medium-pc PORTERVILLE COLLEGE: Career Technical Education

Two Year Program Review Form

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| Program Information | | | | | | | | | | | | | | | |
| Chair Name | Tim Brown | | | | | | Date | | | | 2/18/20 | | | | |
| Department | CTE | | | | | | Discipline | | | | Business Education | | | | |
| Most Recent Program Plan Completed On | | | | | | | Date | | | | Spring 2018 | | | | |
| Most Recent Program Review Completed On | | | | | | | Date | | | | Spring 2020 | | | | |
| Faculty Name | Elisa Queenan | | | | | |  | | | |  | | | | |
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| 1. Meets a Documented Labor Market Demand | | | | | | | | | | | | | | | |
| Source of information (check all that apply) | | | | | | | | | | | | | | | |
|  | Bureau of Labor Statistics (<http://www.bls.gov> ) | | | | | | | | | | | | | | |
|  | State of California Labor Market Information (<http://www.calmis.ca.gov> ) | | | | | | | | | | | | | | |
|  | Advisory Committee Meeting held on | | | | | | | | | | | | | Attach Minutes | |
|  | Professional Association | | | | |  | | | | | | | | | |
| X | Other | | | | | EMSI Data; KCCD Institutional Research | | | | | | | | | |
| Findings | The Employment Development Department of the Labor Market Information Division data project positive growth, for Tulare County from 2016 to 2026[[1]](#footnote-1). More specifically within Tulare County Human Resource Specialists occupations are expected to increase 2.9%, Logisticians (BS/BA) by 9.1%, office and administrative support occupations 1.4% and Accountants and Auditors (BS/BA) is expected to remain unchanged. Per the Bureau of Labor and Statistics from 2018-2028, Human Resource Specialists[[2]](#footnote-2) and Logisticians[[3]](#footnote-3) are expected to increase nationally by 5%. Nationally, General office clerks[[4]](#footnote-4) are expected to decline by 4%, receptionist[[5]](#footnote-5) increase by 5% and secretaries/administrative assistants decline by 7[[6]](#footnote-6)%.  The bigger concern is that per EDD data, examining the fastest growing occupations and the most occupations in Tulare County, 2014-2024, there are zero anticipated occupations requiring an associate’s degree with a wage at or above $12.00. This will require the Business department to reframe the value of how our degrees are presented. | | | | | | | | | | | | | | |
| 1. Does not represent unnecessary duplication of other manpower training programs in the area. | | | | | | | | | | | | | | | |
| List programs from other institutions (private/fee based/public): | | | | | | | | | | | | | | | |
| Name of Institution | | | Name of Program | | | Distance to College | | | | Public/Private | | | | | Approx Enrollment |
| Bakersfield College | | | Business Admin. | | | 53.9 Miles | | | | X Public Private | | | | | 27,123 |
| College of the Sequoias | | | Business Admin. | | | 33.8 Miles | | | | X Public Private | | | | | 12,881(Fall)[[7]](#footnote-7)  16,504 (annual) |
| Findings | | | The BSAD program at Porterville College serves the communities around the City of Porterville. It does not represent unnecessary duplication of other programs in the area. | | | | | | | | | | | | |
| 1. Demonstrated Effectiveness as Measured by Employment and Completion of students | | | | | | | | | | | | | | | |
| Core Indicator Data Reviewed | | | | X Yes No | | | | | Date 2/18/20 | | | | | | |
| Insert Scores Below: | | | | | | | | | | | | | | | |
| Success (Ave 2018-2019)  Credit: 85.00%  Degree Applicable: 81.37%  Transferable: 83.15%  Vocational 81.37%[[8]](#footnote-8) | | | | | Completion 100%[[9]](#footnote-9) | | | | | | | Employment 66.67% | | | |
| Non-Traditional Participation 49.95% | | | | | | | | Non-Traditional Completion 50.00% | | | | | | | |
| Findings | The BSAD program offers a broad range of programs for students seeking skills enhancement, career preparation, or a degree or certificate. Business Education offers programs in Business Administration, Entrepreneurship, Human Resources and Logistics. This program is continuing the growth process with a high employment demand. Business Education has issued 88 transferable Associate Degrees over the past two years, 2017-2019. AS-T degrees increased by 33% compared to the last two year review. When reviewing the section count all subjects increased in demand except office technology which remained the same.  Section count:   |  |  |  | | --- | --- | --- | | **Subject** | **2017-2018** | **2018-2019** | | Accounting | 4 | 5 | | Business Administration | 15 | 19 | | Economics | 4 | 6 | | Management | 3 | 20 | | Marketing | 1 | 2 | | Office Technology | 2 | 2 |   Regarding the core indicators, all areas are satisfactory. The areas in which we should focus on for improvement are skill attainment and employment.   |  |  |  | | --- | --- | --- | | **Indicator** | **Goal** | **2016-17 Narrative** | | Skill Attainment | GPA 2.0 or Above - 86.27% | The program total exceeded the performance marker, but areas for improvement are female, limited English prof, single parent, and students with disabilities | | Total Completions | 89.00% | All areas exceeded the performance marker. | | Persistence and Transfer | 91.00% | All areas exceeded the performance marker, except student with disabilities. | | Employment | 73.23% | The program total exceeded the performance marker, but areas for improvement are female, non-traditional and students with disabilities | | NT Participation | 21.65% | All areas exceeded the performance marker, except the male sector. | | NT Completion | 23.90% | All areas exceeded the performance marker, except the male sector. | | | | | | | | | | | | | | | |
| 1. Review/Approvals | | | | | | | | | | | | | | | |
| Date | | Signature | | | | | | | | | | | Title | | |
|  | |  | | | | | | | | | | | Department Head | | |
|  | |  | | | | | | | | | | | College Dean-CTE | | |
|  | | | | | | | | | | | | | | | |
| Presentation to Curriculum Committee | | | | | | | | | | | | |  | | |
| Presentation to College Council | | | | | | | | | | | | |  | | |
| Presentation to Board of Trustee | | | | | | | | | | | | |  | | |

1. <https://data.edd.ca.gov/Employment-Projections/Long-Term-Occupational-Employment-Projections/4yzm-uyfq> [↑](#footnote-ref-1)
2. <https://www.bls.gov/ooh/business-and-financial/human-resources-specialists.htm> [↑](#footnote-ref-2)
3. <https://www.bls.gov/ooh/business-and-financial/logisticians.htm> [↑](#footnote-ref-3)
4. <https://www.bls.gov/ooh/office-and-administrative-support/general-office-clerks.htm> [↑](#footnote-ref-4)
5. <https://www.bls.gov/ooh/office-and-administrative-support/receptionists.htm> [↑](#footnote-ref-5)
6. <https://www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assistants.htm> [↑](#footnote-ref-6)
7. <https://old.cos.edu/About/Research/Documents/2018%20Factbook/Data%20Set%201.pdf> [↑](#footnote-ref-7)
8. https://datamart.cccco.edu/Outcomes/Course\_Ret\_Success.aspx [↑](#footnote-ref-8)
9. https://misweb.cccco.edu/perkins/Core\_Indicator\_Reports/Summ\_CoreIndi\_TOPCode.aspx [↑](#footnote-ref-9)