

Comprehensive Program Review 2008

I. Department Mission

Does the department's mission statement reflect the goals and activities of the department? Is it aligned with the college mission? The statement of purpose (while comprehensive and well-written) does not address this question. This section needs to be rewritten to provide the mission statement for the Center.

II. Department Overview

Does the department's analysis of trends in student demographics and achievements accurately reflect the data? Have any issues been identified? The data provided gives us a good indication of population and trends, however no discussion was provided as to the implications for the Center. In addition, the presentation of raw numbers as well as percentages would be useful in assisting to understand the numbers of students served, duplicated or unduplicated. Given the availability of SARS data, some data may be obtained from that source to document student use of services in the Career Center.

III. Vocational Programs

Does the department's analysis of labor market demand, advisory board activities and accreditation status (if applicable) reflect the data? Have any issues been identified and are they adequately addressed with appropriate action plans? This area was not addressed in terms of vocational programming. Given recent collaborations with workforce development, planning and analysis of work force and labor demands would assist counselors in meeting student needs. The advisory board has not met. No time frame was provided to discern if it has not met for the entire review period or in the last year. No indication as to why a meeting has not been convened.

IV. Curriculum

Does the department's analysis of enrollment trends accurately reflect the data? Has adequate progress been made in developing and assessing student learning outcomes at the course and program level? Are Title V course outline updates current? Has adequate analysis of course scheduling been provided? SLO's have been established. Assessment has begun but needs to be completed.

V. Departmental Engagement

Has the department provided a full description of departmental engagement?
Yes, the Center Director is involved in a number of campus committees and is involved in external collaborations. The Director is to be commended for the extent of internal and external connections made to assist students given limitations on staffing and budget.

VI. Professional Development

Has the department provided a full description of professional development?
Yes, unfortunately these activities have been limited. Given budget constraints, the Director has been unable to attend conferences and other professional development activities. Budget should be directed to the Career Center to assist in this area.

VII. Support and Activities

Has the department provided a full description of support needs of the department?
Yes. The Center lacks adequate space, computers, and staffing. Given the numbers of students using the center, and growth projected in the coming year, the current location does not serve the students well, nor accommodate the staff needs.

VIII. Resources: Personnel, Equipment and Facilities

Has the department provided a full description of resource needs of the department?
Yes. The Center is in dire need of funding. Support is needed for faculty, classified and student staff, as well as for operating costs. Some assistance was obtained for the Center this past year through a grant but this is not on-going funding.

IX. Planning and Budget

Do the planning goals and action plans reflect the issues raised in the self study? Are they aligned with the Educational Master Plan and the College Strategic Plan? Goals have been identified but action plans with a budget have not been provided.

X. Final Summary by Discipline

Are all items identified as a Major Concern addressed with a goal and action plan?

No. Action plans are needed for staffing, equipment, professional development, etc.

XI. Department Strengths and Weaknesses

Has the department provided an adequate analysis of departmental strengths and weaknesses?

The department described its strengths and weaknesses adequately.

XII. Recommendations

What recommendations based on your comments do you have for this department?

The Center and its director provide significant service to the campus and are to be commended for the quality and quantity of services provided on a shoestring. Student satisfaction is high and collaboration with external groups good.

Recommendations:

- Provide discussion of student trends and impact on center. Additional data would be helpful.
- Resurrect Advisory Board and seek participation for community as potential link to funding.
- Develop action plans and associated budget requests to support goals for staffing and other issues.
- Need to complete assessment of SLO's
- Investigate and apply for external funding sources for staff and equipment as feasible