Assessment: Assessment Unit Planning

Program Review 2014-15

YC - Business and Computer Applications Program Review

Year Under Review : 2014-15
Type of Review:
Program Description : With a solid foundation in Microsoft Windows and Office as well as strong digital and web literacy skills, the Business Computer Application (BCA) Program brings efficiency and productivity to the workplace. Completion of the BCA degrees and certificates also brings indispensable critical thinking, problem solving, and interpersonal skills to the workplace, essential components of the curriculum. BCA coursework is current, providing knowledge and skills demanded in today's workplace. Skills include:
• Keyboarding Proficiency
• Microsoft Windows
• Microsoft Word
• Microsoft Excel
• Microsoft Outlook
• Information Systems - Basics
• Business Communications
• Human Relations/Customer Service
Executive Summary (Include a list of team members): 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.

There are some problems associated with CurricUNET since there appears to be several courses listed that still appear to be Active but still have repeatablity listed in the course description. Some examples include BCA-23R Microsoft Outlook, BCA-26R Microsoft PowerPoint. These need to be removed and a clean list be available so our catalog will be in line with our new course outlines. It appears about ten courses need to be removed from CurricUNET for this very reason.

03IP. Follow up to question 02IP (Click '?' for Prompt): Yes.
04IP. Degrees/Certificates (Click '?' for Prompt): Only one individual certificate has been awarded for BCA in the last year. It is worth noting however, that BCA is a requirement of several other degrees and certificates in the Business Division and is used as a transfer requirement to 4 year institutions. People taking these courses are generally taking them to support other programs.
05IP. Improve Completion (Click '?' for Prompt): This year, nothing. Faced with retirement, a new dean and ever-changing interim leadership, we are without direction.
06IP. Course Outlines (Click '?' for Prompt): All CORs will be out of date in 2016.
07IP. Collaboration (Click '?' for Prompt): We do not currently collaborate with anyone. We are struggling to maintain anything right now. There are only three full-time faculty in the entire division.
08IP. Catalog Currency (Click '?' for Prompt): Catalog is out of date. Many courses need to be removed due to redundancy or lack of offering.
09IP. For CTE Programs Only (Click '?' for Prompt): Industry needs more than we are currently providing. They need workers focused on not only technology, but soft skills. They need workers who can use the technology, but who also have logic and critical thinking skills.

Additionally, we are not addressing issues of electronic medical record keeping, we are not training students in any specialty software needed in industry and we continue to target software such as Access and Powerpoint with the same emphasis as Excel and Word. Access is not used frequently and Powerpoint, when it is used, is a simple program that can easily be learned in a short time. Excel is the program most important to business, yet we teach them all with the same emphasis.

10IP. DE Students (Click '?' for Prompt): Student contact maintained via regular office hours, email, discussion boards and phone calls. All videos used in class are captioned as per Section 508.
11IP.Disproportionate Impact(Click '?' for Prompt): Numbers are about where you would expect. Almost everything between the program and the college is within a margin of +/- 4%.

The only interesting numbers are with some of the ethnic groups. Asians and Pacific Islanders present low (>-10%) while Native Americans present high (>+10%). This is likely explained by small sample size of these groups.
12IP. Mapping (Click '?' for Prompt): Yes
13IP. Course SLOs (Click '?' for Prompt): Course SLO's are not up to date. Not enough data for analysis.
14IP. Program SLOs (Click '?' for Prompt): Program SLO's are not up to date. Reporting has been limited.
15IP. Professional Development (Click '?' for Prompt): None recorded.
16IP. Reflection (Click '?' for Prompt): This program is suffering right now. Currently we have three full-time faculty members and have suffered from attrition due to retirement. No positions have been refilled in years. At the beginning of the 2016 academic year, there will be only one full-time faculty member left in the division, no full-time faculty members left in this department.
Are you ready to submit your final program review?: Yes

Program 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.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2011-2012
Request Date: 02/29/2012
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.

Plan of Action

Facilities - Move to 2100 building (Active)

YC - Location: Marysville Campus

Status

Reporting Year: 2015-2016 11/19/2015
Recommendation Progress: Recommendation Achieved/Completed
Complete

Program 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.

Recommendation Priority: 3. High Priority
Year(s) Requested: 2011-2012
Request Date: 02/29/2012
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.

Plan of Action

Facilities - Move to 2100 building (Active)

YC - Location: Marysville Campus

Status

Reporting Year: 2015-2016 11/19/2015

Recommendation Progress: Recommendation Achieved/Completed
Moved to new building

Program 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.

Recommendation Priority: 2. Medium Priority
Year(s) Requested: 2011-2012
Request Date: 02/29/2012
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.

Plan of Action

Facilities - Move to new building (Active)

YC - Location: Marysville Campus

Status

Reporting Year: 2015-2016 11/19/2015
Recommendation Progress: Recommendation Achieved/Completed
Moved to new building.

Program 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.

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

Plan of Action

Equipment - Move to new building. (Active)

YC - Location: Marysville Campus

Status

Reporting Year: 2015-2016 11/19/2015
Recommendation Progress: Recommendation Achieved/Completed
Moved to new building.

Program 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.

Recommendation Priority: 1. Low Priority

YC - Business and Computer Applications Program Review

Year(s) Requested: 2011-2012
Request Date: 02/29/2012

Plan of Action

Facilities - Move to new building. (Active)

YC - Location: Marysville Campus

Status

Reporting Year: 2015-2016 11/19/2015
Recommendation Progress: Recommendation Achieved/Completed
Moved to new building.

Program 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.

Recommendation Priority: 2. Medium Priority
Year(s) Requested: 2011-2012
Request Date: 02/29/2012
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.

Plan of Action

Equipment - Take down server. (Active)

YC - Location: Marysville Campus

Status

Reporting Year: 2015-2016 11/19/2015
Recommendation Progress: Recommendation Achieved/Completed
Server removed.

Program Recommendation: 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.)

Recommendation Priority: 2. Medium Priority
Year(s) Requested: 2012-2013
Request Date: 10/11/2012
Supporting Evidence : 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

YC - Business and Computer Applications Program Review

Curriculum/SLO - 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. (Active)

Budgetary Impact: none

Status

Reporting Year: 2015-2016 11/17/2015

Recommendation Progress: Recommendation Achieved/Completed

Completed by IT Department. Report and answers available.