

Ohlone College

Program Review Report

- **Program Description and Scope:**

- *Program Review Title:* Computer Applications & Occupational Technology
- *Academic year:* 2015/2016
- *Review Type:* Instructional Disciplines
- *Program/Departments:* Computer Applications and Occupational Technology (05000)
- *Authority Code:* 53-Dean, Business, Technology, and Learning Resources
- *External Regulations:* Yes_ No X
- *Provide a brief narrative that describes the instructional program/discipline:*

The CAOT program offers sections covering software applications used in industry. These include, but are not limited to; Business, Biotech & Computer Science. Students who take courses from CAOT, are normally enrolled in other programs, and few of them, take CAOT courses as their "major." CAOT, is considered a complimentary course of study. Since 2010, CAOT has evolved from just offering Microsoft Office suite courses to inclusion of customizing software training to students taking a specific discipline. BIOTECH is an example of a program supplemented by CAOT-148, Computer Apps for the Biotech Industry. During SP 2014, CAOT will offer CAOT-160 (new) "How to use Social Media sucessfully on-the-job," as feedback from the Advisory committee employers who reported they are seeking employees with social media skills. As part of the new BSM Program (SOFTSKILLS ACADEMY) CAOT 101-A was recently added to that program offering and CAOT-160 will be a SPRING 2016 after seeing course results.

- **College Mission:**

- *Mission Statement:*

Ohlone College responds to the educational needs of our diverse community and economy by offering high quality instruction supporting basic skills, career development, university transfer, and personal enrichment and by awarding associate degrees and certificates to eligible students in an innovative, multicultural environment where successful learning and achievement are highly valued, supported, and continually assessed.
- *Program Relation to College Mission:*
 - Basic Skill
 - Careeer Entry (CTE)
 - Personal Enrichment
- *State Your Program Mission/Purpose:*

The CAOT program and mission is to provide updated training and education for

office software applications used in industry.

- *Briefly Describe Program Accomplishments:*

Successfully linking the CAOT 148- course to BIOT-105.

Students who take the CAOT-148 course are finding the transition to the needs of their Biotech class much easier to attain. Both the Biotech and CAOT faculty work closely together to ensure updated materials are delivered.

Introducing SOCIAL MEDIA-(CAOT-160) and how to use it successfully on-the-job.

Currently the Ohlone faculty member scheduled to teach the SOCIAL MEDIA course Spring 2015, has been engaged in teaching the very same course for the Chancellors Office project "@ONE." The fact that most businesses today are leaning towards using social media tools set the foundation for Ohlone to offer this course. The local business community which is served by our mission (GOAL #2) would benefit from this offering. It's an accomplishment to have attained the services of an expert in the field along with getting approval for this course and being able to offer it in a hybrid format which allows the participants to really engage in the tools for social media themselves.

- **Achievement and Resource Data Analysis:**

1. *Research Questions:*

1. Whites, African Americans, Filipinos, and Hispanics all succeed at rates below the college-set minimum standard. Additionally, a third of African Americans and Hispanics drop the classes after census. Is there a strategy that could be employed to help these groups remain in the classes and succeed?

- **Resource Assessment Summary:**

1. *Academic Year:* 2013-14
2. *Activity Center Fund 10 Budget Allocation:* \$200440.00
3. *FTEs:* Fall: 11 Spring: 6 Summer: 0
4. *WSCH/FTEF:* Fall: 426 Spring: 516 Summer: 0
5. *Course Sections Offered:* Fall: 8 Spring: 3 Summer: 0
6. *Sections Taught FT Faculty:* Fall: 3 Spring: 2 Summer: 0
7. *Sections Taught PT Faculty:* Fall: 5 Spring: 1 Summer: 0

- **Human Resources:**

1. *# of FT Faculty:* 0
2. *# of PT Faculty:* 1
3. *# of Classified Staff:*
4. *# of Administrators:*

5. *% Faculty release/reassigned time:*
 6. *Technology:*
 - Specialized Software
 - Simulation
 - Technology Enhanced Instructional Equipment
 - Laptops
 - Tablet
 - Desktops
 7. *Physical Resources:*
 - General Classrooms
- **Program Analysis PSLOs - Student Learning:**
(Key: I-Introduced, P-Practiced with Feedback, M-Demonstrated at the Mastery Level)

1. *PSLO Matrix:*

Course	PSLO-1
CAOT 101A	M
CAOT 147	P
CAOT 148	P
CAOT 150	P
CAOT 160	P

2. *Please Indicate the PSLO(s) which you are reporting on:*
 - Integrate MS Office Suite applications.
3. *Analyze and summarize your assessment findings. What in the data jumped out?*

(Leta, it appears that when you click on the word ADD above,,the following courses do not show up...but they are not deactivated. CAOT-150, CAOT-147)

Assessments WIP...

4. *Give examples of assessments used for your PSLO analysis:*

During Spring 2014 it was decided to launch and test **new more updated SLO's** to keep up with industry standards. As a result of this, the current PROGRAM SLO was not addressed because it did not reflect the current industry needs as

sought by the SLO's. Moving forward JUNE 2015, the current CAOT faculty will access their students during FALL 2015 for the following program SLO:

These new SLO's are here:

Display proficiency with the Microsoft Office Suite: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, and Microsoft Outlook.

2. Learn how to work in a modern office environment using Windows Web Apps, and other online collaboration tools.

3. Students will complete integrated projects that apply technology to business tasks and represent what is required in an actual business environment using the components of technology, web applications and Microsoft Office.

5. *Describe input from Program Advisory Committee (if applicable):*

Feedback from 2014 Combined BSM/CAOT Advisory Committee meeting, held April 11, 2014 suggested including Adobe(r) products and reintroducing an overview for keyboarding skills. Please see attached files for meeting notes).

Next Meeting to be held May 2015.

6. *Comments:*

Industry trends so fast and again the Current SLO's at the course level are being

examined.

PLO's will be finalized after Spring 2015.

- **Program Improvement Objectives**

1. *Based on the program data analysis and PSLO analysis, identify your Program Improvement Objective(s): What are you going to do? Why are you going to do it?*

Reinstate course offerings to provide opportunities for students to gain knowledge in current office automation technologies.

Notes (optional): Please include any notes related to your PIO. (2500 Character limit)

Program PIO will address the following:

- Increase Program Enrollments

How will you assess the effectiveness of your PIO:

Objective will be assessed by comparing 2014-15 CAOT FTES with 2015-16 enrollment trends.

PIO Action Plan:

How will you accomplish this?

Dean will compare data results using XEMGT tool to determine FTES at census.

What is your timeline?

2015-16 academic year

Who is going to do this?

Adjunct faculty; Dean of Business, Technology and Learning Resources.

PIO Status:

- Discontinued

Closing the loop - Describe the results of your PIO implementation or completion:

Data collected for comparison finds that there are too many external variables for this PIO to achieve a fair assessment. i.e. Bay Area economic conditions are favorable and students are not coming to take these classes. As economic trends are cyclical CAOT will revisit this PIO at another time.

Conclusion: Complete if PIO has been completed

PIO not achieved - did not work - start new PIO cycle

Fiscal Resources Status:

- No fiscal resources required.

PIO Resources:

- Resource: People Time
Description: Dean working with part-time faculty to offer curriculum
- Resource: Data from Research and Planning Office
- Resource: Data from Research and Planning Office
Description: Test

2. *Based on the program data analysis and PSLO analysis, identify your Program Improvement Objective(s): What are you going to do? Why are you going to do it?*

Revise curriculum to incorporate advisory committee input reflecting current workforce skills.

Notes (optional): Please include any notes related to your PIO. (2500 Character limit)

Program PIO will address the following:

- Student Learning & Achievement
- Success Rates
- Increase Degrees/Certifications

How will you assess the effectiveness of your PIO:

Effectiveness of this PIO will be assessed based on student feedback related to course improvements and advisory committee input.

PIO Action Plan:

How will you accomplish this?

Part-time faculty will work with Dean to revise curriculum and SLO's to reflect current industry workforce skill sets.

What is your timeline?

Academic year 2015-2016

Who is going to do this?

Adjunct faculty and the Dean of Business, Technology and Learning Resources.

PIO Status:

- Discontinued

Closing the loop - Describe the results of your PIO implementation or completion:

Data collected for comparison finds that there are too many external variables for this PIO to achieve a fair assessment. i.e. Bay Area economic conditions are favorable and students are not coming to take these classes. As economic trends are cyclical CAOT will revisit this PIO at another time.

Conclusion: Complete if PIO has been completed

PIO not achieved - did not work - start new PIO cycle

Fiscal Resources Status:

- No fiscal resources requested.

PIO Resources:

- Resource: People Time
Description: Curriculum development

3. *Based on the program data analysis and PSLO analysis, identify your Program Improvement Objective(s): What are you going to do? Why are you going to do it?*

Enhance student learning by installing updated MS Office Software into the Campus cloud.

Notes (optional): Please include any notes related to your PIO. (2500 Character limit)

Program PIO will address the following:

- Career Technical Education (CTE) Related
- Student Learning & Achievement
- Course Retention
- Course Completion
- Persistence
- Success Rates
- Increase Program Enrollments

How will you assess the effectiveness of your PIO:

Collaborate with faculty and IT department to upgrade to MS Office 2016 which will accommodate students using PC and Mac environments, and allow students

to have access to the most current technology.

PIO Action Plan:

How will you accomplish this?

Collaboration with IT

What is your timeline?

Fall 2016

Who is going to do this?

Part-Time Faculty

PIO Status:

- New
- In-Progress

Closing the loop - Describe the results of your PIO implementation or completion:

Data collected for comparison finds that there are too many external variables for this PIO to achieve a fair assessment. i.e. Bay Area economic conditions are favorable and students are not coming to take these classes. As economic trends are cyclical CAOT will revisit this PIO at another time.

Conclusion: Complete if PIO has been completed

Fiscal Resources Status:

- Software covered by Microsoft Academy

PIO Resources:

4. *Based on the program data analysis and PSLO analysis, identify your Program Improvement Objective(s): What are you going to do? Why are you going to do*

it?

Increase student skill set by adding a new 3 unit Class for Advanced Excel (MS OFFICE) instruction.

Notes (optional): Please include any notes related to your PIO. (2500 Character limit)

Program PIO will address the following:

- Career Technical Education (CTE) Related
- Student Learning & Achievement
- Course Retention
- Course Completion
- Persistence
- Success Rates
- Increase Program Enrollments

How will you assess the effectiveness of your PIO:

By number of enrollments...comparisons over next couple of years after course is approved.

PIO Action Plan:

How will you accomplish this?

Using enrollment data obtained from R&D office.

What is your timeline?

15-18

Who is going to do this?

Part time faculty

PIO Status:

- New

- In-Progress

Closing the loop - Describe the results of your PIO implementation or completion:

Data collected for comparison finds that there are too many external variables for this PIO to achieve a fair assessment. i.e. Bay Area economic conditions are favorable and students are not coming to take these classes. As economic trends are cyclical CAOT will revisit this PIO at another time.

Conclusion: Complete if PIO has been completed

Fiscal Resources Status:

PIO Resources:

- Resource: People Time

Attached Files:

- [BSM Meeting Notes 4-11-14Rev1.docx](#)
- [Res-Ques-ForPRCAOTFA2014.docx](#)