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Program Review - 2015-2016

Career & Technical Education

Module: Department Purpose

Question: Describe the purpose of the Discipline/Program/Service.

Answer: The purpose of the Curriculum Department is to support West's mission by ensuring that courses and programs are in compliance state guidelines

CTE programs provide West students the opportunity to meet their educational and career goals.

The purpose of Student Equity is to close the achievement gap for targeted student populations in five student success areas, including: access, course completion, basic skills pathway completion, degree and certificate completion, and transfer.

POPP is a two-year Associate's Degree program supported by the Los Angeles Police Department, the Los Angeles Unified School District, and the Los Angeles Community College District & West L.A. College. POPP recruits rising 12th graders and recent high school graduates, aged 17-20, into a fast-paced, career-oriented program for students that aspire to join the ranks of the LAPD. Over the course of the program, students complete all academic requirements to earn California high school diplomas (if needed) and Associate of Arts degrees in Administration of Justice.

Question: Describe how the stated purpose aligns with the college mission statement.

Answer: The purpose aligns with the mission to provide a transformative experience.

Module: Enrollment Trends.

Question: Describe the trends in Enrollment and FTES. Given the data, what are the implications for your program/service?

Answer: Curriculum:

Maps are now integrated into the catalog to provide a recommended sequence for students.

Pre-requisites were enforced in this past year. A slight drop in enrollment was noted.

Continued work with A&R to streamline the pre-req petition process.

Module: Students and Student Success.

Question: Based on the demographic trends in enrollment, what are the implications for your Program/ Service?

Answer: Curriculum: no impact on demographic trends. However, curriculum leaders need to become aware of industry demands to evaluate programs.

CTE: the demographic trends reflect college trends.

Question: Given the data, describe the trends in Success Rates and Retention Rates. What are the implications for the Program / Service?

Answer: Curriculum maps will improve both the success and retention rates. Students will be better prepared to follow the the suggested sequence.

CTE: All CTE programs have higher success and retention rates than the college wide trends.

Question: Given the data, describe the trends in Degrees and Certificates awarded. What are the implications for your Program/ Service?

Answer: Curriculum:

It is expected that the curriculum maps, SEPs and ADTs will have a positive effect in the future.

The IGETC and CSU GE Certificates of Achievement have been submitted to the state chancellor's office for approval.

These 2 certificates will improve the lack of certificates and degrees that the college trends is showing.

WLAC was listed 9th of the 9 LACCD colleges.

The college needs to capture more degrees and certificates by working with Student Services, Counseling, and faculty.

Module: Staffing Trends

Question: Describe the trends in FTEF. What are the implications for your program?

Answer: Curriculum: FTEF is not applicable. the curriculum chair and articulation officer work diligently to achieve needed projects.

There is a large project with the upcoming new SIS system and Curricunet. ---- a classified position is needed.

Question: Are staffing levels adequate to fulfill the purpose of the Discipline/Program/Service? Explain.

Answer: Curriculum:

No, a curriculum specialist/tek is needed to implement ongoing projects required by state.

CTE:

No, the need for more documentation, student and employer surveys, gainful employment and many other elements required for CTE need staff support.

Question: Describe the Reassigned and Release time assigned to faculty in the division. Include the faculty name, amount of release/reassigned time, length of time the assignment will last (one semester, one year, if it's renewable, etc.), and the purpose of the release/reassigned time.

Answer:	Carlos Sermeno	Allied Health	.50	Division Chair Term	Fall 2015
	Gerry Ludwig	Career Studies	.70	Division Chair Term	7/1/15-6/30/17
	Anna Chiang	Computer Science & Applications	.40	Division Chair Term	7/1/15-6/30/17

Carmen Dones Allied Health - Bachelors Program

Module: Functions and Services.

Question: List the functions and services provided by the Office / Program / Service.

Answer: Curriculum:

Provides college wide support with all curricular matters.

CTE:

Implement and deliver CTE programs.

Question: What are the emerging trends in technology that affect the program?

Answer: Curriculum:

New SIS system

Curricunet

CTE:

Need to remain up to industry standards with all programs.

Question: Describe the technological advances that have been implemented to improve and streamline the Program/ Service.

Answer: Curriculum:

none have been implemented.

CTE:

The computer science division continues to update and provide state of the art access for our students. This is a result of leveraging grants funds to support the program.

The business division was able to update the quicken software as a result of the block grant.

Allied Health still needs to purchase equipment as part of the block grant.

Paralegal continues to provide the latest research software to students as a result of the block grant funds to the library resources.

Module: Survey Results

Question: Describe the results of relevant surveys (point-of-service surveys, student surveys, staff surveys).

Answer: Curriculum:

no surveys done.

Question: Discuss the implications of the survey results for the program.

Answer:

Module: Service Level Outcomes/ SAOs

Question: Describe the program Service Level Outcomes/ SAO assessment methods and results in the prior year.

Answer: SAOs are not applicable in this unit.

Question: How has dialogue regarding assessment results and improvement plans been conducted and documented?

Answer: Curriculum: SAOs have not been developed.

CTE:

SLOs are discussed at Division and Faculty meetings, also at SLO workshops, Divisional Council, Curriculum and other college units.

The outcomes are documented at the course level.

Module: Departmental Engagement.

Question: What interoffice collaboration has your office/program/service been involved in during the past six years?

Answer: Curriculum:

The Curriculum Chair and Articulation officer work with all college divisions and the district.

CTE:

CTE manager's meetings are held monthly to discuss issues and best practices amongst all CTE programs.

Question: What has your department/ program done since the last review to establish connections with schools, institutions, organizations, businesses, and corporations in the community?

Answer: Curriculum:

Research is conducted, attendance at District and conferences to align college with state requirements.

CTE:

Outreach has resulted in adding more Business courses at Hamilton.

Internships for Film production and medical assistant students.

Advisory Board meetings are held each year by all programs.

Module: Professional Development.

Question: For each regular full-time person in your program, provide the committees in which each person is active, and list the 2 most significant professional development activities engaged in over the last 2 years.

1 Employee Name	2 Committees	3 Role in committees	4 First Prof Dev Activity	5 Year First PD Activity	
Jane Witucki	Curriculum	Chair			
Adriana Martinez	Curriculum	Member/Articulation			

Question: In order to keep current with new developments in your field, are there areas of unmet professional development needs among staff in this program? If yes, please describe.

Answer: Curriculum:
 Continued training for both the Chair and Articulation officer is needed.
 Staff also need training with curriculum matters and new requirements.

 CTE:
 Faculty attend required flex activities.
 There is a need to train faculty on curriculum process for new courses and programs.

Module: Facility Planning.

Question: List and describe any current facilities challenges (e.g., location, quantity, quality) affecting your program's ability to achieve its goals and meet institutional needs.

Answer: Curriculum:
 A localized unit has not yet been achieved.
 The articulation officer and curriculum chair prefer to work out of their faculty office.
 The curriculum staff is housed in academic affairs with the curriculum dean.

 CTE:
 The computer science division and business division are in the programming stages for a new building.
 Both are impacted with small classrooms.

Allied Health is also in the programming stages for new labs.

Film Production is in programming stages for a new building. At this time Aviation and Film Production are impacted due to sharing of facilities.

Question: Specify the division/ department's short term goals (1 year) for facilities improvement and functionality.

Answer: Continue to pursue the development of a curriculum hub in the CE building.

Continue to work with the architect to support program needs.

Question: Specify the division/ department's long term goals (2-6 years) for facilities improvement and functionality.

Answer: Curriculum: Have a self-contained unit that faculty perceive as a curriculum resource. a classified staff, curriculum chair and articulation officer. Ideally if this was co-located with the Academic Senate.

CTE:

Have all of the programs be in their respective buildings with adequate classrooms and technological needs.

Module: Completion.

Question: List the people who participated in this Program Review.

Name	Role
Celena Alcalá	Administrator

Question: Program Manager: Fill out your name and date of final approval, save, and submit the program review.

Answer: Celena Alcalá 11/6/15