 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 |  |  |
| Email | elisa.queenan@portervillecollege.edu | Telephone | 559-791-2282 |
| 1. Meets a Documented Labor Market Demand
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| 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.
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| 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
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| 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:

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| --- | --- | --- |
| **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.

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| --- | --- | --- |
| **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. |

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| 1. Review/Approvals
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| Date | Signature | Title |
|  |  | Department Head |
|  |  | College Dean-CTE |
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| 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)