

Fall 2012 Program Review - Annual Update Profile

As of: 3/15/2013 02:31 AM EST

Program Review - Annual Update Included in this report:

- 1. Discipline/Program/Area Name
- 2. Year
- 3. Name of person leading this review.
- 4. Names of all participants in this review.
- 5. Please review the five year headcount, FTES, and student PT/FT enrollment data provided on the web link. Comment on trends and how they affect your program.
- 6. Using the student achievement data provided by web link, please comment on any similarities or differences in success, retention, and persistence between ethnic, gender, and location/method of delivery groups. Please comment on all three (success, persistence, and retention). Identify which trends and achievement gaps will be addressed in the current academic year.
- 7. Analyze changes in student achievement and achievement gaps over the past four years. Cite examples of using additional resources (e.g. human, facilities/physical, technology, financial, professional development) or making other changes that have resulted in improvements in student achievement.
- 8. Provide examples from your program where assessment results of Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), and/or Operational Outcomes (OOs) were discussed and used to make budget decisions. This should include brief descriptions of assessment results, when the discussions occurred, who participated, and what, if any, budget items/resources resulted.
- 9. Analyze changes in SLO, PLO and/or OO assessment results over the past four years. Cite examples of using additional resources (e.g. human, facilities/physical, technology, financial, professional development) or making other changes that have resulted in the improvement of SLOs, PLOs and/or OOs this past year.
- 10. Review the program goals and objectives related to improving outcomes and/or student achievement identified in the most recent comprehensive self study and subsequent annual update(s). List program goals and objectives for this academic year, adding new ones if needed.
- 11. Identify changes in significant resource needs since writing the comprehensive self-study report. List new needs in rank order of importance and explain the connection to outcomes and/or student achievement.

Fall 2012 Job Placement (PR)

1. Discipline/Program/Area Name

Job Placement

2. Year

2012-2013

3. Name of person leading this review.

Ann Steinberg

4. Names of all participants in this review.

Ann Steinberg and Tracy Fernandez

5. Please review the five year headcount, FTES, and student PT/FT enrollment data provided on the web link. Comment on trends and how they affect your... *(The full text shows at beginning of the document)*

Since the peak of AVC's enrollment in 2008-2009 there has been a 26.1% decrease in annual enrollment. This decrease in enrollment is directly related to severe budget cuts and workload reductions across the state and is not indicative of a lack of community need for education. Though enrollment and resources have diminished, the workload of Job Placement has increased by 27% from 4154 to 5289 individuals served from 2010-11 to 2011-2012. There has been a decrease in resumes submitted from 1501 to 1348, however there has been a 3 percent increase in approved resumes from 2010-2011 to 2011-2012.

6. Using the student achievement data provided by web link, please comment on any similarities or differences in success, retention, and persistence b... *(The full text shows at beginning of the document)*

N/A

7. Analyze changes in student achievement and achievement gaps over the past four years. Cite examples of using additional resources (e.g. human, faci... *(The full text shows at beginning of the document)*

N/A

8. Provide examples from your program where assessment results of Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), and/or Operation... *(The full text shows at beginning of the document)*

Through the development of the comprehensive program review, JPC discussed outcome assessment findings and action plans in departmental meetings. The action plan, the annual subscription for College Central Network has been funded by SB70 grant.

9. Analyze changes in SLO, PLO and/or OO assessment results over the past four years. Cite examples of using additional resources (e.g. human, facilit... *(The full text shows at beginning of the document)*

The findings of the outcomes assessment show OO1 and 2 were not being met in current due to the lack human capitals attribute to implement, maintain and measure of these outcomes. However, action plans have addressed these issued and discussions have taken place to implement these plans to increase our operations to meet our OO established targets.

10. Review the program goals and objectives related to improving outcomes and/or student achievement identified in the most recent comprehensive self ... (The full text shows at beginning of the document)

Goal 1: Market and communicate Job Placement Center services to all constituency groups internally and externally of all services available

Ongoing, keep current.

Goal 2: Streamline the hiring practice on campus and tracking to provide current data.

Ongoing, keep current.

Goal 3: Utilize newly approved Work Readiness (WR) courses as a standard requirement for student workers.

Planned, keep current

Goal 4: Explore developing a link between enrollment data of CTE and academic programs and labor needs to improve placement of students.

Planned, keep current

11. Identify changes in significant resource needs since writing the comprehensive self-study report. List new needs in rank order of importance and e... (The full text shows at beginning of the document)

JPC Requests for 2011-12 to Business Services and presented to SPBC Staff and supplies:

RANKING	REQUEST	ILO	BUDGET
1	Request: Unrestricted Funds for supplies	2,6	2,000.00
2	Request: Student Assistant Fund	2,4,6	5,000.00
3	Request: Database for Accountability	1,2,3,4,5,6	\$1,675.00
4	Request: Staffing Needs 1 FTE Employer Outreach Specialist (SPBC 07-08 approved, on second highlighted list)	1,2,3,4,5,6	50,057.78
	Fringe Benefits for EOS	1,2,3,4,5,6	11,348.10
	Health Insurance	1,2,3,4,5,6	13,385.10
TOTAL			\$83,465.98

As stated in Educational Master Plan 2010:

“With the projected growth of the college district and the community at large within the next five years, and with the increase in academically under prepared students entering the college and the state mandated requirement for community colleges to assist in transitional programs, the following is recommended:

- Expand marketing of the Job Placement Center to faculty and staff to enhance student opportunities.
- Expand marketing to community, linking college offered courses with labor market demands of all local and regional areas via personal interaction, fliers, electronic equipment/World Wide Web, etc.
- Streamline the hiring practice on campus and tracking to provide current data.
- Utilize newly approved Work Readiness courses, and assist with the development of new courses as needed.
- Develop a link between enrollment data and labor needs to improve placement of students.
- Increase the awareness of the Mock Interview process to students and faculty.
- Maintain the Job Placement Center web page for student and community job seekers and employers.
- Maintain and expand the use of College Central Network to streamline processes in the JPC.

The goals are ongoing to maintain the department as a leading-edge campus resource. The mission and goals of the JPC will continue to be reviewed annually, to maintain its integrity and alignment with the institutional mission and goals.”

10.1 List faculty and staff requirements to meet program needs in the next four years. Be specific and brief when

offering a reason for the position (e.g. replacement, increased demand for subject, growth in student population). Mark the position as new or replacement. Place titles on list in order (rank) of importance.

- The JPC needs an Employer Outreach Specialist totaling \$74,790. The additional positions are due to the needs of the community with its 17% unemployment rate, the changes in the employment demographic (with the exiting baby boomers and influx of the Gen X and Y employees) and with the evaporating economy. Additionally, not requested in 2010-11 budget requests, are a Job Placement Specialist, and a Work Study/Work Experience Specialist. These positions will be long term requests as the economy rebounds.
- As the Palmdale Campus stabilizes with new leadership, there will be a need for a classified person to work at the Palmdale campus along with 2-4 student workers daily.

10.2 List facilities (remodels, renovations or new), equipment and technology needed to provide a safe and appropriate environment for student learning in next four years. Place items on list in order (rank) of importance.

- # 1 Priority: The JPC will need additional equipment for the added staffing, upgraded technology for the computer lab, and electronic tools for workshops. JPC needs a room to provide training and additional lab area for students to do job search. Approximately \$ 4,000.00
 - o SSV 173 (adjoins to SSV 171) needs to be dedicated to the JPC to use as a lab. If a walk way was cut through the common wall, a lab could be set and a regular class room or workshops could be held in this multi-purpose room that would become a part of job placement. Cost: an estimate- \$10,000.00 and three years of planning, estimates and actual work.
- Additional equipment needed to set up the lab, could be a research project to write a grant for the equipment. \$10,000.00 in equipment

10.3 Identify funding needed to support student learning.

- Continuing of the web based management system at \$1,675.00 per year that improves the student learning and provides ability to access new job information at any time on any computer linked to the internet.
- Resource materials delivered 24/7 through the web and other resources (podcasts, streamed video, etc.) should be available to students.
- The JPC will need the support from the district to support job fairs. Approximately \$2,000 per event.
- Support from the district for California Placement Association travel expenses and membership to maintain best practices learned at conferences and workshops to be passed on to students.