IMPERIAL VALLEY COLLEGE
PROGRAM REVIEW COVER AND SIGN-OFF SHEET

PROGRAM/DEPARTMENT **Apprenticeship Programs**   ACADEMIC YR. **2014-2015**

☑ Academic Program Review   ☐ Service Area Program Review

Program Review Completed by:

Printed Name	Title	Signature/Date
Efrain Silva	Dean, EWD	

Program Chair/Coordinator/Director:

Printed Name	Title	Signature/Date
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Area Dean:

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Efrain Silva	Dean, EWD	

Area Vice President:

Printed Name	Title	Signature/Date
Dr. Nicholas Akinkuoye	VP, Academic Services	10/20/14

Academic Program Review

ACADEMIC YEAR	2014-2015	☐ Basic Skills ☐ Transfer ☒ Career Technical Education (CTE)
PROGRAM	Imperial Irrigation District (IID) Apprenticeships Trainings	
DESCRIPTION/PURPOSE	Imperial Valley College is the Lead Educational Agency (LEA) for the 11 apprenticeships taught for the IID: Electrician/ Generation Mechanic/ Hydro Operator/ Meter Technician/ Power Lineman/Relays Technician/SCADA- Telecommunications Technician/ Power Plant Operator/ Telecommunications Technician.	
DIVISION	Economic and Workforce Development	
DEPARTMENT	Industrial Technology	
SUBMITTED BY:	Jose Lopez/Efrain Silva	

I. INSTITUTIONAL GOALS

INSTITUTIONAL GOAL 1	INSTITUTIONAL GOAL 2	INSTITUTIONAL GOAL 3	INSTITUTIONAL GOAL 4
INSTITUTIONAL MISSION AND EFFECTIVENESS – The College will maintain programs and services that focus on the mission of the College supported by data-driven assessments to measure student learning and student success. **1.1** Develop systems and procedures that establish the mission of the college as the central mechanism for planning and decision making. **1.2** Develop an institutional score card to assess student learning that drives integrated planning and resource allocation. **1.3** Develop systems and procedures to ensure that the college maintains a collegial and self-reflective dialogue that improves effectiveness. **1.4** Develop systems that are inclusive, cyclical, and understood by all stakeholders.	**STUDENT LEARNING PROGRAMS AND SERVICES** – The College will maintain instructional programs and services which support student success and the attainment of student educational goals. **2.1** Ensure that all instructional programs, regardless of location or means of delivery, address and meet the current and future needs of students. **2.2** Review program learning outcomes annually (or biennially) to assure currency, improve teaching and learning strategies, and raise student success rates. **2.3** Ensure that all Student Services programs, regardless of location or means of delivery, address and meet the current and future needs of students. **2.4** Ensure that all Student Services programs engage in a process of sustainable continuous quality improvement by annual review of Service Area Outcomes, and annual Program Review. **2.5** Ensure that the Library meets as closely as possible that "Standards of Practice for California Community College Library Faculty and Programs" of the Academic Senate for California Community Colleges. **2.6** Ensure that instructional labs continue to collaborate in sharing financial and human resources, thus maintaining continuous quality improvement.	**RESOURCES** – The College will develop and manage human, technological, physical, and financial resources to effectively support the College mission and the campus learning environment. **3.1** Develop and implement a resource allocation plan that leads to fiscal stability. **3.2** Implement a robust technological infrastructure and the enterprise software to support the college process. **3.3** Build new facilities and modernize existing ones as prioritized in the facility master plan. **3.4** Design and commit to a long-term professional development plan. 3.5 Raise the health awareness of faculty, staff, and students.	**LEADERSHIP AND GOVERNANCE** – The Board of Trustees and the Superintendent/President will establish policies that assure the quality, integrity, and effectiveness of student learning programs and services, and the financial stability of the institution. **4.1** Review all Board policies annually to ensure that they are consistent with the College mission statement, that they address the quality, integrity, and effectiveness of student learning programs and services, and that they guard the financial stability of the institution. **4.2** Maintain a clearly defined Code of Ethics that includes appropriate responses to unprofessional behavior. **4.3** Ensure that the Board of Trustees is informed and involved in the accreditation process. **4.4** Ensure that processes for the evaluation of the Board of Trustees and the Superintendent/President are clearly defined, implemented, and publicized. **4.5** Establish a governance structure, processes, and practices that guarantee that the governing board, administration, faculty, staff, and students will be involved in the decision making process.

II. PROGRAM GOALS

A. PAST – EVALUATION OF PREVIOUS CYCLE OBJECTIVES/PROGRAM GOALS (SET IN PREVIOUS YEAR)

List your previous objectives/goals and associated Institutional Goals. All program goals must address at least one of the institutional goals.

1	PAST PROGRAM GOAL #1	INSTITUTIONAL GOAL(S) (Select one primary goal.)
Identify Program Goal and Budget request, if any, from the Program Review completed in 2013-2014 (Section II C): Continue to operate as a recognized Department of Apprenticeship Standards program.		☐ **1 Mission & Effectiveness** ☐ 1.1 ☐ 1.3 ☐ 1.2 ☐ 1.4
☒ Met ☐ Partially Met ☐ Not Met **Describe how this program goal increased student achievement and/or program effectiveness in 2014-2015:** The program is approved by DAS.		☒ **2 Student Learning Outcomes** ☒ 2.1 ☐ 2.4 ☐ 2.2 ☐ 2.5 ☐ 2.3 ☐ 2.6 ☐ **3 Resources** ☐ 3.1 ☐ 3.4 ☐ 3.2 ☐ 3.5 ☐ 3.3 ☐ **4 Leadership & Governance** ☐ 4.1 ☐ 4.4 ☐ 4.2 ☐ 4.5 ☐ 4.3

2	PAST PROGRAM GOAL #2	INSTITUTIONAL GOAL(S) (Select one primary goal.)

Identify Program Goal and Budget request, if any, from the Program Review completed in 2013-2014 (Section II C):	☐ 1 Mission & Effectiveness ☐ 1.1 ☐ 1.3 ☐ 1.2 ☐ 1.4
☐ Met ☐ Partially Met ☐ Not Met Describe how this program goal increased student achievement and/or program effectiveness in 2014-2015:	☐ 2 Student Learning Outcomes ☐ 2.1 ☐ 2.4 ☐ 2.2 ☐ 2.5 ☐ 2.3 ☐ 2.6 ☐ 3 Resources ☐ 3.1 ☐ 3.4 ☐ 3.2 ☐ 3.5 ☐ 3.3 ☐ 4 Leadership & Governance ☐ 4.1 ☐ 4.4 ☐ 4.2 ☐ 4.5 ☐ 4.3

3	PAST PROGRAM GOAL #3	INSTITUTIONAL GOAL(S) (Select one primary goal.)

		☐ 1 Mission & Effectiveness
Identify Program Goal and Budget request, if any, from the Program Review completed in 2013-2014 (Section II C):		☐ 1.1 ☐ 1.3 ☐ 1.2 ☐ 1.4
☐ Met	☐ Partially Met	☐ Not Met	☐ 2 Student Learning Outcomes
		☐ 2.1 ☐ 2.4 ☐ 2.2 ☐ 2.5 ☐ 2.3 ☐ 2.6
Describe how this program goal increased student achievement and/or program effectiveness in 2014-2015:		☐ 3 Resources
		☐ 3.1 ☐ 3.4 ☐ 3.2 ☐ 3.5 ☐ 3.3
		☐ 4 Leadership & Governance
		☐ 4.1 ☐ 4.4 ☐ 4.2 ☐ 4.5 ☐ 4.3

B. PRESENT – DATA ANALYSIS AND PROGRAM HEALTH – ACCREDITATION

1. Summarize and analyze all disaggregated data by day, evening, gender, ethnicity, and distance education. Narrative only. ***Submit electronic excel file with graphs or trend data***.

   a. **Enrollment and Fill Rates**
   Discuss the trends in enrollment and fill rate for each program by day and evening at the program level.

   The apprenticeship program is funded in its entirety by the IID. Montoya apprenticeship funds are split between the IID and the College for the College to fund some of the administrative functions of the LEA. The IID has embarked in this program to create a sustainable pool of employees and journeymen in these specialized areas. The entire apprenticeship program consists of 8 courses and OJT. The first four courses are listed under the Electrical Trade program and are listed as ELTT 101-104. These classes are open to all students. The remaining courses (105-108) are in the individual apprenticeship and discipline. This component requires 2,000 hours of OJT. Only IID employees/apprentices are allowed to enroll in the upper level courses. IID pays the instruction and facility cost. IVC collects Montoya funds for administration. The program does not have a financial cost for the college.

   The IID chooses to fund courses with very low number of students, sometimes as few as one student. They choose to do this to create their employee pool. As such, all apprenticeship classes have very low fill rates and productivity but these factors do not impact the college.

   b. **Productivity**
   What are the trends in productivity? [1]
   Same response as (a) above.

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[1] (WSCH/FTEF) The goal is 525 as per state guidelines. A low number means that we are below target levels for productivity. For example, in a small class that has a mandated cap of 15 students, the fill rate may be 100% but the productivity number (WSCH/FTEF) will be very low. A class with a cap of 40 students with a 100% fill rate will have a productivity number close to or above 525.

c. **Success and Retention**

Discuss the success and retention rates by day, evening (extended day), and online classes in each program and identify gaps.
Success and retention for these programs are at 100%.

The number of students identified in the program is too small for analytical evaluation. The data shows 100% success. This makes sense since students entering this phase of the apprenticeship are already employed by the IID with a good salary, benefits and security.

d. **Success and Retention by Ethnicity**

Discuss the success and retention rates by demographic diversity of students.

Same answer as d above.

e. **Degrees and Certificates**

Discuss the trends in the number of degrees and/or certificates awarded.

The program does not have completers as the apprentices are only interested in becoming journeymen and not the certificate.

f. **Program Changes**

What program changes, if any, do you expect to have a positive effect on students?
None.

2. Summarize revisions, additions, deletions, and alternate delivery methods to courses and/or program based on the last program review.
None

3. Evaluate the program's viability by addressing program completion, size (FTES), projections (growing/stable/declining), and quality of outcomes.

The program is stable only for as long as the IID funds the instruction. It will be impractical for the College to offer classes with such low enrollments and fill rates.

C. FUTURE – LIST OF "SMART" (Specific Measurable Attainable Relevant Time-limited) PROGRAM OBJECTIVES FOR NEXT ACADEMIC YEAR TO ADDRESS PROGRAM IMPROVEMENT, GROWTH, OR UNMET NEEDS/GOALS. ALL PROGRAM GOALS MUST ADDRESS AT LEAST ONE OF THE INSTITUTIONAL GOALS.

FUTURE PROGRAM GOALS (Describe future program goals. List in order of budget priority.) You are not required to list 3 goals. Only list/identify goals that are viable in one year's time or can be carried over a number of program cycles.				INSTITUTIONAL GOAL(S) (Select one primary institutional goal)
1	**2015-2016 PROGRAM GOAL #1** Budget Priority #1			**INSTITUTIONAL GOAL(S)**
Identify Future Global Goal: Increase number of certificate completers.				☐ **1 Mission & Effectiveness**
Objective: Identify program completers and encourage the submittal of certificate completion documents to the A&R office so that completers are reflected on performance reports/				☐ 1.1 ☐ 1.3 ☐ 1.2 ☐ 1.4 ☒ **2 Student Learning Outcomes**
RESOURCE PLAN (Check all that apply.)				☒ 2.1 ☐ 2.4
☐ Facilities ☐ Marketing ☐ Technology ☐ Professional Development ☐ Staffing				☐ 2.2 ☐ 2.5 ☐ 2.3 ☐ 2.6
Task(s)				☐ **3 Resources**
A. Work with IID to identify program completers.				☐ 3.1 ☐ 3.4 ☐ 3.2 ☐ 3.5 ☐ 3.3
Timeline: June 2016				☐ **4 Leadership & Governance**
Expense Type	**Funding Type**	**Budget Request**		☐ 4.1 ☐ 4.4
☐ One-Time ☐ Recurring	☐ General District ☐ Categorical (Specify)	$0		☐ 4.2 ☐ 4.5 ☐ 4.3
B.				
Timeline:				

Expense Type	Funding Type	Budget Request	
☐ One-Time ☐ Recurring	☐ General District ☐ Categorical (Specify)	$ _____	

C.

Timeline:

Expense Type	Funding Type	Budget Request	
☐ One-Time ☐ Recurring	☐ General District ☐ Categorical (Specify)	$ _____	

How will this objective be measured? By evaluating the number of certificate completers.

How will the completion of tasks identified improve student/program success? It will reflect the value of the program in terms of certificate completions.

Who are the responsible party(ies) and assigned user(s)? Jose Lopez

FUTURE PROGRAM GOALS (Describe future program goals. List in order of budget priority.) You are not required to list 3 goals. Only list/identify goals that are viable in one year's time or can be carried over a number of program cycles.		INSTITUTIONAL GOAL(S) (Select one primary institutional goal)
2	**2015-2016 PROGRAM GOAL #2** Budget Priority #1	**INSTITUTIONAL GOAL(S)**
Identify Future Global Goal:		☐ **1 Mission & Effectiveness**
Objective:		☐ 1.1 ☐ 1.3 ☐ 1.2 ☐ 1.4
RESOURCE PLAN (Check all that apply.) ☐ Facilities ☐ Marketing ☐ Technology ☐ Professional Development ☐ Staffing		☐ **2 Student Learning Outcomes** ☐ 2.1 ☐ 2.4

Task(s)			2.2 ☐ 2.5 ☐

A.			☐ 2.3 ☐ 2.6

☐ 3 Resources
☐ 3.1 ☐ 3.4
☐ 3.2 ☐ 3.5
☐ 3.3

☐ 4 Leadership & Governance
☐ 4.1 ☐ 4.4
☐ 4.2 ☐ 4.5
☐ 4.3

Timeline:

Expense Type	Funding Type	Budget Request
☐ One-Time ☐ Recurring	☐ General District ☐ Categorical (Specify)	$_____

B.

Timeline:

Expense Type	Funding Type	Budget Request
☐ One-Time ☐ Recurring	☐ General District ☐ Categorical (Specify)	$_____

C.

Timeline:

Expense Type	Funding Type	Budget Request
☐ One-Time ☐ Recurring	☐ General District ☐ Categorical (Specify)	$_____

How will this objective be measured?

How will the completion of tasks identified improve student/program success?

Who are the responsible party(ies) and assigned user(s)?

FUTURE PROGRAM GOALS	INSTITUTIONAL GOAL(S)
(Describe future program goals. List in order of budget priority.) You are not required to list 3 goals. Only list/identify goals that are viable in one year's time or can be carried over a number of program cycles.	

		(Select one primary institutional goal)
3	**2015-2016 PROGRAM GOAL #3** Budget Priority #1	**INSTITUTIONAL GOAL(S)**

Identify Future Global Goal:	☐ **1 Mission & Effectiveness** ☐ 1.1 ☐ 1.3 ☐ 1.2 ☐ 1.4
Objective:	☐ **2 Student Learning Outcomes** ☐ 2.1 ☐ 2.4 ☐ 2.2 ☐ 2.5 ☐ 2.3 ☐ 2.6

RESOURCE PLAN
(Check all that apply.)

☐ Facilities ☐ Marketing ☐ Technology ☐ Professional Development ☐ Staffing

Task(s)	☐ **3 Resources** ☐ 3.1 ☐ 3.4 ☐ 3.2 ☐ 3.5 ☐ 3.3
A.	
Timeline:	

Expense Type	Funding Type	Budget Request	
☐ One-Time ☐ Recurring	☐ General District ☐ Categorical (Specify)	$_____	☐ **4 Leadership & Governance** ☐ 4.1 ☐ 4.4 ☐ 4.2 ☐ 4.5 ☐ 4.3

B.	
Timeline:	

Expense Type	Funding Type	Budget Request
☐ One-Time ☐ Recurring	☐ General District ☐ Categorical (Specify)	$_____

C.
Timeline:

Expense Type	Funding Type	Budget Request	
☐ One-Time ☐ Recurring	☐ General District ☐ Categorical (Specify)	$_____	
How will this objective be measured?			
How will the completion of tasks identified improve student/program success?			
Who are the responsible party(ies) and assigned user(s)?			