2018-2019 Program Review Cycle

Instructional Programs

CAN Program Review (Instructional) - Computer Business Office Technology (Odd Year)

Program Review Narratives

2018-2019

Instructional Program Review (IPR)

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Executive Summary

0. Executive Summary: The Computer Business Office Technology (CBOT) Department lost its only full-time faculty member in 2014 when the faculty member retired. The College chose to not fulfill the position at the time, due to the detriment of our students already in the program. Over the last several years, CBOT has been haphazardly placed under the Business Program. While CBOT can be easily aligned parallel to parts of Business, the lack of filled full-time Business Faculty positions in the Business Department leaves that department overworked and unable to achieve many of the goals for CBOT. We've abandoned our counselors who struggle to explain to students why they may not succeed in our existing CBOT program, not because of the student's own abilities, but because the College continually cuts CBOT courses and denies faculty adequate work resources to manage the overall program.

While the motivation resides to reinvigorate and align the CBOT program with the needs of our service area population, a formal and thorough Program Review cannot take place without adequate support and staffing.

Our hopes remain high that the College will support the vast opportunities in CBOT. With the support of college administration, we can address the digital divide that exists for students who either grew up during an era before technology took over our lives and for students who are economically disadvantaged and do not have access to expensive technology devices or Internet access in their homes. With the backing of College administration, we will be able to strategically align and integrate CBOT support into existing and future college programs, such as computer science, writing, English as a Second Language, data analytics, science lab courses, and our design programs, among others.

The California Community College systems offers affordable access and equity to our students. Without addressing the digital divide, we will continue to disadvantage our students who need us the most.

Program Context

1. Mission: The purpose of the CBOT program is to train students for careers and for academic advancement, including but not limited to transition to a 4 year college/university. The CBOT program's vision aligns with the Cañada College's vision by offering a variety of classes that meet community needs and are in line with employment trends, ensuring that students of all backgrounds receive quality instruction supporting personal development, improved employment opportunities, and academic success. Through the use of instructional aides, open labs, current technologies, along with personalized attention from instructors and student assistants, students are able to achieve success.

Strengths: Fall 2018 the "CBOT Skills Lab" was revitalized into a high tech Business HUB. From desktops to laptops, from standard desks to modular and collaborate desks, and the "1970's" decor has been changed to reflect a modern 21st century look. Weakness/Challenges: the curriculum hasn't changed to keep up with the needs of students nor the needs of employers. Enrollment in MS Office suite classes and keyboarding are decreasing. Classes are being cancelled due to low enrollment. Opportunities: possible changes in curriculum to keep up with employers needs; digital marketing has been requested by the Entangled Group, working on behalf of Facebook. Google tools, such as hangouts (collaborative), numbers (spreadsheets), and docs (word processing), which have been suggested by the Business Advisory Board.

Threats: the CBOT program needs a champion, the full-time faculty member retired and the position was not re-hired. Part-time coordination is being sought but our adjunct doesn't have the required skills to create curriculum with these new tools.

2. Articulation: . CBOT classes articulate as selectives.

3. Community & Labor Needs: Possible changes in curriculum to keep up with employers needs; digital marketing has been requested by the Entangled Group, working on behalf of Facebook. Google tools, such as hangouts (collaborative), numbers (spreadsheets), and docs (word processing), which have been suggested by the Business Advisory Board.

Looking Back

4. Curricular Changes: No significant changes have occurred.

5A. Progress Report - IPC Feedback: IPC asked about CBOT growth in curriculum - curricular changes will be in future planning.

5B. Progress Report - Prior Action Plans: One full time faculty member. Business HUB plan has been completed.

6A. Impact of Resource Applications: Not applicable.

6B. Impact of Staffing Changes: Without a full-time faculty member curricular changes and program vitalization has not begun.

Current State of the Program

7. Enrollment Trends: Note: Please refer to document section for graphs and charts.

Student enrollment trends have been decreasing from a high in 2013/2014 to a low in 2017/2018; the major factor to this decline has been with continuing students. The decline may be due to cancellation of courses due to low enrollment.

The ratio of women to men has been constant with more women than men; approximately 70% to 30%. Possible trend due to more men in Computer Information System (CIS) classes.

Number of students by ethnicity has stayed flat.

8-A. Access & Completion: Note: Please refer to document section for graphs and charts.

Barrier to entry is class cancellation due to low enrollment. Many ESL students take beginning keyboarding and skill building (CBOT 415 and 417), offering these classes online and face-to-face suffer from low enrollment. Also contributing to the barrier - off-site locations have closed. Students have a course completion rate of approximately 70%.

Other classes are being offered online with very little change in enrollment.

8-B. Completion - Success Online: Classes offered online have not had the same results of other programs, the curriculum is outdated and needs to be re-vitalized.

9A. SLO Assessment - Compliance: SLO assessment has been completed.

9B. SLO Assessment - Impact: SLO's are not the solution to low enrollment at this time.

10. PLO Assessment: Improvements are dependent upon increased enrollment.

Looking Ahead

11. Program Planning: Update and revitalize program curriculum. Develop course work outside of the MS Office Suite.

Program Review Narrative Status: Complete

Objective: Increase Student Access

Increase new and continuing student access to courses and programs

Objective Status: 1 - New (PR)
Objective Year: 2019-2020
Estimated Start Date: 08/12/2019
Estimated Completion Date:
Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success.
Please select the districct goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success

Action Plans

2019-2020 - New curriculum needs to be developed outside of MS Office Suite. (Active)
Who's Responsible for Completing this Action Plan?: No one is assigned at this time.
Estimated Completion Date: June 30 2020

Resource Requests

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Coordination time for part-time faculty member. (2 semesters * 100 hours * $65/hour) Approximation
Type of Resource: Instructional Personnel
Cost: 13000

Reinstate full-time faculty position due to retirement.
Type of Resource: Instructional Personnel
Cost: 100000

Objective: Increase Student Retention and Completion

in existing and new programs and courses

Objective Status: 1 - New (PR)
Objective Year: 2019-2020, 2020-2021, 2021-2022, 2022-2023
Estimated Start Date: 08/12/2019
Estimated Completion Date:
Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success.
Please select the districct goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success

Objective: Local Community Partnerships

Develop and maintain local community partnerships to support student internship and job placement

Objective Status: 1 - New (PR)
Objective Year: 2019-2020, 2020-2021, 2021-2022, 2022-2023
Estimated Start Date: 08/12/2019
Estimated Completion Date:
Please select the college goals with which this objective aligns.: Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of, reflect, and enrich our diverse and vibrant local community.
Please select the districct goals with which this objective aligns.: District Goal #2 - Establish And Expand Relationships With School Districts, 4-year College Partners, And Community-based Organizations To Increase Higher Education Attainment In San Mateo County

Action Plans

2019-2020 - Outreach to local communities and employers about advisory board membership to prepare students for success. (Active)
Who's Responsible for Completing this Action Plan?: No one is available at this time.
Estimated Completion Date: June 30 2020

Objective: Promote Programs and Courses

Promote CBOT programs and courses to students, counseling, faculty, staff, administration, community partners, and our local service area

Objective Status: 1 - New (PR)
Objective Year: 2019-2020, 2020-2021, 2021-2022, 2022-2023
Estimated Start Date: 08/12/2019
Estimated Completion Date:
Please select the college goals with which this objective aligns.: Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of, reflect, and enrich our diverse and vibrant local community.
Please select the districct goals with which this objective aligns.: District Goal #2 - Establish And Expand Relationships With

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School Districts, 4-year College Partners, And Community-based Organizations To Increase Higher Education Attainment In San Mateo County

Action Plans

2019-2020 - Note: this cannot be achieved until curriculum revitalized. (Active)
Who's Responsible for Completing this Action Plan?: No one is assigned at this time.
Estimated Completion Date: Unknown.

Objective: Strategic Program Reinvigoration

Complete a strategic program review analysis to guide future of program

Objective Status: 1 - New (PR)
Objective Year: 2018-2019, 2020-2021
Estimated Start Date: 01/14/2019
Estimated Completion Date:
Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Organizational Development - Focus institutional resources on the structures, processes, and practices that invest in a diverse student population and prioritize and promote equitable, inclusive, and transformative learning.
Please select the districct goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success, District Goal #3 - Increase Program Delivery Options, Including the Expanded Use of Instructional Technology, to Support Student Learning and Success, District Goal #4 - Ensure Necessary Resources Are Available To Implement This Strategic Plan Through Sound Fiscal Planning And Management Of Allocations. Protect Community-supported Status And Undertake The Development Of Innovative Sources Of Revenue That Support Educational Programs Beyond That Which Is Available From Community And State Allocations.

Action Plans

2019-2020 - This cannot be completed until curriculum has been revitalized. (Active)
Who's Responsible for Completing this Action Plan?: No one at this time.
Estimated Completion Date: Unknown.