BASIC PROGRAM INFORMATION

Program Review is a self-study of your discipline. It is about documenting the plans you have for improving student success in your program and sharing that information with the college community. Through the review of and reflection on key program elements, program review and planning identifies program strengths as well as strategies necessary to improve the academic discipline, program, or service to support student success. With that in mind, please answer the following questions:

Discipline Name: Apprenticeship

Department Name: Occupational and Noncredit Programs

Division Name: CTEE

Please list all participants in this Program Review :

Name	Position
Barbara Blanchard	Interim Director Occupational & Noncredit Programs
Juan Gonzalez	Program Specialist
Danielle Sebring	Student Worker

Number of Full Time Faculty: 0 **Number of Part Time Faculty:** 19

Please list the Classified positions (and their FTE) that support this discipline:

Juan Gonzalez (1.0)

What additional hourly staff support this discipline and/or department:

Danielle Sebring, Student Worker

Discipline mission statement: **Link to "How to Build a Mission Statement"**

The Mission of the Apprenticeship Program is to prepare students for construction trades through classwork and on-the-job learning experiences so that they can become journeymen in their trade earning a good salary with benefits and pension.

List any new degrees and certificates offered within this discipline since your last comprehensive review:

Discipline Level Data: https://sharepoint2.palomar.edu/sites/IRPA/SitePages/PRP%20Summary%20Source.aspx

SECTION 1: PROGRAM REFLECTION

1A. Program Analysis: Reflect upon and provide an analysis of your summary data.

The lowest success rate int he 5 year period was 96.3%, with most at 97% or higher, retention is at 100% for all years. The number of certificates awarded has declined substantially from 260 in 11-12 to 106 in 15-16. I think a large portion of this was due to the poor practices inour office causing many classes not to be entered into peoplesoft. We are addressing that this year with our backlog project and we are entering 36 classes from the past five years plus 15 classes for the 15-16 year that were left out of peopesoft. We have corrected our practices in the office so this will no longer occur.

1B. Standards: ACCJC requires that colleges establish <u>institutional</u> and <u>program</u> level standards in the area of course success rates. These standards represent the lowest success rate (% A, B, C, or Credit) deemed acceptable by the College. In other words, if you were to notice a drop below the rate, you would seek further information to examine why the drop occurred and strategies to address the rate.

Discipline Level Course Success Rate:

A. The College's institutional standard for course success rate is **70%**.

B. Review your discipline's course success rates over the past five years.

C. Identify the minimum acceptable course success rate for your discipline. When setting this rate, consider the level of curriculum (e.g., basic skills, AA, Transfer) and other factors that influence success rates within your area. If you set your discipline standard below the College's standard, please explain why.

Standard for Discipline Course Success Rate: 96.98

Why?

The average success rates from the last five recorded years (2011-2015) yield the average success rate of 96.98%

1C. Program Update: Describe your proudest moments or achievements related to student success and outcome.

Discovering the historic problems in the Apprenticeship processes and correcting them with the backlog project.

1D. Program Improvement: What areas or activities are you working on this year to improve your program? Please respond to new data as well as feedback from last year's program review.

Development of a pre-apprenticeship program to prepare students to successfully apply for, enter and compete any of our apprenticeship Programs.

1E. Unanticipated Factors: Have there been any unanticipated factors that have affected the progress of your previous plan?

Learning of our office practices to not enter classes into peoplesoft in certain situations.

1F. SLOACs: Describe your course and program SLO activities this past year. How have you used the results of your assessments to improve your courses and programs? **Refer to the SLO/PRP report – https://outcomes.palomar.edu:8443/tracdat/**

I do not have access to track dat - I do not have a login that works, I am new so I have no knowledge of our SLO work

SECTION 2: PROGRAM GOALS

2A. Progress on Previous Year's Goals: Please list discipline goals from the previous year's reviews and provide an update by checking the appropriate status box .

Goal	Completed	Ongoing	No Longer a Goal
no previous year PRP	○	○	○
	○	○	○
	○	○	○
	○	○	○
	○	○	○

2B. New Discipline Goals: Please list all discipline goals for this three-year planning cycle (including those continued from previous planning cycle):

GOAL #1	
Program or discipline goal	increase underrepresented populations in our apprenticeship programs
Strategies for implementation	development of pre-apprenticeship program
Timeline for Implementation	1 yr with grant, 2 years without grant
Outcome(s) expected (qualitative/quantitative)	increase women, students of color, and disadvantaged by up to 50%
GOAL #2	
Program or discipline goal	Growth in apprenticeship programs
Strategies for implementation	outreach and marketing along with pre-apprenticeship program
Timeline for Implementation	1-2 years from now, building relationships with HS and Adult schools in the area as program is in development
Outcome(s) expected (qualitative/quantitative)	a 3% growth in apprenticeship
GOAL #3	
Program or discipline goal	
Strategies for implementation	
Timeline for Implementation	
Outcome(s) expected (qualitative/quantitative)	

**Department Chair/
Designee Signature:** _____   **Date:** _____

Division Dean Signature: _____   **Date:** _____

Vice President Signature: _____   **Date:** _____