Minutes

Committee Name: CHDV Department Meeting
Date: February 29, 2024
Time: 10:00 a.m.-12:00p.m.
Location: LRC 626
Attendees: Frank Guevara, Lisa Fuller, Tyrone Ledford, Vivian Baker

1. Call to Order
2. Approval of Agenda / Additions (added to information and upates)
3. Approval of Minutes (1/31/24) - approved
4. Information and Updates:
   - Summer / Fall 2024 Schedule – a few fall classes have "staff" but there is a plan
   - Trona Career Day 3/14 - Lisa will attend
   - CHDV graduation celebration planning – Frank will take lead with Tyrone helping. Vivian has already submitted the funding request to Betzabel, Katie, and Frankie. Frank would like to request funds to purchase a larger backdrop.
   - Define department process for CIC proposals -the new CIC process does not allow for co-presenters and chair review. To accommodate this, faculty will send a PDF of proposals to the department before each reading.
   - ZTC grant – We were awarded the full Implementation grant. Work will include liquid syllabus and POCR review. Vivian will develop a proposed schedule and review at the next meeting. The Acceleration grant is pending the outcome of the Cohort. This is the grant where most of the work on OERs will occur, although accessibility will be reviewed as courses go through POCR.
   - Ernie Bell, CEO at REALMS requested to meet with Vivian to explore staffing needs. Mr. Bell also spoke with Bryan Auld at SSUSD. They need trained paraprofessionals, and would like to explore building a Teacher pathway with Cerro Coso. Mr. Bell was invited to our Child Development Advisory meeting to share his ideas.
   - Maria our student worker in counseling quit. Vivian will be connecting with Christine next week to explore options.

5. Review of SLO assessments from Fall 2023 (CHDV C100, C102, and C125) – the assessments and reporting went fairly well. There is a typo on CHDV C125. Vivian will ask Dawn how to correct. Reviewing this cycle, it was identified there is a need to clarify when summative assessment data is gathered (when the assignment should be due and counted) vs. formative (small pieces of the assessment drafted throughout the semester).

6. CHDV C102: Discussion primarily focused on reviewing the scope of the curriculum project in relation to the SLOs and to make it more manageable. Identified the need to intentionally cover materials for each domain, and focus in more on teaching strategies. Remove requirement for topic of inquiry. Tyrone will draft a new curriculum project assessment assignment for the team to review at the next meeting.
   - Brief Introduction

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- Newsletter
- Webbing – environment and curriculum
- 5 activity plans (one for each domain)

We will also need to review and revise the other SLO assessment assignment. Ultimately when this is done the team will consider restructuring the course to include equitable lab hours for the work. Reminder we will revisit success rates (Sp/Su 24) in fall 2024 to evaluate if the lower-class size has increase success.

7. Discussion-Expansion of CHDV courses in Spanish- The team will explore options to offer the remaining four courses to complete the Teacher COA. Betzabel will join us at 10am at our next meeting to offer ESL insight.

8. Reminder: Courses that need to be updated with CIC-Spring 24 *CAP aligned. CIC is very busy so it's possible all courses will not make it through this semester.
   • Frank: CHDV C105* & C205* (Spring 24), C145;
   • Tyrone: C107 & C207, C111 (Since CHDV C107 and C207 are to undergo a major revision, Tyrone will send the outlines to the department for feedback prior to CIC).
   • Vivian: C149, C251* & C252*
   • Lisa: C141* & C241*(Spring 24), C281* New non-credit courses are on CIC agenda (CHDV C156 and C256 will also be updated)

9. Future Agenda Items: department rights; CHDV courses in Spanish, CHDV graduation celebration, CHDV C102 Assessments.

10. Future Meeting Dates: March 21 (Betzabel will join us at 10), April 11 (if needed); Full Department April 26 (12pm-2pm); CHDV Advisory April 5 (12pm-2pm)

11. Adjournment : 12:03
    Meeting Chair: Vivian Baker   Recorder: Vivian Baker

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Committee Name: CHDV Full Department Meeting
Date: September 15, 2022
Time: 10:0 a.m. – 12:00 p.m.
Location: IWV Main Building #218
Present: Frank Guevara, Vivian Baker, Tyrone Ledford, and Lisa Fuller

1. Call to Order 10 am
2. Approval of Agenda / Additions - Approved
3. Approval of Minutes (8/19/22) - Approved
4. Department Updates
   - Participation in CTC Pilot
     - The Pilot is currently on hold at the state level. We remain ready to respond as things change.
   - Marketing for late start classes
     - Our marketing efforts have been very successful with good numbers in all late start classes. We will begin to focus on new marketing campaigns for spring, including the CHDV classes to be taught in Spanish.
   - Review Long Term Schedule – deferred to October.
   - CHDV Classes Spanish:
     - Due to feedback from Frank and students we will be offering CHDV C104 and CHDV C106 in back to back 8 week zoom sessions. The embedded tutor is a tremendous support. We need to be on the look-out for students who will be able to serve as a bilingual embedded tutor in future semesters.
5. AUP Draft
   - Review data for improvements/gaps in prior year and identify gaps to be addressed
     - Data was reviewed and discussed. Vivian has requested additional data from IR including: identification of students who completed the course but perhaps stopped attending after the 60% date (potential fraud issue), 2020-21 and 2021-22 spring, summer, and fall (8, 12, 16-week offerings). Vivian will ask for the CDTC Year End report to review the number of permits for our service area and statewide. The department feels 2021-2022 could be an outlier, and also identified potential reasons for the drop in success (and enrollments) attributed to fraud, and COVID fatigue (ECE employees and families have been hit especially hard). The department feels the groups included in the data continue to be important. There is a desire to explore how many students are in the category of ethnicity: "other or not identified", and if disaggregating Asian students would be a large enough population to begin including. Strategies to address gaps will be determined if we are able to identify trends/patterns from the additional data. We will continue to use OER and discuss strategies for carefully choosing additional material/resources that are required in our courses.
   - Review outcomes (PLOs assessed)

- - PLOs and data were reviewed. The department feels the PLOs continue to reflect the field and our program. No changes are needed at this time.
  - Review last year's initiatives and identify next year's
    - Last year's initiatives: Participate in the Pilot and increase diversity awareness and inclusion (images, theorists, etc.) in our CHDV courses. Vivian will be asking all faculty to share resources, images, etc. and will place them in a module in the Dept. Canvas for all to access.
    - Next year's initiatives will primarily be connected to our two- and five-year goals for our new PR cycle. 1) Continue involvement with Pilot, 2) Market and build the CHDV Associate Teacher COA (classes in Spanish).
      - Add any strategies identified after we review additional data related to success gaps.

6. Potential New Programs Discussion and Prioritization
   - Identify needs for trauma informed care and family child care COAs. Request master shells for classes to be developed in tandem with the COR.
   - The department will pursue building Master Teacher specializations for the moment with the possibility of moving towards individual COAs as we figure out the state changes in the permit matrix.
     - The department will consider how to market our specialization course so that individuals know they can enroll in just the specialization (but not qualify for the Master Teacher COA/ CTC Permit).
   - Trauma Informed Care (Master Teacher Specialization or COA)
     - Tyrone will work on this. We will do it as two 3-unit courses under Master Teacher COA for now.
   - Children in the Justice System COA (partner w/ Peter- ADMJ)
     - More information on this program is needed. Who is the intended student base? Model – which colleges have it and how successful is it? Etc.
   - Paraprofessional Stackable COAs
     - More information on this program is needed. Who is the intended student base? Model – which colleges have it and how successful is it? Etc.
   - Outdoor Education (partner w/ Peter -ADMJ)
     - The department is very interested in this idea. Vivian will get more information from Peter. It's possible the department would be interested in developing a 6-unit specialization related to outdoor environments (gardening, outdoor classroom, etc).
   - Family Child Care COA
     - Lisa will work on this.
     - Developed as two 3-unit courses under Master Teacher COA like our other specializations.
   - A.A.-T Elementary Teacher Education – on hold until P-3 and transfer model curriculum is developed.
   - CBEST Prep – this would be directly related to Tyson rather than in our department.
   - Note – Lisa will bring DLL through CIC with changes no later than spring 2023.

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- Both Tyrone and Lisa will work on the new courses (Trauma Informed Care and Family Child Care), beginning this fall with the goal of going through CIC in spring 2023.
- Lisa prefers a stipend for hours worked to complete course development. Tyrone would rather have re-assigned time/load. *Final agreements to be determined.

7. Program Review
   - Comments /suggestions on Outcomes portion – department members will read and respond via email by 9/26 so any changes can be included prior to the CDAC on 9/30.
   - Identification of two- and five-year goals:
     - 2 year goal: Department will have AS-T courses brought through POCR/OEI.
       - CHDV C100 – Vivian (completed)
       - CHDV C102 – Mark (completed)
       - CHDV C104 – Tyrone
       - CHDV C106 – Mark (completed)
       - CHDV C121 – Vivian
       - CHDV C125 – Lisa
       - CHDV C200 – Michelle
       - CHDV C203 – Lisa
     - 2 year goal: Market and build up CHDV Spanish Associate Teacher COA
     - 2 year goal: Revise assessments for AS-T courses to reflect changes (pending C-ID update).
     - 5 year goal: Develop and bring a majority of Specialization courses through the POCR/OEI process.
     - 5 year goal: Integration of OER across all CHDV Courses (currently remaining: CHDV C105, CHDV C205, CHDV C251, and CHDV C252.
     - 5 year goal: Actively participate in work of the state such as CTC Pilot (TPE/TPA), P-3, changes to C-ID, etc.

8. Future Agenda Items: Program Review, AUP, Pilot, new programs/course development

9. Future Meeting Dates: 10/20/22, 11/3/22, 12/1/22   Full Dept. TBD Advisory: 9/30/22

10. Adjournment 12:07pm

Meeting Chair: Vivian Baker
Recorder: Vivian Baker

preparation. The feedback from the committee also led to the development of our new PARA C215X Legal Document Assistant course.

Part 2: Outcomes

2.1 Overview of Outcomes

PLOs and SLOs are reviewed throughout the program review cycle. There is generally only one section of the courses that are taught unless they are also taught in the ISEP program. Full-time and part-time faculty meet to discuss results and ensure that the language for the outcomes and the outcomes used are assessable and working for the course. All modalities of the courses are assessed including the correspondence course that ran during COVID through ISEP. Faculty work together to use the same type of assessment tool (e.g., exam, writing) for the SLO assessment, but may use their own material for assessing. Faculty also freely share course materials for consistency in courses. Some courses regularly offered in the summer session were also assessed to ensure the shorter session still allows the students to meet the SLOs.

The revision of prior PLOs has proven positive and was more easily assessed this cycle and on target with skills students need when entering the workforce. All courses were taken through CIC for any revision or updates to SLOs in coordination with discussion of all faculty in the program. In reviewing the SLOs again for this report, we did note some verbs that need to be modified (i.e., demonstrate and understand), but no overall changes to the SLOs are needed at this time. The expected performance for outcomes should be 75%, so we will make sure those are all corrected in the next revision through CIC.

2.2 Course Student Learning Outcomes

2.2.1 Assessment History

SLO Assessment 5-Year History

Course	SLO #	Target	Semester	Met?	Semester	Met?	Semester	Met?
PARA C101	SLO 1	75%	Summer 2019	Y	Spring 2019	Y	Fall 2020	Y
	SLO 2			Y		Y		Y
	SLO 3			Y		Y		Y
	SLO 4			Y		Y		Y
	SLO 5			Y		Y		Y
PARA C112	SLO 1	75%	Fall 2019	Y				
	SLO 2			Y				

in a variety of ways including senior management of NAWC China Lake designating specific managers to attend, aerospace contractors that serve the base and other businesses that have a need for the specialization for their employees.

Members of the Advisory Committees provide faculty and college administration with valuable input into program development and critical components for industry. Additionally, they hire our graduates and provide feedback on preparedness to enter the workforce and technical skills. Members review all student and program learning outcomes prior to the final submittal to the State of California and validate the alignment with industry requirements. The IWV Advisory Committee has also provided expertise in new program development in Cyber Security and served on a subcommittee to review and write new courses and program outcomes to align with the California State Model Curriculums.

Over the past six years, the Advisory Committees have been shaping forces in the development of the IT certificates and degree, the Cyber Security certificate and degree, and the Data Analyst I certificate. Both the IWV and ESCC committees review all the programs and provide input.

Additionally, the partnerships developed with the Advisory Committee have resulted in experts coming into the on-campus classrooms (IWV) each semester (pre-COVID) and being filmed for online students to deepen their understanding of what is required for the information technology field. Lastly, Advisory Committee has been the mechanism to develop and place students in internships and full-time positions. Employers regularly solicit faculty and the Job Development Specialist for recommendations for positions at their companies and have provided feedback on the performance. This has provided Cerro Coso Community College with a three hundred sixty-degree review of our program on a continual basis.

The minutes of the Advisory Committee meetings both at IWV and ESCC are attached for review in the addendum.

Part 2: Outcomes

2.1 Overview of Outcomes

2.1.1 Culture of Outcomes

The Business & Information Technology Department has had a long-standing history of regular discussions with full-time and adjunct faculty about student learning outcomes and program learning outcomes. We continually review the alignment, rigor, and academic integrity of our courses in Information Technology and Cyber Security with the corresponding industry certification examinations. When the certification exams are updated for currency and relevance, our simulation programs are updated, and we update our classes. The exams are revised every 18 to 24 months (about 2 years). Since the program has been dependent upon our specialized adjunct faculty, these conversations have happened at least twice a year during the advisory committee meetings as well as during discipline-specific meetings. During the last program review, the faculty decided to do all the assessments for the courses over two sequential semesters in order to take a snapshot in time.