



Program Review Committee

Minutes

March 7, 2017

EW 207, Video, CCCConfer

12:30pm - 2:00am

Present: Suzie Ama, Scott Cameron, Karee Hamilton, Michael Kane, Steve Rogers, Sylvia Sotomayor

Absent: Christine Abbott, Lisa Fuller, Kimberlee Kelly, Peter Fulks

Start Time: 3/7/17, 12:30 PM

Adjourn: 3/7/17, 1:15 PM

Topic	Facilitator	Summary/Action Items
1. Call to order		<ul style="list-style-type: none"> • 2/7/17, 12:30 PM
2. Approval of Agenda	S. Ama	<ul style="list-style-type: none"> • Approved
3. Computer Information Systems Program Review – 1st Review	V. Karnes	<ul style="list-style-type: none"> • Approved for 1st Review. Changes requested include: • Content changes: <ul style="list-style-type: none"> ○ Part 2 - Reword discussion of students jobbing out after CSCI C101 to clarify that this is speculative. ○ Part 3 <ul style="list-style-type: none"> ▪ Section 3.4 - The statement about faculty self-training and flex should be moved to section 3.2. ○ Part 4 <ul style="list-style-type: none"> ▪ Clarify who comprises the PLO denominator. All students enrolled in the course from which PLO data is pulled or only identified CIS majors? ▪ In the PLO assessment tables (starting on page 43), the Assessment Date should be the year prior to the Program Review. Move method content from the Results field into the Assessment Method field. Identify the year that the course was assessed in the Assessment Method field. ▪ Elaborate on when/how/with whom dialog occurred about learning outcome assessments (department meetings, advisory meetings, etc.)

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		<p>Discuss this in the Summary of Program Learning Outcome Achievement and Summary of Student Learning Outcome Achievement.</p> <ul style="list-style-type: none"> ▪ Revise future assessment schedule to reflect that PLOs will be reassessed in the year prior to the next Program Review. <ul style="list-style-type: none"> ○ Part 5 <ul style="list-style-type: none"> ▪ Part 5 page 53. All of the CSCI courses transfer to a CSU, however not all to a UC. When you say, “all courses have been redesigned to meet the C-ID requirements. This will improve transferability of our CIS courses.” Does this improvement mean to UC? If so, recommend clarifying this statement. <ul style="list-style-type: none"> • Spelling/Grammar Changes: <ul style="list-style-type: none"> ○ Overall <ul style="list-style-type: none"> ▪ Grammar error---under Internships. An unnecessary apostrophe with "students." ▪ Overall a very easy to read and informative program review. Thank you for numbering the pages. ▪ Please do not capitalized Important Nouns! CIS program not Program. college not College, unless part of the full name. program review not Program Review. certificate and degree, even certificate of achievement. student learning outcomes, program learning outcomes, associate degree, baccalaureate, long-term schedule, minutes, pathway, mission, college-provided, ebooks, college librarian, dual major, library, college-wide, annual unit plan, lynda.com, faculty, Cerro Coso average, core indicators, employment, persistence, marketing, counselors. ▪ Inconsistent use of C before course number. Please always include C before course number. As in CSCI C190 and not CSCI 190. Even in charts. ▪ A few places where there is a space between a final word and a comma or period. ○ Executive Summary <ul style="list-style-type: none"> ▪ Please use standardized campus names: Ridgecrest/Indian Wells Valley (IWV) and ESCC Bishop & Mammoth Lakes (ESCC) at first mention. After that, they can be referred to as IWV or Ridgecrest and ESCC or Bishop as appropriate.

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		<ul style="list-style-type: none"> ○ Part 1 <ul style="list-style-type: none"> • Typo in the template. Change 4. Conditions of Enrollment to 5. Conditions of Enrollment. • Use of terms small certificate and short-term certificate confusing and inconsistent. • Pages 6 and 21 below the Course Map to Program Learning Outcomes chart: “The program is well designed aligned with the California State Model Curriculum and each course fulfills the program learning outcomes and prepares students for employment or transfer.” • Part 1 page 4. “P” grades cannot be used to meet major requirements (per catalog page 30) • Page 19 and 22. Conditions of Enrollment for Cyber Security – should prerequisites be listed here? Example CSCI C195 has a prerequisite of CSCI C101. • CSCI C146 is not an every semester class in the long term schedule. Otherwise section is fine. • The course listings within all the sections “3. Courses/Program Matrix,” may benefit from including how many units each course is worth. (pages 5, 6, 9, 11, 14, 17, and 20) • Page 5 – “description need” should be “description needs” • On pg 5 numbers used and pg 6 letters used for PLOs. Should be consistent. • Add an s to students at the bottom of pg 8. • Page 6 sentence: “The program is well designed aligned with...” should have the word “and” inserted between the words “designed aligned” • Page 7 sentence: “The Computer Information Systems AS degree is designed so students can complete degree in...” should have the word “the” inserted between the words “complete degree” • Page 8 sentence: “This is the first baseline certificate and employers will hire student upon completion.” should be rewritten as something like: “This is the first baseline certificate and employers will hire successful students upon completion.” • Page 10 sentence: “Student could also take...” should be: “Students could also take...” • Page 10 sentence: “The description need to be reviewed...” should be:

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		<p>“The description needs to be reviewed...”</p> <ul style="list-style-type: none"> • Page 13 sentence: “The pathways and the long term schedule are designed as suggested sequence...” should be: “The pathways and the long term schedule are designed as the suggested sequence...” • Page 14 sentence: “This is an entry-level certificate and employers will hire student upon completion.” should be rewritten as something like: “This is an entry-level certificate and employers will hire successful students upon completion.” • Page 15 sentence: “...and as a result we cannot assess the whether...” should be: “...and as a result we cannot assess whether...” • Page 15 sentence: “...provide a short-term certificate for student to be able to complete...” should be: “...provide a short-term certificate for students to be able to complete...” • Page 17 – Omit units for MATH C130. Units are not indicated for other courses. • Page 18: There’s a stray letter “v” in the long term schedule table. • Page 18 sentence: “...is designed so students can complete degree in steps ...” should be: “...is designed so students can complete the degree in steps ...” • Page 22: There’s a stray letter “v” in the long term schedule table <p>CIS AS</p> <ul style="list-style-type: none"> • 1. description needs • 3. well-designed and aligned • 4. complete the degree in steps all online. • Conditions of Enrollment is #5. <p>IT+ COA</p> <ul style="list-style-type: none"> • 3. pursue (<i>not purse</i>) • Conditions of Enrollment is #5. <p>CIS COA</p> <ul style="list-style-type: none"> • 1. description needs • 1. as the alignment of? with? several CSUs • 3. designed as a suggested sequence

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		<ul style="list-style-type: none"> • 4. complete the degree in steps all online. • Conditions of Enrollment is #5. <p>DA1 COA</p> <ul style="list-style-type: none"> • Conditions of Enrollment is #5. <p>Cyber AS</p> <ul style="list-style-type: none"> • 1. program description is clearly described • 2. we do not have data that reflects the transfer rate. • 3. well-designed and aligned • 4. complete the degree in steps all online. • 4. <i>long term schedule table has errors in CSCI C195 row</i> • C190, C193, and C195 • Conditions of Enrollment is #5. <p>Cyber COA</p> <ul style="list-style-type: none"> • 1. program description is clearly described • 3. well-designed and aligned • 4. complete the degree in steps all online. • 4. <i>long term schedule table has errors in CSCI C195 row</i> • C190, C193, and C195 • Conditions of Enrollment is #5. <p>○ Part 2</p> <ul style="list-style-type: none"> • 2.5 – Change “Digital Media Arts” to “Web Professional” and “Nursing” to Vocational Nursing” • 1. degrees and certificates offered in the CIS program aligns • 1. vets full-time and adjunct faculty to ensure • 2. <i>reference to Information Technology is unclear – is it the Business & Information technology academic department or the Information Technology office headed by Mike Campbell?</i> • 3. businesses use the technology tools, networks, and required security of their information ??? • 4. Associates of Science degree in CIS • 4. As can be seen the chart below ... cancellations ... contribute (not attribute) • 5. Student demand data suggests that the entry course (CSCI 101) continues to increase. <i>What exactly is increasing? Enrollment?</i> • 5. Marketing ... is (not are) • 5. p30 below not blow • 6. <i>Change Local (Ridgecrest) to Ridgecrest-area</i> • 6. have not been captured • 6. <i>Missing period at end of final paragraph in this section</i>

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		<ul style="list-style-type: none"> • 8. Advisory Committees meets • 8. in the past three years • 8. Cyber Security certificate and degree • Page 30 sentence: “The average FTES/FTEF chart (blow) shows ...” should be: “The average FTES/FTEF chart (below) shows ...” ○ Part 3 <ul style="list-style-type: none"> • Page 38 sentence: “One classroom is equipped with 30 student stations and the third is equipped with 29 student stations.” should be: “One classroom is equipped with 30 student stations and the other classroom is equipped with 29 student stations.” • Page 39 sentence: “More outreach... need to be done.” should be: “More outreach... needs to be done.” • Page 40 sentence: “...student in the seamless transition to college.” should be: “...students in the seamless transition to college.” ○ Part 4 <ul style="list-style-type: none"> • 4.a. hardware, not harware • 4.a. CompTIA, not Comp Tia • 4.a reassessed not reassesed (2x) • Page 43, second paragraph: Employment should not be capitalized. ○ Part 5 <ul style="list-style-type: none"> • 3. transferability should only have 1 ‘r’
<p>4. General Sciences Program Review – 2nd Review</p>	<p>J. Stenger-Smith</p>	<p>Approved for 2nd Review with minor grammar changes. John will make changes and schedule presentation at Academic Senate. He has been advised to avoid referring to the “removal,” “firing,” or “termination” of the construction contractor because of legal liability. A cease and desist letter has already been issued to one Cerro Coso employee.</p> <p>Final changes</p> <ul style="list-style-type: none"> • Executive Summary <ul style="list-style-type: none"> ○ “With the removal of the current contractor from the Main Building Modernization has made the current “temporary solution” is now untenable and unsafe.” Revise to say “With the vacancy of a general contractor from the main building modernization project, the current “temporary solution” is now untenable and unsafe.”

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		<ul style="list-style-type: none"> • Program Pathway <ul style="list-style-type: none"> ○ BIOL C111 and BIOL C112 are also offered at ESCC, semicolon therefore, ESCC students may have the opportunity to complete at least some of the Chemistry and Biology Emphasis classes.. • Place of Program <ul style="list-style-type: none"> ○ Many General science students focus exclusively on major level preparation and complete the general education requirements at their respective transfer institution. ○ The SB 1440 Transfer degrees might have implications for all three of the General emphases, semicolon however the Department is very skeptical of SB 1440:
5. Approval of 3/7/17 minutes	S. Ama	<ul style="list-style-type: none"> • Approved
6. Adjournment		1:15 PM

Facilitator: Suzie Ama

Recorder: Suzie Ama