



IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE MINUTES (Adopted)
 Regular Meeting, Thursday, April 17, 2014
 3:05 p.m. –Board Room

Present:	<input checked="" type="checkbox"/> Kathy Berry	<input checked="" type="checkbox"/> Craig Blek	<input checked="" type="checkbox"/> Susan Carreon	<input checked="" type="checkbox"/> Allyn Leon for Rick Castrapel
	<input checked="" type="checkbox"/> David Drury	<input checked="" type="checkbox"/> Daniel Gilison	<input checked="" type="checkbox"/> Carol Hegarty	<input checked="" type="checkbox"/> Michael Heumann
	<input checked="" type="checkbox"/> Jose Lopez	<input checked="" type="checkbox"/> Norma Nava	<input checked="" type="checkbox"/> Norma Nunez	<input checked="" type="checkbox"/> Ed Scheuerell
	<input checked="" type="checkbox"/> James Patterson	<input checked="" type="checkbox"/> Jose Ruiz	<input checked="" type="checkbox"/> Veronica Soto	<input checked="" type="checkbox"/> ASG Representative
	<input type="checkbox"/> Kevin White	<input type="checkbox"/> Cathy Zazueta	<input type="checkbox"/> Gaylla Finnell	Andrea Montano
Consultants:	<input checked="" type="checkbox"/> Tina Aguirre	<input type="checkbox"/> Gloria Carmona	<input checked="" type="checkbox"/> Ted Cesar	<input type="checkbox"/> Becky Green
	<input type="checkbox"/> Todd Finnell	<input type="checkbox"/> Frank Rapp	<input type="checkbox"/> Sydney Rice	<input checked="" type="checkbox"/> Brian McNeece
	<input checked="" type="checkbox"/> Efrain Silva			
Visitors:	Eric Lehtonen			
Recorder:	Dixie Krimm			

I. Opening of the Meeting

A. Call to order

Michael Heumann called the regular meeting of the Imperial Valley College Curriculum Committee to order at 3:05 pm on Thursday, April 17, 2014.

B. Approval of the Minutes

1. Regular Meeting of April 3, 2014

M/S/C (Patterson/Leon) to approve the minutes of the April 3, 2014, regular meeting of the Curriculum Committee, as presented. The motion carried.

II. Action Items

A. Credit Courses

1. Revised Courses

- a. CS 170 – Introduction to Unix/Linux (3)
- b. CS 220 – Introduction to Object-Oriented Programming Using Java (4)
- c. CS 230 – Intermediate Object-Oriented Programming Using Java (4)
- d. CS 280 – Assembly Language and Machine Organization (4)

M/S (Leon/Gilison) to approve the class size revision from 24 to 30 for CS 170, 220, 230, and 280, effective 2014-2015, as presented. The motion carried.

e. JRN 101 – Multimedia News Writing & Reporting (3)

M/S (Hegarty/Leon) to approve the removal of prerequisite of JRN 100 for JRN 101, effective 2014-2015, as presented. The motion carried.

B. Catalog Textual Items

M/S (Berry/Leon) to approve the addition of Talent Search and Upward Bound catalog statements to the Counseling Services catalog section, effective 2014-2015, as presented. The motion carried.

C. Review of CTE Programs

M/S (Leon/Berry) to approve the continuation of the attached CTE programs through program year 2016 subject to conditions and mitigation as stipulated in the summary report. The motion carried.

Efrain explained the review process for continuation of CTE programs; this review is done every two years. Members were sent the link to documents by email. This year due to recommendations by FCMAT the review went beyond a simple review. Recommendations were made on each program review, most were positive but there were some that had some issues that would need to be addressed. There were a few programs that show low demand such as very few jobs available and low number of completers. Those programs will be given a two year window for improvement. If improvements are not seen after the two years there could be a recommendation to remove the program.

Efrain explained what Perkins numbers mean: cohorts of students are followed through Perkins. Low performing degrees and certificates do not help meet targets for funding.

Kathy will be reviewing all programs similar to this review. A two year window will be given for any programs that have indicated mediation.

D. Faculty Prioritization

M/S (Leon/Drury) to approve the Instructional Council and Student Services prioritization recommendations, as presented. The motion carried. (1 – no. Edward Scheuerell)

Highlighted cells on the Instructional Council list note clarification changes that were made after the instructional council meeting.

Brian asked why categorically funded positions were not included on the lists. Michael explained that the groups had decided to include full-time district faculty partly due to most categorical positions being part-time.

Kathy – by the end of June, categorical programs will be reviewed with John Lau to determine the impact on the general fund that the categorical programs are having.

III. Discussion Items

None.

IV. Information Items

Michael Heumann and Eric Lehtonen attended the Academic Senate Plenary. Michael emailed the resolutions that were provided at the plenary. A primary discussion topic included the Academic Senate involvement in AB86, they stressed the importance of faculty involvement and making sure that the involvement is voluntary as opposed to appointed.

V. Other Items

VI. Next Regular Meeting: MAY 1, 2014, 3:05pm in the Board Room.

VII. The meeting adjourned at 3:52 p.m.

In accordance with the Ralph M. Brown Act and SB 751, minutes of the IVC Curriculum Committee record the votes of all committee members as follows: (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.

CATALOG CHANGES
IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE

Action of Curriculum Committee
(MSC Approved) _____
(MSC Denied/Tabled) _____
Date of Meeting: _____

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NOTE: This form is to be used to revise textual catalog information.

Proposed change in catalog information

EFFECTIVE YEAR 2014-2015

ACTION REQUESTED: Addition of Talent Search information to the Counseling Services section of the 14-15 catalog.

JUSTIFICATION: Information Addition

CURRENT LOCATION: Not currently located in the catalog General Catalog Page(s): Page(s) 25

Educational Talent Search

Imperial Valley College Educational Talent Search is a federally funded program designed to help low-income and potential first generation college bound students gain entry to and eventually graduate from an institution of higher education. The goal of the program is to provide assistance to these students as a means to facilitate their postsecondary institutional educational objectives. The ETS staff provides many services aimed at preparing participants for college and assisting participants with college related activities. The Educational Talent Search Program staff is available to students until graduation from high school and in the transition process to college. Some of the services provided include, but are not limited to: Academic and Career Counseling, Career and College Prep Workshops, Financial Aid Assistance, College Admission Process Assistance, Tutorial Assistance, Parental involvement, Fieldtrips to Universities, Assistance to Re-enter High School or College. There are eligibility requirements and the application can be downloaded at: <http://www.imperial.edu/students/talent-search/>.

CATALOG CHANGES
IMPERIAL VALLEY COLLEGE
CURRICULUM COMMITTEE

Action of Curriculum Committee
(MSC Approved) _____
(MSC Denied/Tabled) _____
Date of Meeting: _____

=====

NOTE: This form is to be used to revise textual catalog information.

Proposed change in catalog information

EFFECTIVE YEAR 2014-2015

ACTION REQUESTED: Addition of Upward Bound information to the Counseling Services section of the 14-15 catalog.

JUSTIFICATION: Information Addition

CURRENT LOCATION: Not currently located in the catalog _____ General Catalog Page(s): Page(s) 25 _____

Upward Bound

The Imperial Valley College Upward Bound Program is funded by a grant from the U.S. Department of Education. The purpose of the Upward Bound Program is to generate the skills and motivation necessary for success in education beyond high school, among low-income, first generation college students, who are enrolled in high school seeking to prepare themselves for entry into post-secondary education (as defined by the Federal Regulations). Participants receive instruction in science, literature, composition, mathematics, study skills, and other subjects necessary for success in education beyond high school. Services and activities are scheduled after school, on Saturdays, and during the Summer Bridge and Residential programs. For program offerings and eligibility requirements please visit the website at: <http://www.imperial.edu/students/upward-bound/>.

IMPERIAL VALLEY COLLEGE DISTRICT
CTE PROGRAM VIABILITY REVIEW SECTION 78016
2014

A review of Imperial Valley College CTE programs has been completed pursuant to California Education Code, Division 7, Part 48, Chapter I, Article I, Section 78016 which requires that every community college to conduct a two year review of CTE programs to evaluate:

1. That the program meets a documented local labor market demand.
2. That the program does not represent unnecessary duplication of other manpower training programs in the area.
3. That the program demonstrates effectiveness as measured by the employment and completion success of its students.

Programs that do not meet all of these requirements shall be terminated with one year.

The following tables represent a summary report of all programs. The CTE two year program reviews are accessible at

https://www.imperial.edu/index.php?option=com_docman&task=cat_view&gid=2687&Itemid=762

The summary includes an assessment of positive factors of the program and a list of concerns, where applicable. The evaluation of Perkins performance is based on State mandated targets on completion, persistence and transfer, and placements. Student participation is the number of students enrolled and participating in each program. Mitigation relates to the actions necessary for program improvement.

A recommendation for the continuance of each program is also submitted. The recommendations are divided into three categories.

1. Programs with strong labor market demand, performance, fill rates, and completion rates. These programs are recommended to continue without any mitigation.
2. Programs with strong components but some issues of concern are recommended to continue with some mitigation measures.
3. Programs with a number of concerns including low labor market demand, low completion rates, and low performance are recommended for continuance with a recommendation for faculty to conduct a thought assessment of the program viability.

*****RECOMMENDATION FOR PROGRAM CONTINUANCE WITH NO
MITIGATION*****

NURSING – R.N DEGREE APPROVED 1970	
PROGRAM EVALUATION	
<u>Positive Factors:</u> 1. Solid labor market data. 2. Solid Perkins performance. 3. Solid completion rates in degrees and certificates. 4. Strong fill rates.	<u>Concerns:</u> 1. Very low productivity ratio (between 4-5). Nursing programs are costly programs due to strict regulatory provisions, low student to instructor ratios, and equipment.
<u>RECOMMENDATION:</u> It is recommended that the vocational nursing program continue without mitigation.	

MEDICAL ASSISTANT CERTIFICATE APPROVED 1998	
PROGRAM EVALUATION	
<u>Positive Factors:</u> 1. Program tied to industry certification. 2. Strong local labor market. 3. Strong participation. 4. High fill rates. 5. Strong productivity ratio.	<u>Concerns:</u> 1. None
<u>RECOMMENDATION:</u> It is recommended that the Medical Assistant program continue without any mitigation.	

FIRE TECHNOLOGY DEGREE AND CERTIFICATE APPROVED 2011	
PROGRAM EVALUATION	
<u>Positive Factors:</u> 1. Solid labor market data. 2. Growing student participation 3. Solid program completion in degrees.	<u>Concerns:</u> 1. Low fill rates in some courses.
<u>RECOMMENDATION:</u> It is recommended that the Fire Technology program continue without any mitigation.	

FIREFIGHTER I CERTIFICATE APPROVED 2006	
PROGRAM EVALUATION	
<u>Positive Factors:</u> 1. Solid labor market data. 2. Strong fill rates. 3. Very strong productivity ratio. 4. Strong certificate completion in 2013.	<u>Concerns:</u> 1. Low Perkins performance.
<u>RECOMMENDATION:</u> It is recommended that the Firefighter I program continue without any mitigation.	

COMPUTER INFORMATION SYSTEMS DEGREE APPROVED 2011	
PROGRAM EVALUATION	
<u>Positive Factors:</u> 1. An acceptable local labor market demand. 2. Direct connection to industry recognizes credentials which enhance opportunities for employment. 3. Strong numbers based on Perkins performance levels. 4. Consistently high fill rates. 5. Productivity ratio around 14. 6. Consistent history of degree completers.	<u>Concerns:</u> 1. None
<u>RECOMMENDATION:</u> It is recommended that the Computer Information System program continue without any mitigation measures.	

CHILD DEVELOPMENT DEGREE APPROVED 1972	
PROGRAM EVALUATION	
<u>Positive Factors:</u> 1. Strong local labor demand. 2. Strong industry recognized credentials. 3. Solid Perkins performance numbers. 4. High fill rates. 5. Consistent degree and certificate completers	<u>Concerns:</u> 1. None
<u>RECOMMENDATION:</u> It is recommended that the Child Development program continue without any mitigation.	

NURSING – VOCATIONAL DEGREE AND CERTIFICATE APPROVED 1970	
PROGRAM EVALUATION	
<u>Positive Factors:</u> 1. Tied to a State licensure. 2. Very strong local labor market demand. 3. Very strong participation. 4. Strong Perkins performance. 5. Solid fill rates. 6. Very strong degree completion rates.	<u>Concerns:</u> 1. Very low productivity ratio around 5. Nursing productivity is low due to regulatory restrictions on student/faculty ratios, equipment, and other regulations.
<u>RECOMMENDATION:</u> It is recommended that the Registered Nurse program continue without any mitigation.	

ALCOHOL AND DRUG STUDIES DEGREE AND CERTIFICATE APPROVED 1986	
PROGRAM EVALUATION	
<u>Positive Factors:</u> 1. Strong fill rates. 2. Consistent completion in degrees and certificates. 3. Very strong productivity ratio.	<u>Concerns:</u> 1. Labor market data is specific substance abuse workers not available but employment opportunities in this discipline branch out into other areas.
<u>RECOMMENDATION:</u> It is recommended that the Alcohol and Drug studies program continue without any mitigation.	

ADMINISTRATION OF JUSTICE DEGREE AND CERTIFICATE APPROVED 1970	
PROGRAM EVALUATION	
<u>Positive Factors:</u> 1. Strong local labor demand. 2. Consistent Perkins performance. 3. Strong fill rates. 4. Strong productivity ration. 5. Very strong completers in degrees and certificates.	<u>Concerns:</u> 1. None.
<u>RECOMMENDATION:</u> It is recommended that the Administrative of Justice program continue without any mitigation.	

**WELDING TECHNOLOGY
DEGREE AND CERTIFICATE APPROVED 1970**

PROGRAM EVALUATION

Positive Factors:

1. Solid and growing labor market data.
2. Very strong student participation.
3. Strong fill rates.
4. Strong completion of degrees and certificates.

Concerns:

1. Low productivity ratio between 8-9. CTE programs, particularly in health and industrial technology have low productivity rates given low enrollment CAPS established by safety regulations and space limitations.

RECOMMENDATION:

It is recommended that the Welding Technology program continue without any mitigation.

*****RECOMMENDATION FOR PROGRAM CONTINUANCE WITH MITIGATION*****

PHARMACY TECHNICIAN DEGREE AND CERTIFICATE APPROVED 2011	
PROGRAM EVALUATION	
<u>Positive Factors:</u> 1. Solid number of completers in both certificates and degrees, particularly in 2013. 2. High fill rates. 3. Industry recognizes certification. 4. Solid participation numbers.	<u>Concerns:</u> 1. Limited labor market data. May have saturated market.
<u>RECOMMENDATION:</u> It is recommended that the Pharmacy Technician program continue subject to the following mitigation: 1. The program shall conduct a survey of local industry with a broad representation to assess the local labor demand for the program. Such survey shall include a three year projection for jobs, qualification for the jobs, and salaries.	

ELECTRICAL TECHNOLOGY (Renewable & Alternative Energies) DEGREE AND CERTIFICATE APPROVED 2010	
PROGRAM EVALUATION	
<u>Positive Factors:</u> 1. Strong labor market demand. 2. Solid program participation. 3. Improvements in completion in degrees and certificates.	<u>Concerns:</u> 1. Low Perkins performance. 2. Low productivity ratio ≈8.
<u>RECOMMENDATION:</u> It is recommended that the Electrical Technology program continue subject to the following mitigation: 1. <u>Marketing:</u> The program shall develop a comprehensive marketing plan to increase student participation in the program.	

**EMERGENCY MEDICAL SERVICES (PARAMEDIC)
DEGREE AND CERTIFICATE APPROVED 1996**

PROGRAM EVALUATION

Positive Factors:

1. Solid participation.
2. Improvement in certificate completion.
3. Only training facility in Imperial Valley.

Concerns:

1. Limited local labor market. Incumbent workers can use the training to obtain promotions. Opportunities outside Imperial Valley.
2. Low fill rates.
3. Low productivity ratio.

RECOMMENDATION:

It is recommended that the Emergency Medical Service program continue subject to the following mitigation:

1. **Marketing:** The program shall develop a comprehensive marketing plan to increase student participation in the program.
2. Program to consider the elimination of the degree option or develop a plan for the improvement of degree completers.
3. The program shall conduct a survey of local industry with a broad representation to assess the local labor demand for the program. Such survey shall include a three year projection for jobs, qualification for the jobs, and salaries.

**ENERGY PRODUCTIVITY TECHNOLOGY
DEGREE AND CERTIFICATE APPROVED 2011**

PROGRAM EVALUATION

Positive Factors:

1. Strong program completers in certificates. Program operated under a grant to provided financial aid and student support.
2. New Building.

Concerns:

1. Limited local labor demand.
2. Uncertainty of program due to the closing of grant program.
3. Low productivity ratio.

RECOMMENDATION:

It is recommended that the Energy Productivity Technology program continue subject to the following mitigation:

1. The program shall conduct a survey of local industry with a broad representation to assess the local labor demand for the program. Such survey shall include a three year projection for jobs, qualification for the jobs, and salaries.
2. **Marketing:** The program shall develop a comprehensive marketing plan to increase student participation in the program.
3. **Degree Option:** The program to consider the elimination of the degree option due to low completion rates in the last three years.

**BUSINESS MARKETING
DEGREE AND CERTIFICATE APPROVED 1970**

PROGRAM EVALUATION

Positive Factors:

1. Solid local labor demand.
2. Productivity ratio between 13-14.

Concerns:

1. Low Perkins performance.
2. Low number of degree/certificate completers.
3. Only one marketing course in program with very low fill and success rates.
4. The Business Department has a number of programs with very similar course requirements and content.
 - 1) Business Accounting Technician
 - 2) Business Financial Services
 - 3) Business Administrative Assistant
 - 4) Business Office Technician
 - 5) Business Management
 - 6) Business Marketing

The descriptions of these programs appear to prepare students for the same types of jobs with no apparent distinctions.

RECOMMENDATION:

It is recommended that the Business Marketing program continue with the following mitigation:

1. The Business Department should assess the distinctive value of each program in terms of industry and employment needs. Programs that are not substantially different should be merged or eliminated.
2. The program should review its curriculum to strengthen the marketing component of the program.
3. **Marketing:** The program shall develop a comprehensive marketing plan to increase student participation in the program.

**CISCO CCNA DISCOVERY
DEGREE AND CERTIFICATE APPROVED 2012**

PROGRAM EVALUATION

Positive Factors:

1. New program. First cycle of students not yet completed.
2. Good completion and persistence rates, low denominators based on the infancy of the program.
3. Very strong industry recognized credentials.

Concerns:

1. Local Labor market data shows limited job openings in this discipline.
2. Productivity ratio in low teens and below.

RECOMMENDATION:

The CISCO program is only two years old and needs time to develop. The low local market demand is a concern that needs mitigation. The program does not have completers since students have not gone through full program cycle yet. It is recommended that the program continue but that the following actions also be taken:

1. **Local Employment Survey:** The program shall conduct a survey of local industry with a broad representation to assess the local labor demand for the program. Such survey shall include a three year projection for jobs, qualification for the jobs, and salaries.
2. **Marketing:** The program shall develop a comprehensive marketing plan to increase student participation in the program.

**AIR-CONDITIONING AND REFRIGERATION TECHNOLOGY
DEGREE AND CERTIFICATE APPROVED 2009**

PROGRAM EVALUATION

Positive Factors:

1. Projected growth in local labor demand.
2. Solid fill rates.
3. Strong completion of certificates.

Concerns:

1. No degree completions in three years.
2. Low productivity ratio between 9-10.

RECOMMENDATION:

It is recommended that the Air-Conditioning and Refrigeration Technology program continue subject to the following mitigation:

1. **Degree Option:** The program to consider the elimination of the degree option due to low completion rates in the last three years.
2. **Marketing:** The program shall develop a comprehensive marketing plan to increase student participation in the program.

**WATER TREATMENT SYSTEMS TECHNOLOGY
DEGREE AND CERTIFICATE APPROVED 2010**

PROGRAM EVALUATION

Positive Factors:

1. Solid local labor demand.
2. Solid student participation.
3. Consistent completion in degrees and certificates.

Concerns:

1. Low Perkins performance.
2. Low fill rates in upper division courses.

RECOMMENDATION:

It is recommended that the Water Technology program continue subject to the following mitigation:

1. **Marketing:** The program shall develop a comprehensive marketing plan to increase student participation in the program.

**BUSINESS ADMINISTRATION
DEGREE APPROVED 1970**

PROGRAM EVALUATION

Positive Factors:

1. Solid local labor market data.
2. Solid Perkins performance levels.
3. Solid productivity ratio around 15.
4. Very strong completion of degrees.

Concerns:

1. No certificate completers in the last three years.

RECOMMENDATION:

It is recommended that the Business Administration major continue with the following mitigation:

1. The program to reconsider the viability of the certificate option.

**BUSINESS ACCOUNTING TECHNICIAN
DEGREE AND CERTIFICATE APPROVED 1970**

PROGRAM EVALUATION

Positive Factors:

1. Solid local labor market data.
2. Solid Perkins performance levels.
3. Solid degree and certificate completers

Concerns:

1. The Business Department has a number of programs with very similar course requirements and content.
 - Business Accounting Technician
 - Business Financial Services
 - Business Administrative Assistant
 - Business Office Technician
 - Business Management
 - Business Marketing
- The descriptions of these programs appear to prepare students for the same types of jobs with no apparent distinctions.

RECOMMENDATION:

It is recommended that the Business Accounting Technician program continue with the following mitigation:

1. The Business Department should assess the distinctive value of each program in terms of industry and employment needs. Programs that are not substantially different should be merged or eliminated.

**BUSINESS MANAGEMENT
DEGREE AND CERTIFICATE APPROVED 1993**

PROGRAM EVALUATION

Positive Factors:

1. Solid local labor market data.
2. Solid fill rates.
3. Productivity ratio around 14.
4. Consistent completion of degrees and certificates.

Concerns:

1. Low number of participation.
 2. The Business Department has a number of programs with very similar course requirements and content.
 - Business Accounting Technician
 - Business Financial Services
 - Business Administrative Assistant
 - Business Office Technician
 - Business Management
 - Business Marketing
- The descriptions of these programs appear to prepare students for the same types of jobs with no apparent distinctions.

RECOMMENDATION:

It is recommended that the Business Management Technician program continue with the following mitigation:

1. The Business Department should assess the distinctive value of each program in terms of industry and employment needs. Programs that are not substantially different should be merged or eliminated.
2. **Marketing:** The program shall develop a comprehensive marketing plan to increase student participation in the program.

**BUSINESS ADMINISTRATIVE ASSISTANT
DEGREE AND CERTIFICATE APPROVED 1993**

PROGRAM EVALUATION

Positive Factors:

1. Solid local labor market data.

Concerns:

1. Low participation rates.
2. Low fill rates.
3. Low number of completions with degrees and certificates.
4. The Business Department has a number of programs with very similar course requirements and content.

- Business Accounting Technician
- Business Financial Services
- Business Administrative Assistant
- Business Office Technician
- Business Management
- Business Marketing

The descriptions of these programs appear to prepare students for the same types of jobs with no apparent distinctions.

RECOMMENDATION:

It is recommended that the Business Accounting Technician program continue with the following mitigation:

1. **Marketing:** The program shall develop a comprehensive marketing plan to increase student participation in the program.
2. Develop an enrollment management plan to improve fill rates and productivity.
3. The Business Department should assess the distinctive value of each program in terms of industry and employment needs. Programs that are not substantially different should be merged or eliminated.

**BUSINESS FINANCIAL SERVICES
DEGREE AND CERTIFICATE APPROVED 1971**

PROGRAM EVALUATION

Positive Factors:

1. Solid local labor market data.
2. Strong Perkins performance.
3. Productivity ratio around 14.

Concerns:

1. Low student participation.
2. Low number of completion of degrees and certificates.
3. The Business Department has a number of programs with very similar course requirements and content.

- Business Accounting Technician
- Business Financial Services
- Business Administrative Assistant
- Business Office Technician
- Business Management
- Business Marketing

The descriptions of these programs appear to prepare students for the same types of jobs with no apparent distinctions.

RECOMMENDATION:

It is recommended that the Business Management Technician program continue with the following mitigation:

1. The Business Department should evaluate the effectiveness of program.
2. The Business Department should assess the distinctive value of each program in terms of industry and employment needs. Programs that are not substantially different should be merged or eliminated.

BUSINESS OFFICE TECHNICIAN DEGREE AND CERTIFICATE APPROVED 1970	
PROGRAM EVALUATION	
<p><u>Positive Factors:</u></p> <ol style="list-style-type: none"> 1. Strong local labor demand. 2. Consistent Perkins performance. 3. Consistent degree and certificate completers 	<p><u>Concerns:</u></p> <ol style="list-style-type: none"> 1. The Business Department has a number of programs with very similar course requirements and content. <ul style="list-style-type: none"> • Business Accounting Technician • Business Financial Services • Business Administrative Assistant • Business Office Technician • Business Management • Business Marketing <p>The descriptions of these programs appear to prepare students for the same types of jobs with no apparent distinctions.</p> <ol style="list-style-type: none"> 2. No industry recognized credentials.
<p><u>RECOMMENDATION:</u></p>	
<p>It is recommended that the Business Accounting Technician program continue with the following mitigation:</p> <ol style="list-style-type: none"> 1. The Business Department should assess the distinctive value of each program in terms of industry and employment needs. Programs that are not substantially different should be merged or eliminated. 2. Consult with a wide range of employers to recommend the value of these certificate programs. 3. The curriculum does not appear to tie solidly with industry recognized credentials such as Microsoft certifications. The program should align the curriculum and testing for students to also earn IRCs. 	

AUTOMOTIVE TECHNOLOGY DEGREE AND CERTIFICATE APPROVED 1970	
PROGRAM EVALUATION	
<p><u>Positive Factors:</u></p> <ol style="list-style-type: none"> 1. Solid labor market data. 2. Accredited by the NATEF. 3. Tied to industry recognized credential. 	<p><u>Concerns:</u></p> <ol style="list-style-type: none"> 1. Low fill rates in some courses. 2. Low Perkins performance levels. 3. Very low completion of degrees and certificates. 4. Productivity ratio 7 in 2012-2013.
<p><u>RECOMMENDATION:</u></p>	
<p>It is recommended that the Automotive Technology program continue with the following mitigation:</p> <ol style="list-style-type: none"> 1. The program shall complete a review of the effectiveness of the restructuring of the certificate program into five distinctive industry related certificates. The previous 39 unit certificate was too long for students to complete. 	

PEACE OFFICER STANDARDS AND TRAINING (POST)	
PROGRAM EVALUATION	
<p><u>Positive Factors:</u></p> <ol style="list-style-type: none"> 1. Strong local labor demand. 2. Strong fill rates. 3. Very high productivity although productivity analysis does not factor in professional experts who conduct and teach many modules outside the FTES/FTEF productivity analysis. EWD conducted an analysis of the actual cost of conducting the academy including professional experts and found the POST academy to be self-sufficient. 4. Direct link to industry recognize credentials. 	<p><u>Concerns:</u></p> <ol style="list-style-type: none"> 1. The POST program is not a certificate or degree program. Graduates receive a POST Certification which allows students to apply for different law enforcement positions. Yet, the data is not captured institutionally.
<p><u>RECOMMENDATION:</u></p> <p>It is recommended that the program continue and work with the Institutional Researcher and the Information Technology program to develop a performance matrix that is captured by the college's captured data base (i.e. Launch board).</p>	

CORRECTIONAL SCIENCE DEGREE AND CERTIFICATE 1993	
PROGRAM EVALUATION	
<p><u>Positive Factors:</u></p> <ol style="list-style-type: none"> 1. Strong local labor demand. 2. High productivity 	<p><u>Concerns:</u></p> <ol style="list-style-type: none"> 1. Low participation rates. 2. Low fill rates. 3. Low number of degrees completers. No certificate completers. 4. The program is going through a transformation with the job opportunities recently created with the opening of a new detention center in Imperial Valley. This correctional academy is certified by STC and has different requirements and curriculum as this program. This program was designed to train students for possible jobs with the State prisons.
<p><u>RECOMMENDATION:</u></p> <p>It is recommended that the Correctional Science program continue with the following mitigation:</p> <ol style="list-style-type: none"> 1. The program shall conduct an assessment of its curriculum and consider either aligning it with the Standards Training for Corrections (STC) or created a separate STC academy. If a new STC academy is created and the Correctional Academy remains as is, then it is recommended that the following mitigation measures be taken: <ol style="list-style-type: none"> a. <u>Marketing:</u> The program shall develop a comprehensive marketing plan to increase student participation in the program. b. The faculty will explore the appropriateness of the certificate option. 	

**ELECTRICAL TRADES
DEGREE AND CERTIFICATE APPROVED 2010**

PROGRAM EVALUATION

Positive Factors:

1. Program completely paid by Imperial Irrigation District as the base program for all apprenticeship. Program is open to all students.

Concerns:

1. Program has low fill rates but no financial impact to the college since it is fully subsidized. If the subsidy ends, the college will need to reconsider the viability of the program as the performance does not appear to warrant continuation.
2. The program has only 3 certificate completers in 3 years. It appears that the degree option may not be a viable option for this program.

RECOMMENDATION:

It is recommended that the Electrical Trades program continue with the following mitigation:

1. The degree option shall be evaluated to determine its viability for this program.

*****RECOMMENDATION FOR CONTINUANCE WITH MITIGATION AND AN
EVALUATION OF THE PROGRAM CONTINUANCE*****

COURT SERVICES SPECIALIST CERTIFICATE APPROVED 2009	
PROGRAM EVALUATION	
<p><u>Positive Factors:</u></p> <ol style="list-style-type: none"> 1. Fill rates within required courses consistently over 80%. 2. Productivity ratio around 17%. 	<p><u>Concerns:</u></p> <ol style="list-style-type: none"> 1. Labor market data shows limited job openings in this discipline. 2. Only two certificate completers in the last three years. 3. The program does not have specific courses in the discipline. It is a hodgepodge of courses from different disciplines including Business, Legal, and computer information systems.
<u>RECOMMENDATION:</u>	
<p>The evaluation of this program based on the mandated elements under Section 78016 of the Education Code requires the program continue with a mitigation plan that addresses the need for the program in terms of labor market data, marketing, productivity, completion, and participation. The mitigation plan is to be submitted to the division dean by the end of fall 2014 with full implementation and completion by spring 2016. Programs will be reevaluated in 2016/17 and programs that do not show substantial improvement in these areas shall initiate program discontinuance by fall 2017 with final program termination by the end of spring 2018.</p>	

LEGAL ASSISTANT DEGREE AND CERTIFICATE APPROVED 1976	
PROGRAM EVALUATION	
<p><u>Positive Factors:</u></p> <ol style="list-style-type: none"> 1. Improvements in productivity ratio. 2. Consistency in completers of degrees and certificates. 	<p><u>Concerns:</u></p> <ol style="list-style-type: none"> 1. Limited labor market demand. 2. Limited participation. 3. Low Perkins performance. 4. Low fill rates in some sections.
<u>RECOMMENDATION:</u>	
<p>The evaluation of this program based on the mandated elements under Section 78016 of the Education Code requires the program continue with a mitigation plan that addresses the need for the program in terms of labor market data, marketing, productivity, completion, and participation. The mitigation plan is to be submitted to the division dean by the end of fall 2014 with full implementation and completion by spring 2016. Programs will be reevaluated in 2016/17 and programs that do not show substantial improvement in these areas shall initiate program discontinuance by fall 2017 with final program termination by the end of spring 2018.</p>	

JOURNALISM DEGREE APPROVED 1970	
PROGRAM EVALUATION	
<u>Positive Factors:</u> 1. Strong productivity ratio.	<u>Concerns:</u> 1. Limited labor market. 2. Very low student participation. 3. Very low degree completion.
<u>RECOMMENDATION:</u> The evaluation of this program based on the mandated elements under Section 78016 of the Education Code requires the program continue with a mitigation plan that addresses the need for the program in terms of labor market data, marketing, productivity, completion, and participation. The mitigation plan is to be submitted to the division dean by the end of fall 2014 with full implementation and completion by spring 2016. Programs will be reevaluated in 2016/17 and programs that do not show substantial improvement in these areas shall initiate program discontinuance by fall 2017 with final program termination by the end of spring 2018.	

MULTIMEDIA AND WEB DEVELOPMENT DEGREE AND CERTIFICATE APPROVED 2009	
PROGRAM EVALUATION	
<u>Positive Factors:</u> 1. Very high fill rates in the beginning levels of the program. Productivity declines in the later stages. 2. Productivity ratio between 13-14.	<u>Concerns:</u> 1. Labor market data shows limited job openings in this discipline. 2. Very low number of degree and certificate completers in the last three years. 3. The fill rates for CIS 214 are very low.
<u>RECOMMENDATION:</u> The evaluation of this program based on the mandated elements under Section 78016 of the Education Code requires the program continue with a mitigation plan that addresses the need for the program in terms of labor market data, marketing, productivity, completion, and participation. The mitigation plan is to be submitted to the division dean by the end of fall 2014 with full implementation and completion by spring 2016. Programs will be reevaluated in 2016/17 and programs that do not show substantial improvement in these areas shall initiate program discontinuance by fall 2017 with final program termination by the end of spring 2018.	

**BUILDING CONSTRUCTION TECHNOLOGY
DEGREE AND CERTIFICATE APPROVED 2010**

PROGRAM EVALUATION

Positive Factors:

1. Strong local labor market data.

Concerns:

1. Low student participation rates.
2. Low Perkins performance rates.
3. Low fill rates.
4. Very low number of completion of degrees and certificates.
5. A low productivity ratio between 5-7.

RECOMMENDATION:

The evaluation of this program based on the mandated elements under Section 78016 of the Education Code requires the program continue with a mitigation plan that addresses the need for the program in terms of labor market data, marketing, productivity, completion, and participation. The mitigation plan is to be submitted to the division dean by the end of fall 2014 with full implementation and completion by spring 2016. Programs will be reevaluated in 2016/17 and programs that do not show substantial improvement in these areas shall initiate program discontinuance by fall 2017 with final program termination by the end of spring 2018.

**AGRICULTURAL SCIENCE
DEGREE APPROVED 1970**

PROGRAM EVALUATION

Positive Factors:

1. Strong fill rates.

Concerns:

1. Low participation numbers.
2. Low Perkins performance.
3. Low number of degree completers and certificates.

RECOMMENDATION:

The evaluation of this program based on the mandated elements under Section 78016 of the Education Code requires the program continue with a mitigation plan that addresses the need for the program in terms of labor market data, marketing, productivity, completion, and participation. The mitigation plan is to be submitted to the division dean by the end of fall 2014 with full implementation and completion by spring 2016. Programs will be reevaluated in 2016/17 and programs that do not show substantial improvement in these areas shall initiate program discontinuance by fall 2017 with final program termination by the end of spring 2018.

**AGRICULTURAL BUSINESS MANAGEMENT
DEGREE APPROVED 1970 AND CERTIFICATE APPROVED 2010**

PROGRAM EVALUATION

Positive Factors:

1. Increasing efficiency ratio.
2. Solid fill rates in some courses.

Concerns:

1. Only one degree completion in three years.
2. Low participation rate.

RECOMMENDATION:

The evaluation of this program based on the mandated elements under Section 78016 of the Education Code requires the program continue with a mitigation plan that addresses the need for the program in terms of labor market data, marketing, productivity, completion, and participation. The mitigation plan is to be submitted to the division dean by the end of fall 2014 with full implementation and completion by spring 2016. Programs will be reevaluated in 2016/17 and programs that do not show substantial improvement in these areas shall initiate program discontinuance by fall 2017 with final program termination by the end of spring 2018.

**AGRICULTURAL CROP SCIENCE
CERTIFICATE APPROVED 1990**

PROGRAM EVALUATION

Positive Factors:

1. Solid labor data.

Concerns:

1. Low Perkins performance.
2. Low fill rates.
3. Declining productivity ratio.
4. Very low completers of degree or certificates.
One certificate in three years.

RECOMMENDATION:

The evaluation of this program based on the mandated elements under Section 78016 of the Education Code requires the program continue with a mitigation plan that addresses the need for the program in terms of labor market data, marketing, productivity, completion, and participation. The mitigation plan is to be submitted to the division dean by the end of fall 2014 with full implementation and completion by spring 2016. Programs will be reevaluated in 2016/17 and programs that do not show substantial improvement in these areas shall initiate program discontinuance by fall 2017 with final program termination by the end of spring 2018.

Academic Faculty Positions Prioritized by Instructional Council

Monday, April 14, 2014

															Totals	Priority
Welding caps ~28?	1	1	1	1	1	1	2	1	1	1	1	1	1	1	14	1
Mathematics/Engineering (repeat)	2	6	3	2	3	5	1	2	3	3	2	3	2	37	2	
Fire I and Fire Tech Prog. (repeat)	3	3	4	3	6	2	3	12	2	2	3	2	3	48	3	
Life Science (repeat) - Anatomy & Physiology	4	4	8	4	2	4	8	9	4	7	4	5	4	67	4	
ESWS (repeat) caps ~15/30	5	13	2	5	4	6	4	3	8	4	10	6	8	78	5	
Registered Nursing (repeat)	6	5	6	6	8	3	11	7	12	5	5	4	6	84	6	
Speech caps ~28	13	8	7	2	5	9	6	6	5	6	11	10	7	95	7	
Energy Efficiency Tech ~24	10	2	10	9	10	10	5	4	7	9	6	9	10	101	8	
Art caps ~30	9	10	5	8	9	11	7	11	6	8	12	8	5	109	9	
ESL caps ~28	8	11	12	7	11	12	9	5	9	10	7	7	11	119	10	
Life Science (repeat) - Biology	11	9	11	12	7	8	10	10	11	11	13	11	12	136	11	
Physical Science (repeat) - Chemistry	12	7	9	13	13	7	12	8	13	12	9	13	9	137	12	
ESL caps ~28	7	12	13	11	12	13	13	13	10	13	8	12	13	150	13	

Student Services Priority List

Department	Position	Funding Type	Program Review Budget Priority	Student Services Council Priority
DSPS	Full Time DSPS Counselor	Categorical: DSPS 45% General Fund: 55%	1	1
Athletics	Full Time Athletic Counselor	General Fund	3	2
Transfer Center	Full Time Counselor	General Fund	1	3