Open Lab, available to all campus students during all student-worker-supervised hours. In addition, the lab is used for a teaching		

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Supporting Evidence (SLO, WSCH, etc.): 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, as the large majority do not own a PC or have access to one off campus. 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 require more practice and depend on these lab facilities.	classroom by Accounting, Math and OA. **Type:** Equipment/Technology **Perkins Eligible:** Yes **Location:** Clear Lake Campus		
YC - Business and Computer Applications Program Recommendations - SLO Assessment (Clear Lake) - Clear Lake will continue reporting assessments of SLOs in 2012/2013 for BCA sections in TracDat. **Year(s) Requested:** 2012-2013 **Request Date:** 10/11/2012 **Recommendation Priority:** 2. Medium Priority **Supporting Evidence (SLO, WSCH, etc.):** Clear Lake: SLOs have been entered into TracDat for all campus BCA courses. Assessments will be completed for most Clear Lake sections in 2012/2013, as they were in Spring 2012. SLOs appear on all Lake campus BCA syllabi.	**Plan of Action:** Clear Lake's BCA sections were nearly all assessed in 2011/2012. The SLOs and assessment data were entered in TracDat. Our goal is to reach 100% assessment with all Lake sections of BCA in 2012/2013, and to continue discussing results and action plans in the montly Clear Lake Business Department meetings. **Type:** Curriculum/SLO **Budgetary Impact:** none **Location:** Clear Lake Campus		
YC - Business and Computer Applications Program Recommendations - Clear Lake Facilities - Clear Lake's 400 lab needs	**Plan of Action:** Continue to inform administration and M&O of this safety issue. Tromp down the		

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replacement carpeting, or extensive repair. 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:** 2012-2013 **Request Date:** 10/07/2012 **Recommendation Priority:** 3. High Priority **Supporting Evidence (SLO, WSCH, etc.):** Photos of the dangerous carpet can be provided upon request.	offending seams daily before students arrive to minimize the safety hazard. Warn staff to be aware of the risk of tripping and keep this in the forefronts of their minds. **Type:** Facilities **Location:** Clear Lake Campus		
YC - Business and Computer Applications Program Recommendations - 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 (SLO, WSCH, etc.):** Five monitors have died and two more are flickering. Monitors are over five years old and are at the end of their lives.			
YC - Business and Computer Applications Program Recommendations - 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.			

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Year(s) Requested: 2011-2012 **Request Date:** 02/29/2012 **Recommendation Priority:** 3. High Priority **Supporting Evidence (SLO, WSCH, etc.):** 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.			
YC - Business and Computer Applications Program Recommendations - 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 (SLO, WSCH, etc.):** 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.			

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YC - Business and Computer Applications Program Recommendations - 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 (SLO, WSCH, etc.):** Student chairs are broken, bent and non-functioning. They are extremely uncomfortable. All chairs are in excess of 12 years old.			
YC - Business and Computer Applications Program Recommendations - 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			
YC - Business and Computer Applications Program Recommendations - 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			

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10 minutes. **Year(s) Requested:** 2011-2012 **Request Date:** 02/29/2012 **Recommendation Priority:** 2. Medium Priority **Supporting Evidence (SLO, WSCH, etc.):** 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.			
YC - Business and Computer Applications Program Recommendations - Clear Lake Business Advisory Meeting - Continue interfacing with local agencies and businesses to assess their expectations and needs regarding our training of their future employees. Survey the community stakeholders periodically to update expectations on Business Department programs and services. Use stakeholder feedback to **Year(s) Requested:** 2012-2013 **Request Date:** 10/11/2012 **Recommendation Priority:** 2. Medium Priority			

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Supporting Evidence (SLO, WSCH, etc.): This Program Recommendation supports institutional goals for Communication and supports curriculum alignment based on community demographics.			
YC - Business and Computer Applications Program Recommendations - Program Review (Clear Lake) - Work with Planning, Research and Student Success to request breakouts for Clear Lake's Program Review data (Success and Retention, Degrees and Certificates awarded, etc.) **Year(s) Requested:** 2012-2013 **Request Date:** 10/11/2012 **Recommendation Priority:** 2. Medium Priority **Supporting Evidence (SLO, WSCH, etc.):** SLOs are being tracked separately for Clear Lake in TracDat. However, other critical data for WSCH, FTES, FTEF and related info is reported only in conjunction with main campus statistics. Specific data for Clear Lake, alone, would be extremely helpful to Program Review and course development. Based on SLO assessments and course recordkeeping in 2011/2012, we anticipate that breakout statistics would indicate that Clear Lake's program is performing better than the college average for this department in these indicators.	**Plan of Action:** Work with Planning, Research and Student Success to break out Clear Lake enrollment, retention and success statistics in BCA to assist in fine-tuning scheduling issues and departmental review at Lake. **Type:** Curriculum/SLO **Budgetary Impact:** none **Location:** Clear Lake Campus		
YC - Business and Computer Applications Program Recommendations - Facilities 2 (Clear Lake) - Clear Lake's 400 Lab needs replacement chairs for those that have become unusable over the past year. 10-15 chairs should be purchased to replace	**Plan of Action:** Request replacement chairs for the 400 Lab at Clear Lake, through Program Review (both BCA and OA) **Type:** Facilities		

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broken ones. **Year(s) Requested:** 2012-2013 **Request Date:** 10/11/2012 **Recommendation Priority:** 3. High Priority	**Location:** Clear Lake Campus		