

Instructional Units Program Review Year Five Update - Management & Supervision Department Latest Version

This cycle is for Instructional Units to complete the Year Five Update of the Program Review Cycle.

Instructional Units Program Review Year Five Update

1. Program Update : Version by Wilkins, Penny on 02/17/2022 00:52

1a. Provide any important changes or updates within your program since your Program Review Year Three Update (2019-20). (New degrees, new curriculum, staffing changes, etc.)

No Changes

Degrees
New curriculum

Changes

-Modality- All courses now have online course addendums. In addition, one course MANGT075 was redeveloped for OEI CVC rubric alignment and are being approved to be badged in the CVC course listing.

-Two new adjunct faculty members were hired that are able to teach both business and management.

1b. Please address the following enrollment data provided for your program.

1.b.1. What are the enrollment trends over the past 3 years, beginning with Fall 2018? (Please address census enrollment, census fill rate, and productivity (FTES/FTEF)

Overall FTEF has remained about the same at .60 to .61.

Student success rate has dropped from 89.9% in fall 2018 to 69.2% in fall 2020.

Student enrollment raised by 20 students in fall 2020 and then dropped 10 with an overall gain of 10 students from fall 2018 to fall 2021.

Success rates decreases should be watched, but could be in relation to both management students and faculty being new to online learning and teaching. Fall 2021 and Spring 2022 success rates will help to add more light on this area.

1b. Please address the following enrollment data provided for your program.

1.b.2. What does the data suggest in terms of future needs/directions?

Findings

The Management program courses continue to show small numbers.

Action

The Management program and course offerings need to be explored to assess viability of the program. Possible options are as follows:

- Redevelop current Management and Supervision Courses.
- Explore creation of a Non Profit Management Certificate, which would include new courses.
- Explore creation of a Human Resources Management Certificate, which would include new courses.

1c. Provide a brief update on the timeline for your program's goals as listed in your Program Review Year Three Update (2019-2020). If your program's goals are in progress or modified, please include action steps and responsible parties in your explanation.

Goals	Completed/ Abandoned/ In Progress/ Modified	Impact/ Explain/ Action Steps	Timeline/ Responsible Parties
Goal 1: Explore opportunities to establish more student engagement opportunities collegewide.	In progress		All FT Faculty
Goal 2: Explore entrepreneurship certificate pathways with other LMC departments: - Music - Art - Childcare - Automotive - Travel - Management	In progress		All FT Faculty
Goal 3: Explore opportunities to reduce unsuccessful student completions.	In progress		All FT Faculty

Goals 1, 2, and 3 are ongoing.

Goal 4 (Explore redevelopment of Management program courses to determine courses that need revision, courses and certificates that should be added, and marketing approaches that should be adopted.) **Timeline:**

- Begin review Spring 2022

FOR CTE PROGRAMS ONLY

1c. Community and Labor Market Needs (Link Ed Code 78016 (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=78016.), Title 5, 51022 ([https://govt.westlaw.com/calregs/Document/I69DDBCC0B6CB11DFB199EEE3FF08959C?viewType=FullText&listSource=Search&originationContext=Search+Result&transitionType=SearchItem&contextData=\(sc.Search\)&navigationPath=Search%2fv1%2fresults%2fnavigation%2f0ad7140b000016c911a16d7fb7f969b%3fNav%3dREGULATION_PUBLICVIEW%26fragmentIdentifier%3dI69DDBCC0B6CB11DFB199EEE3FF08959C%26startInde](https://govt.westlaw.com/calregs/Document/I69DDBCC0B6CB11DFB199EEE3FF08959C?viewType=FullText&listSource=Search&originationContext=Search+Result&transitionType=SearchItem&contextData=(sc.Search)&navigationPath=Search%2fv1%2fresults%2fnavigation%2f0ad7140b000016c911a16d7fb7f969b%3fNav%3dREGULATION_PUBLICVIEW%26fragmentIdentifier%3dI69DDBCC0B6CB11DFB199EEE3FF08959C%26startInde)))

Market trends show a slight increase in management jobs except for sales, which shows a slight decrease.

Management trends			
Description	2021 Jobs	2026 Jobs	2021 - 2026 % Change
Management Analysts	5,925	6,250	5%
Administrative Services and Facilities Managers	3,273	3,357	3%
Industrial Production Managers	1,907	1,952	2%
General and Operations Managers	20,683	21,156	2%
Sales Managers	5,567	5,467	(2%)

FOR CTE PROGRAMS ONLY

1d. Advisory Board Update and Analysis (CTE related only) Include dates of Advisory Board meetings in 2020-2021, and those completed or planned in 2021-2022.

Pandemic situations seem to have impacted formalized Advisory Board meeting attendance. Contact with industry has been through adjuncts and students working in the industry.

Prior to the pandemic, most students were traveling outside the area for work with upwards in excess of 80% of people leaving the local area daily for work. While some are returning to work, many students are now working from home and seeking online classes to keep their degree work progressing. Many other students are also unemployed.

Goals and Objectives		Modified	In Progress	Abandoned	Completed
Goal 1. Strengthen a culture of equity, diversity, inclusion, and racial justice. (District #2 and #4)					
Recommended Actions	Goal 1: Explore opportunities to establish more student engagement opportunities collegewide.	0 linked SLOs 0 resource requests			
Goal 2. Increase and maximize equitable opportunities for students to successfully complete courses and programs. (District #1 and #2)					
Recommended Actions	Goal #2 Explore online offerings post pandemic.	0 linked SLOs 0 resource requests			
Goal 3. Increase opportunities that will prepare students to enter high-demand and living-wage occupational fields. (District #3)					
Recommended Actions	Goal 3: Explore entrepreneurship certificate pathways with other LMC department: - Music - Art - Childcare - Automotive - Travel - Management	0 linked SLOs 0 resource requests			
Goal 4. To better support students in accomplishing their academic and career goals – from entry to completion/transition – and to enhance course-level and program-level achievement, expand and deepen educational, workforce, and community partnerships. (District #3)					
Recommended Actions	Goal 4- Explore redevelopment of Management program courses to determine courses that need revision, courses and certificates that should be added, and marketing approaches that should be adopted.	0 linked SLOs 0 resource requests			
Goal 5: Effectively utilize institutional resources to meet the needs critical to the College mission. (District #4 and #5)					

2. Vision for Success Goals Update : Version by Franco, Dennis on 02/07/2022 22:06

2a. The following table lists the *Vision for Success* indicators that we must align to as a College and as a District. Please look at your program data (Tableau) for each of the following *Vision for Success* indicators. Please address all indicators that are relevant to your program and provide a status update on your program goals from your Program Review Year Three Update. Please include action steps if your goal(s) has been modified and an explanation if your goal(s) has been abandoned. *

**NOTE - Please copy and paste the table below in your response and complete accordingly.*

Vision for Success Indicators and ACCJC Indicator	Program Set Goals (from PR Year 3 Update)	Status (Indicate Modified, Completed, or Abandoned)	Timeline	Responsible Parties	Action Steps/ Explanation
Course Success					
Degrees (AA, AS, ADT)					

Strategic Initiative Report

Certificates of Achievement					
Unit Reduction					
CTE Jobs					

Vision for Success Indicators and ACCJC Indicator	Program Set Goals (from PR Year 3 Update)	Status (Indicate Modified, Completed, or Abandoned)	Timeline	Responsible Parties	Action Steps/ Explanation
Course Success	84.40%		ongoing	All FT faculty	Continue to advise students of program offerings and requirements. Post publications showing different certificate and degree options, and encourage students to apply before college deadline.
Management & Supervision- AS	5	5	completed	All FT faculty	Review and analyze prior performance and discuss and create new goals.
Management & Supervision Certificate of Achievement	2	4	completed	All FT faculty	Review and analyze prior performance and discuss and create new goals.

2b. The Vision for Success Goal 5 - Equity is designed to reduce the equity achievement gap on course success for disproportionately impacted (DI) student populations. The College has identified the following three disproportionately impacted (DI) populations: African-American, economically disadvantaged students (low income), and foster youth students.

Please review your program data (Tableau) for each of the aforementioned DI populations, and provide a status update on your program goal(s) for your previously selected DI population(s) in your Program Review Year Three Update. If your goal(s) has been modified please include action steps and if your goal(s) has been abandoned please provide an explanation.*

**NOTE - Please copy and paste the table below in your response and complete accordingly.*

Course Success by DI Population	Program Set Goals (PR Year 3 Update)	Status (Indicate Modified, Completed or Abandoned)	Timeline	Responsible Parties	Action Steps/ Explanation
African American					
Low Income					
Foster Youth					

Course Success by DI Population	Program Set Goals (PR Year 3 Update)	Status (Indicate Modified, Completed or Abandoned)	Timeline	Responsible Parties	Action Steps/ Explanation
African American	81%	69.20%	completed	All FT faculty	Review and analyze prior performance and discuss and create new goals.
Low Income	89%	63.5	ongoing	All FT faculty	Continue to advise students of program offerings and requirements. Post publications showing different certificate and degree options, and encourage students to apply before college deadline.
Foster Youth	72%	50%	ongoing	All FT faculty	Continue to advise students of program offerings and requirements. Post publications showing different certificate and degree options, and encourage students to apply before college deadline.

3. Assessment Status Update and CSLO Assessment Effectiveness : Version by **Wilkins, Penny** on **02/01/2022 18:20**

a. Please review the data provided on the assessment status of courses in your discipline for Cycle Two (2017/18-2020/21). For any courses that were not assessed in Cycle Two please list them in the table below in your response including why they were not assessed, when you are going to assess them, and who is going to assess them.*

**NOTE - Please copy and paste the table below in your response and complete accordingly (add extra rows if needed).*

Course Name/ Number	Reason course was not assessed	When course will be assessed	Faculty Responsible for Course Assessment

N/A

b. Discuss the results of any CSLO assessments performed this year. What changes, if any, are planned to improve student success (ex. pedagogy, assessment instruments are not appropriate to measure, CSLO rewritten etc.)?

Course Assessed	Date	Actions Based on Assessment
MANGT-060	Yes 4/30/2021	Provide more time and opportunity to work with their team to practice prior to presenting in class. Provide time in the beginning to middle of the semester to teach students how to create performance criteria and how to measure them.
MANGT-050	Yes 5/31/2019	More case studies are recommended. Recommend videos and more assignments to highlight the differences. Spend additional time on what motivates them and demotivates them. Recommend assignment next time on the protected classes.
MANGT-070	Yes 1/22/2020	Refocusing the assignment on a case study of a work place conflict will provide better modeling for students. A challenge identified in this assessment is that a small number of students do not have previous work experience. Adding an EEO component to the assignment would emphasize the element of team building in today's culturally diverse workplace.
MANGT-075	Yes 3/28/2017	Utilizing a speaker from the Career Center for interviewing skills would be helpful for instilling a real life application to the learnings. Add more small group work.

4. Course Outline of Record Updates : Version by Wilkins, Penny on 02/01/2022 18:20

Please review the data provided in eLumen for the status of the Course Outline of Records (COORs) in your discipline. Please indicate in the table below any COOR(s) for your discipline that has not been updated and identify the faculty member responsible for submitting the updated COORs to the Curriculum Committee by November 1, 2021.*

**NOTE - Copy and paste the table below in your response and complete accordingly (add extra rows if necessary).*

Course (Enter Course Name ex. ENGL-100)	Faculty Responsible for COOR Update

N/A

Impact of Resource Allocation