College of Alameda

Annual Program Update

Supplemental/Revised Template 2014-2015

I. Overview

BI Download:	September 19, 2014	Dept. Chair:	Rochelle Olive
Subject/Discipline:	CIS	Dean:	Dr. Charlene Perlas
Campus:	College of Alameda		
Mission Statement	To serve the educational needs of its diverse community by providing comprehensive and flexible programs and resources that empower students to achieve their goals – (a) to transfer to four-year institutions, (b) to earn degrees and certificates in selected academic and occupational fields, (c) to prepare for positions in the workforce, d) to improve their basic learning skills, and (e) to expand their general knowledge.		

II. Enrollment – *see department specific data sheet*

III. Student Success– *see department specific data sheet*

IV. Faculty –

SUB	SECT	CENSUS	FTES TOTL	FTEF CONT	FTEF EXSV	FTEF TEMP	FTEF TOTL
FA13	15	367	61.02	2.23	0.82	1.12	4.16
SP14	12	319	64.98	2.15	0.44	1.48	4.06

V. Qualitative Assessments

CTE and Vocational: Community and labor market relevance. Present evidence of community need based on Advisory Committee input, industry need data, McIntyre Environmental Scan, McKinsey Economic Report, licensure and job placement rates, etc.	Monster.com has over a thousand jobs listed in the San francisco Bay Area for computer programmers, Systems analysts and other IT related positions. US Bureau of Labor Statistics continue to project a strong demand for programmers, analysts, database adminstrators, network engineers, and software engineers for the next several years.
Transfer and Basic Skills: Describe how your course offerings address transfer, basic skills, and	**CIS 1 (Computer Information Systems, 4 units)** and **CIS 5 (Computer Science, 5 units)** are

program completion.	TRANSFERRABLE and meet the computer literacy requirement for the 4-year degree program at University of California (UC) and California State University (CSU) as seen on **www.assist.org** **CIS 205** (**Computer Literacy, 1 unit**) provides vociational students such as those in the ATLAS program to develop basic skills in using word processing (Word), spreadsheets (Excel), presentations (PowerPoint), database (Access). Currently, in 2013, CIS Department offers Two Certificates of Proficiency: (a) **Desktop Support Technician Certificate** comprising of 16 units in 5 classes, and (b) **Web Publishing Certificate** comprising of 10 units in 5 classes. All courses required to complete the certificates should be offered every year. The following courses have not been offered for over two years now, including: CIS 201 Introduction to Computer Hardware (4) CIS 239 Help Desk Tools and Technigues (2) CIS 233 Introduction to the Internet (2) CIS 234E Creating an E-Commerce Web Site (2)

VI. Course SLOs and Assessment

	Fall 2014
Number of active courses in your discipline	Eight (8) 28 COURSES are listed in Catalog, of which, 8 are listed in the Fall 2014b Schedule of Classes. They include: **CIS 1** – Computer Info. Systems (4) **CIS 5** – Computer Science (5) CIS040 Database management (4) **CIS 42** – Spreadsheet Applications (4) CIS201 – Intro to Computer Hardware (4) **CIS 205** – Computer Literacy (1) CIS226A – Desktop Support technician I CIS 234A – Web Publishing I (2) **CIS 234E** – Creating an E-Commerce Web Site (2)
Number with SLOs	8 COURSES have Student Learning Objectives: **CIS 1** – Computer Information Systems (4) **CIS 5** – Computer Science (5) CIS040 Database management (4) **CIS 42** – Spreadsheet Applications (4) CIS201 – Intro to Computer Hardware (4) **CIS 205** – Computer Lireracy (1) **CIS 234A** – Web Publishing I (2) **CIS 234E** – E-Commerce Web site
% SLOs/Active Courses	100%
Number of courses with SLOs that have been assessed	Two (2): CIS001 and CIS005
% Assessed/SLOs	2 out of 8, i.e., 25%.

Describe types of assessment methods you are using
Assessment done mainly through exams. Where applicable, homework assignments, and Lab projects are also used.

Describe results of your SLO assessment progress
Two courses: CIS001 and CIS005 have been assessed. For Fall 2014, CIS042 will also be assessed.

Describe how assessment results and reflection on those results have led to improvements. Improvements are reflected in higher percentage of successful student SLOs.

VII. Program Learning Outcomes and Assessment

	Fall 2014
Number of degrees and certificates in your discipline	One (AA) degree and Two certificate programs (Desktop Technician and Web Publishing) are offered per our catalog.
Number with Program Learning Outcomes	Still needs to be obtained from depatrment data sheet
Number assessed	Still needs to be obtained from depatrment data sheet
% Assessed	Still needs to be obtained from depatrment data sheet

Describe assessment methods you are using

Determine the student success rate in the program.

Describe results of assessment. Describe how assessment of program-level student learning outcomes led to certificate/degree program improvements.
Assessment findings led to a review of the courses included in certificate/degree program with the aim of the relevancy of the courses included and improving student success rates.

VIII. Strategic Planning Goals

Check all that apply.	Describe how goals apply to your program.
☐ Advance Student Access, Success & Equity ☐ Engage our Communities & Partners ☐ Build Programs of Distinction ☐ Create a Culture of Innovation & Collaboration ☐ Develop Resources to Advance & Sustain Mission	On the goal of engaging our communities and Partners, we have been in contact with the Bay Area sector of the Information and Communications Technologies (ICT). ICT has convened a number of meetings with the East Bay industries and government agencies to discuss what courses they feel the community colleges need to offer to help develop the potential ICT workers and the opportunities for employment and cooperative training.

IX. College Strategic Plan Relevance

Check all that apply

☐ New program under development
☐ Program that is integral to your college's overall strategy
☐ Program that is essential for transfer
☐ Program that serves a community niche
☐ Programs where student enrollment or success has been demonstrably affected by extraordinary external factors, such as barriers due to housing, employment, childcare etc.
☐ Other

X. Action Plan

Please describe your plan for responding to the above data (quantitative, qualitative, and data specifically from course and program learning outcomes assessment). Consider curriculum, pedagogy/instructional, scheduling, and marketing strategies. Also, please reference any cross district collaboration with the same discipline at other Peralta colleges.

Include overall plans/goals and specific action steps.

XI. Needs

Please describe and prioritize any **faculty, classified, and student assistant** needs.
FULL-TIME FACULTY – need at least ONE full-time to replace retired Gary Perkins
   PART-TIME FACUTLY – need at least FIVE part-time instructors in addition to current three
  STUDENT ASSISTANT – need at least ONE part-time assistant for EACH Full-Time Faculty

Please describe and prioritize any **equipment, material, and supply** needs.
EQUIPMENT needs
4 - Windows Laptops for Bob Grill, Manny Uy, Anthony Villegas, and new full-time faculty …………$10,500
4 - Touch-Screen Windows 8 Desktops for Offices of full-time faculty …………………………………$ 2,800
4 – Four-Terrabyte (4TB) External Storage Devices for full-time faculty ………………………………$ 1.400
12 – Sixty-Four Gigabye (64GB) US3.0 B Flash Drive for four full-time and eight part-time faculty ...$ 1,200
1 – Scantron Machine Reader installed in D114 computer lab to replace one that used to be there..$ 1,100
1 – New DVD/VHS player to replace the one that is out-of-order in D114 computer lab ……………..$ 80
1 – New Mobile White Board at D114 computer lab + fix old one …………………………………………$ 700
Total equipment Needs Estimate …………………………………………………………………………$17780
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MATERIAL and
other software required for our CIS classes …………………………………………………………..$ 2000
SUPPLY needs ……………………………………………………………………………………$ 3000
20 – boxes of laser printer paper for one year supply
12 – cartridges for HP laser printers located at D114, A205, A225, A232
other materials e.g.
white board markers,
erasers,
    pens
  pencils,
pads,
staplers,
staples,
paper clips,
folders,
envelopes,
copier (white and color) paper, etc.
    based on prior usage adjusted for future demand (ask Mary Arndt for prior order requisitions)

Please describe and prioritize any **facilities** needs.
195 – Lenovo Meidum Configuration Desktop Computers
65 at Room D114
14 at Room D301
181 – Lenovo ThinkVision LT2252p 22" Wide Monitors
65 at Room D114
14 at Room D301
13 – Lenovo Meidum Configuration Desktop Computers at Auto Mechancics "B" Building
13 – Lenovo ThinkVision LT2252p 22" Wide Monitors at Auto Mechancics "B" Building
Need following equipments installed and operation at D114 computer lab
1 – Scantron Machine Reader installed in D114 computer lab to replace one that used to be there
1 – New DVD/VHS player to replace the one that is out-of-order in D114 computer lab
1 – New Mobile White Board at D114 computer lab + fix old one

College of Alameda

MISSION
The Mission of College of Alameda to serve the educational needs of its diverse community by providing comprehensive and flexible programs and resources that empower students to achieve their goals.

VISION

The Vision of College of Alameda is that we are a diverse, supportive, empowering learning community for seekers of knowledge. We are committed to providing a creative, ethical and inclusive environment in which students develop their abilities as thinkers, workers and citizens of the world.

VALUES

We use this vision to choreograph three central themes in our quest for "learning excellence" and services to students.

∗ Academic Excellence

∗ Budgetary Competence

∗ Community Engagement

We call these "our ABCs" emphasizing crucial success indicators for our students in achieving an enhanced capacity to pursue their dreams!

District Strategic Goals & Institutional Objectives 2014-2015

The following are the Peralta Community College District's Strategic Goals and Institutional Objectives for the Academic Year 2014-15 (July 1, 2014 – June 30, 2015) which will be evaluated in Summer 2015.

Strategic Focus for 2014-2015: Our focus this year will be on student success in the core educational areas of basic skills/ESOL (English for speakers of other languages), transfer, and CTE (career technical education) by encouraging accountability, outcomes assessment, innovation and collaboration while spending within an established budget.

Strategic Goals & 2014-2015 Institutional Objectives	
A: Advance Student Access, Equity, and Success	**A.1 Student Access:** Increase enrollment for programs and course offerings in the essential areas of basic skills/ESOL, CTE and transfer to achieve the District target of 19,355 RES FTES. **A.2 Student Success:** Increase students' participation in SSSP eligible activities by 50%, with specific emphasis on expanding orientations, assessments, academic advising and student educational plans. **A.3 Student Success:** Using baseline data, increase student engagement in activities such as student governance, student life activities, Student leadership development, service learning programs, learning communities, student employment, etc. **A.4 Student Equity Planning:** Address the achievement gap through fully developing and implementing the student success and equity plans at each campus.
B: Engage and Leverage Partners	**B.1 Partnerships:** Develop a District-wide database that represents our current strategic partnerships and relationships. **B.2. Partnerships:** Expand partnerships with K-12 institutions, community based organizations, four-year institutions, local government, and regional industries and businesses.
C: Build Programs of Distinction	**C.1 Student Success:** Develop a District-wide first year experience/student success program.

	C.2 Student Success: Develop an innovative student success program at each college.
D: Strengthen Accountability, Innovation and Collaboration	**D.1 Service Leadership:** Provide professional development opportunities for faculty, staff and administrators that lead to better service to our students and colleagues. **D.2 Institutional Leadership and Governance:** Evaluate and update policies and administrative procedures and the PBIM participatory governance structure.