Assessment: Assessment Unit Planning

Program Review 2014-15

YC - Work Experience & Internship Program Review

Type of Review: Self-Study (4-year review)
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.
Executive Summary (Include a list of team members): 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 $7,000 for the CWEE and an additional $7,000 for Internship Program as well.

Program 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

Recommendation Priority: 3. High Priority
Year(s) Requested: 2012-2013
Request Date: 02/02/2012
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.

Plan of Action

Staffing - Technical/Clerical - Request permanent part-time clerical asisstant for this program. (Active)
Budgetary Impact: Cost of this position would reflect current Class/Step for this position under Classified Employee agreement.
Timeline/Responsible Party: Before deadline for Classified Position Requests for Fall 2012

Dr. Edward B. Davis, Dean of Business

Staffing - Technical/Clerical - Complete Classified Staff Request (Active)
Budgetary Impact: Based on Classified Pay Scale for this position
Timeline/Responsible Party: Ed Davis/Larry Fancher

Program Recommendation: Approval of Course Outlines

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

Recommendation Priority: 3. High Priority
Year(s) Requested: 2012-2013
Request Date: 02/02/2012
Supporting Evidence : New course outlines need to approved in order to comply with state mandates.

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Curriculum/SLO - Course outlines have been submitted to Curriculum Committee. Waiting for approval. (Active)
Budgetary Impact: None
Timeline/Responsible Party: Coordinator/Division

Related Goals

YC - Work Experience & Internship Program Review
3. Re-establish a permanent part-time classified position to perform clerical duties for this program