**Program Overview**

**Provide your Program Mission Statement**

**List Program Total Faculty and/or Staff**   
(List will be populated in the online system)

Full-time

Part-time

**Describe your current utilization of facilities, including labs and other space**

**Career Education (CE/CTE Only)**

**Using the LaunchBoard, what are the job placement rates for your program for the past three years? (What % of your graduates have secured employment in the field within 3 months of leaving the program?). Note: you will need to establish a username and password for the LaunchBoard if you don't already have one.**

2015 - 2016 Job Placement Rate (%)

% employed in the field within 3 months

2016 - 2017 Job Placement Rate (%)

% employed in the field within 3 months

2017 - 2018 Job Placement Rate (%)

% employed in the field within 3 months

**Using the LaunchBoard, what are the projected job openings in your discipline for the next three years?**

**How is your discipline or program responding with regard to changes in labor market demand?**

**Do you have an industry advisory board in place?**

(Please attach a list of your industry advisory board members.)

**Has your industry advisory board met regularly (at least once per quarter or semester)?**

**Please describe the number of activities and recommendations resulting from advisory committee meetings that have occurred in the past three years. What information was presented that required changes to be made to your program?**

**Does your program require state or national licensing? If yes, please specify. What is your college's set standard passing rate for this exam or license?**

Yes No

Exam or License

Set Standard Pass Rate

**Do your students participate in other third party certifications? If so, please provide their success rates (include the % of completing students successfully getting certified).**

Yes No

Third-party Certification

Set Standard Pass Rate

**Is your program working with a Deputy Sector Navigator?**

Yes No

If yes, briefly describe your program's work with the Deputy Sector Navigator.

**What programs similar to yours exist in the surrounding area or at nearby East Bay colleges? (Micro region in LaunchBoard)**

List College(s)

In what ways is your program collaborating with other community colleges in the region?

**Summarize the goals of each grant as it relates to you discipline/department/program, include the grant name, granting agency, and last year of funding.**

Grant Name

Granting Agency

Grant Goals

Last Year of Funding

**Enrollment Trends**

(Consider the most recent 3 years when answering the questions below.)

**Set the filters above to your discipline, and discuss enrollment trends over past three years.**

**Set the filter above to consider whether the time of day each course is offered meets the needs of students.**

**Are courses scheduled in a manner that meets student needs and demands? How do you know?**

**Describe effective and innovative teaching strategies used by faculty to increase student learning and engagement.**

**How is technology used by the discipline, department?**

**How does the discipline, department, or program maintain the integrity and consistency of academic standards with all methods of delivery, including face to face, hybrid, and distance education courses?**

**Curriculum**

(List of courses and last updated dates will be populated in the system)

**Have all of your course outlines of record been updated or deactivated in the past three years? If not, select the courses that still need updating and specify when your department will update each one, within the next three years.**

**Please summarize the Discipline, Department or Program plans for curriculum improvement. Below, please provide details for individual course improvement. Add plans for new courses here.**

**Assessment**

(List of SLOs and assessment dates will be populated in the system)

**List Student Learning Outcomes include SLO, last date assessed, planned assessment date, and upload any attachments.**

**Were there any obstacles experience during assessment? What worked well? (mainly based on evidence in the report, attach other evidence as necessary)**

**What percent of your programs have been assessed? (mainly based on evidence in the report, attach other evidence as necessary; note: a complete program assessment means all Program Learning Outcomes (PLOs) have been assessed for that program)**

**How does your dept works together on assessment? Describe things that went well or obstacles in each of the following categories. What aspects of assessment work went especially well in your department and what improvements are most needed?**

Collaboration

Leadership Roles

Planning Process

Dept meetings for collaboration

Data analysis

**What were the most important things your department learned from assessment? Did implementation of your action plans result in better student learning? In other words, how has your department used the results of assessment to improve student learning and/or curriculum? Please be as detailed as possible.**

**Does your department participate in the assessment of multidisciplinary programs?**

If yes, describe your department's participation and what you learned from the assessment of the program that was applicable to your own discipline.

**Does your department participate in your college's Institutional Learning Outcomes (ILOs) assessment?**

If **y**es, describe your department’s participation in assessing Institutional Learning Outcomes.

**What support does your department need from administrators, assessment coordinators and/or your campus assessment committee to continue to make progress in assessment of outcomes and implementation of action plans?**

**Course Completion**

Consider your course completion rates over the past three years (% of student who earned a grade of “C” or better).

**Course Name & Number**   
(Courses will not be automatically populated in the system. Add all courses shown in the dashboard)

* 2015-16 Completion Rate (%)
* 2016-17 Completion Rate (%)
* 2017-18 Completion Rate (%)

### Please use the filters on the top and right of the graphs to disaggregate your program or discipline data.  When disaggregated, are there any groups whose course completion rate falls more than 3% points below the discipline average? If so, indicate yes and explain what your department is doing to address the disproportionate impact for the group.

Age

Yes No

If yes, please describe the difference

Ethnicity

Yes No

If yes, please describe the difference

Gender

Yes No

If yes, please describe the difference

Foster Youth Status

Yes No

If yes, please describe the difference

Disability Status

Yes No

If yes, please describe the difference

Low Income Status

Yes No

If yes, please describe the difference

Veterans Status

Yes No

If yes, please describe the difference

**Consider your course completion rates over the past three years by mode of instruction.**

(Enter the completion rates for the past three years for each mode of instruction)

* F**ace to Face** 
  + - 2015-16 Completion Rate (%)
    - 2016-17 Completion Rate (%)
    - 2017-18 Completion Rate (%)
  + **Hybrid**
    - 2015-16 Completion Rate (%)
    - 2016-17 Completion Rate (%)
    - 2017-18 Completion Rate (%)
  + **100% online**
    - 2015-16 Completion Rate (%)
    - 2016-17 Completion Rate (%)
    - 2017-18 Completion Rate (%)
  + **Dual enrollment**
    - 2015-16 Completion Rate (%)
    - 2016-17 Completion Rate (%)
    - 2017-18 Completion Rate (%)
  + **Day Time**
    - 2015-16 Completion Rate (%)
    - 2016-17 Completion Rate (%)
    - 2017-18 Completion Rate (%)
  + **Evening**
    - 2015-16 Completion Rate (%)
    - 2016-17 Completion Rate (%)
    - 2017-18 Completion Rate (%)

**What do you observe?**

**How do the course completion rates for your program or discipline compare to your college's Institution-Set Standard for course completion?**

**How do the department’s Hybrid course completion rates compare to the college course completion standard?**

**Are there differences in course completion rates between face to face and Distance Education/hybrid courses? If so, how does the discipline, department or program deal with this situation? How do you assess the overall effectiveness of Distance Education/hybrid course?**

**Describe the course retention rates over the last three years. If your college has an Institution-Set Standard for course retention, how does your program or discipline course retention rates compare to the standard?**

**What has the discipline, department, or program done to improve course completion and retention rates?**

**Degrees and Certificates**

**What has the discipline, department, or program done to improve the number of degrees and certificates awarded? Include the number of degrees and certificates awarded by year, for the past three years.**

**Over the next 3 years, Will you be focusing on increasing the number of degrees and certificates awarded?**

**What is planned for the next 3 years to increase the number of certificates and degrees awarded?**

**Engagement**

### Discuss how faculty and staff have engaged in institutional efforts such as committees, presentations, and departmental activities. Please list the committees that full-time faculty participate in.

### Discuss how faculty and staff have engaged in community activities, partnerships and/or collaborations.

### Discuss how adjunct faculty members are included in departmental training, discussions, and decision-making.