

#8

INCOMPLETE

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Page 1: I. Program Overview and Update

Q1

1. Department(s) Reviewed:

BPS/BOT

Q2

2. Lead Author:

Angham Yousif

Q3

3. Collaborator(s) - list of any person that participated in the preparation of this report:

Aseel Hanna, Hadar Ikzir, Annie Zuckerman, Marisela Cobian, Layla Shaba, Diana Jacobs

Q4

4. Dean/Manager(s):

George Dowden

Q5

5. Initial Collaboration Date with Manager/Dean:

Enter the initial date you met **10/30/2023**
with your dean to discuss
your program review using
this format: MM/DD/YYYY

Q6

6. Program Update (Required): Please summarize the changes, additions, and achievements that have occurred in your program since the last program review. You can access 2022 program reviews on the program review webpage.

Since 2022 program review, we expanded our partnership to include Bostonia High School. We are entering our second semester offering BOT 115 Essential Excel and BOT 132 Google Applications for Business at Bostonia High School. We are increasing options and needed course offerings for students by offering BOT 106 Effective Job Search for the first time since 2017. This will increase students' completion and reduce equity gaps. We are planning to develop a relationship between the BOT department and Child Development Department. We filled the BOT Specialty Lab Technician III Substitute position to ensure students are adequately supported. We started a social Media account with Facebook and Instagram to further engage current and potential students.

Page 2: II. Assessment and Student Achievement

Q7

Yes

7. Did your program complete and submit SLO assessment in the last year? If you are unsure, check the most recent updates on your program's SLO Assessment Updates.

Q8

7a. Which SLOs did you assess in the last year? If you did not assess in the last year, please share why, including whether your program is experiencing barriers to assessment or data submission, and/or if your program would benefit from outcomes and assessment support.

In the past year we assessed BOT 100, BOT 101A, BOT 101B, BOT 102A, BOT 102B, 103AB&C, BOT 104, BOT, BOT 114, BOT 115, BOT 116, BOT 117, BOT 118, BOT, /BOT 120, BOT 121, BOT 122, BOT 123, BOT 124, BOT 125, BOT 126, BOT 127, BOT 128, BOT 129, BOT 130, BOT 132, BOT 133, BOT 151, BOT 174, BOT 180, BOT 223, BOT 224, BOT 225.

Q9

8. Please share any outcomes assessment projects your program has worked on in the last year, including SLOs on Canvas, PLOs by ACP, Equitable Assessment Strategies (innovative collective/common assessments, project-based, work-based learning, student-centered, etc.), or other.

We linked our PLOs to our SLOs in order to assess the PLOs. We also have incorporated Work Based Learning into the BOT 100, 101A, 101B, 104, 118, 121, 122, 124, 125, 127, 128, 129, and 130 outlines and plan to continue adding Work Based Learning outcomes to the SLOs as the courses come up for the 5 year review cycle.

Q10

Respondent skipped this question

OPTIONAL: You may upload a copy of any assessment-related documents here. If you have an Excel sheet, please convert it to one of the supported files listed below before submission.

Page 3: II. Assessment and Student Achievement

Q11

9. Please discuss any equity gaps in access or success

Our program BOT overall in FA 2022 had a higher retention rate for both Males and Females in the program compared to the college overall as shown in the chart below:

BOT College

	Females	Males	Females	Males
Retention	91%	93%	90%	89%
Success	84%	86%	74%	72%

BOT

College

	Retention	Success	Retention	Success
African-American/Black Non-Hispanic	69%	44%	82%	63%
American Indian/Alaskan Native	100%	100%	81%	63%
Asian	100%	100%	85%	74%
Hispanic/Latino	65%	63%	87%	70%
Middle Eastern or North African	92%	88%	89%	79%
Pacific Islander	0	0	83%	56%
White Non-Hispanic	81%	75%	87%	76%
Multiple Races/Ethnicities	92%	75%	87%	74%
Unknown/Non-Respondent	67%	67%	87%	79%

Q12

10. What action will the department or discipline take to address these equity gaps? If equity gaps have been reduced or eliminated, please share what the program did to achieve this. If equity gaps still exist, consider the specific steps your department will take to address equity gaps.

Our department will implement and engage in diversity, equity and inclusion training. I am enrolled in the EMTLI 2023 -2024 program and will implement what I learned in the training upon completion.

Q13

11. How has this data impacted the goals set in your previous comprehensive program review?

The data has impacted our goals from the previous comprehensive program review of FA20. In FA20 we wrote our last comprehensive program review with the following goal:

Identify funds and faculty to strengthen equity training.

Our data has shown that our equity gaps persist and training is needed and shall be embraced by our faculty.

Q14

12. Please describe the most significant or impactful ways your program worked across the college to advance the college's vision of equity, excellence and social justice through education over the past year.

We provide materials for 11 courses free to the students, and we negotiated a discount on the materials for the remaining twenty courses to provide equitable access for our students. We also have books available to loan for the semester.

We support the college vision for equity through our cross listed course BOT 180/ARBC with Arabic studies program creating more opportunities for our diverse students. The lab provides a specialized Arabic keyboard for students in the classroom.

The BOT student computer lab has a notable increase in use the past year as students use this resource for access to technology they can't afford.

BPS/BOT aims to participate in job and career fairs on campus. This will provide a valuable resource for current and incoming high school students. This will demonstrate the importance of BOT skills and opportunities available in the workplace.

BOT is offering Zero Textbook Cost for economically disadvantaged high school students in our Dual Enrollment Program with Bostonia High School. We will be expanding course offerings to the High School Students and continue to offer Zero Textbook Cost to help close the equity gaps.

Q15

13. What challenges is your program still experiencing due to the disruption of operations caused by the pandemic and the need to offer services in various modalities?

Our program increased its online offerings during the pandemic and it has been a helpful path forward for our students. As a result, enrollment has improved since last semester by 12%. We have trained several instructors in the Hyflex technology and will be offering these courses in the Spring 2024 in order to offer various modalities.

Q16

Respondent skipped this question

OPTIONAL: Please upload any documentation you would like to include as part of your responses to this section of the program review.

Page 4: II. Assessment and Student Achievement continued

Q17

Yes

11. Does your department offer classes that are approved distance education courses?

Page 5: DE Course Success Rates

Q18

Respondent skipped this question

12. If there were differences in success rates for distance education (online) versus in-person sections of program courses in your last comprehensive program review, what has the department done to address these disparities? If online and in-person sections had comparable success rates, please describe what the program did to achieve that.

Page 6: III. Previous Goals: Update

Q19

Previous Goal 1:

Monitor the Afghan immigrant situation in East County to prepare for new students.

Q20

Completed

Previous Goal 1:

Page 7: III. Previous Goals: Update continued

Q21

Please describe the results or explain the reason for deletion/completion of the goal:

Afghan students are living in El Cajon and the majority are attending Grossmont College. They are only a few attending Cuyamaca at this time. We will continue to monitor their progress.

Q22

Yes

Do you have another goal to update?

Page 8: III. Previous Goals: Update continued

Q23

Respondent skipped this question

Link to College Strategic Goal - Which College Strategic Goal does this department goal most directly support? (Check only one)

Q24

Respondent skipped this question

Action Steps for the Next Year: If you are requesting resources in order to achieve this goal, please list them below as action steps and specify the type of request (e.g., submit technology request for new laptop computers).

Q25 **Respondent skipped this question**

What resources, if any, are needed to achieve this goal?
Please select all that apply. Links to request forms are included below. All resource requests are due on the program review deadline.

Q26 **Respondent skipped this question**

Do you have another goal to update?

Page 9: III. Previous Goals: Update continued

Q27

1. Previous Goal 2:

Increase enrollments for 18-24 age demographic

Q28 **Completed**

3. Goal Status

Page 10: III. Previous Goals: Update continued

Q29

Please describe the results or explain the reason for deletion/completion of the goal:

We attended all the events and students recruitment events and offering classes at the high school. Our actions for this goal now are complete

Q30 **Yes**

Do you have another goal to update?

Page 11: III. Previous Goals: Update (If Applicable) continued

Q31 **Respondent skipped this question**

Link to College Strategic Goal - Which College Strategic Goal does this department goal most directly support?
(Check only one)

Q32

Respondent skipped this question

Action Steps for the Next Year: If you are requesting resources in order to achieve this goal, please list them below as action steps and specify the type of request (e.g., submit technology request for new laptop computers).

Q33

Respondent skipped this question

What resources, if any, are needed to achieve this goal? Please select all that apply. Links to request forms are included below. All resource requests are due on the program review deadline.

Q34

Respondent skipped this question

Do you have another goal to update?

Page 12: III. Previous Goals: Update continued

Q35

1. Previous Goal 3:

Promote and encourage equity training opportunities to all faculty for either first-time or ongoing training needs.

Q36

In Progress-will carry this goal forward into next year

3. Goal Status

Page 13: III. Previous Goals: Update continued

Q37

Respondent skipped this question

Please describe the results or explain the reason for deletion/completion of the goal:

Q38

Respondent skipped this question

Do you have another goal to update?

Page 14: III. Previous Goals: Update continued

Q39

Eliminate equity gaps in course success (passing grade in class)

Link to College Strategic Goal - Which College Strategic Goal does this department goal most directly support? (Check only one)

Q40 **Respondent skipped this question**

Action Steps for the Next Year: If you are requesting resources in order to achieve this goal, please list them below as action steps and specify the type of request (e.g., submit technology request for new laptop computers).

Q41 **Respondent skipped this question**

What resources, if any, are needed to achieve this goal? Please select all that apply. Links to request forms are included below. All resource requests are due on the program review deadline.

Q42 **Yes**

Do you have another goal to update?

Page 15: III. Previous Goals: Update continued

Q43

1. Previous Goal 4:

Incorporate work-based learning activities in all BOT course outlines

Q44 **Completed**

3. Goal Status

Page 16: III. Previous Goals: Update continued

Q45

Please describe the results or explain the reason for deletion/completion of the goal:

COR outlines for BOT five year review cycle have all been updated to reflect new SLOs which include WBL.

Page 17: III. Previous Goals: Update continued

Q46 **Respondent skipped this question**

Link to College Strategic Goal - Which College Strategic Goal does this department goal most directly support? (Check only one)

Q47

Respondent skipped this question

Action Steps for the Next Year: If you are requesting resources in order to achieve this goal, please list them below as action steps and specify the type of request (e.g., submit technology request for new laptop computers).

Q48

Respondent skipped this question

What resources, if any, are needed to achieve this goal? Please select all that apply. Links to request forms are included below. All resource requests are due on the program review deadline.

Page 18: IV. New Goals

Q49

Yes

Would you like to propose any new goal(s)?

Page 19: IV. New Goals continued

Q50

1. New Goal 1:

Replace the BOT Specialty Lab Technician III position-permanent, that is now Substitute.

Q51

Increase persistence eliminate equity gaps (re-enrolling the subsequent semester or year)

2. Which College Strategic Goal does this department goal most directly support? (Check only one)

Q52

3. Please describe how this goal advances the college strategic goal identified above.

This position will support all of the college strategic goals for the BOT program and the Business & Professional Studies department. This position supports all students and instructors to successfully complete BOT courses, degrees, and certificates.

Q53

4. Please indicate how this goal was informed by SLO (student learning outcomes) assessment results, PLO (program learning outcomes) assessment results, student achievement data, or other qualitative or quantitative data (from any source):

The lack of this position will negatively impact the program's ability to serve students. This position directly interacts with students and increases success, retention, and persistence.

Q54

5. Action Steps for this Year: If you are requesting resources in order to achieve this goal, please list them below as action steps and specify the type of request (e.g., submit technology request for new computer hardware).

Complete the classified staff request form
Advertise the position
Interview
Hire

Q55

6. How will this goal be evaluated?

When the position has been filled

Q56

New classified position

What resources, if any, are needed to achieve this goal?
Please select all that apply. Links to request forms are included below. All resource requests are due on the program review deadline.

Q57

No

Do you have another New Goal?

Page 20: IV. New Goals continued

Q58

Respondent skipped this question

1. New Goal 2:

Q59

Respondent skipped this question

2. Which College Strategic Goal does this department goal most directly support? (Check only one)

Q60

Respondent skipped this question

3. Please describe how this goal advances the college strategic goal(s) identified above.

Q61

Respondent skipped this question

4. Please indicate how this goal was informed by SLO (student learning outcomes) assessment results, PLO (program learning outcomes) assessment results, student achievement data, or other qualitative or quantitative data (from any source):

Q62 Respondent skipped this question

5. Action Steps for this Year: If you are requesting resources in order to achieve this goal, please list them below as action steps and specify the type of request (e.g., submit technology request for new computer hardware).

Q63 Respondent skipped this question

6. How will this goal be evaluated?

Q64 Respondent skipped this question

What resources, if any, are needed to achieve this goal? Please select all that apply. Links to request forms are included below. All resource requests are due on the program review deadline.

Q65 Respondent skipped this question

Do you have another New Goal?

Page 21: IV. New Goals continued

Q66 Respondent skipped this question

1. New Goal 3:

Q67 Respondent skipped this question

2. Which College Strategic Goal does this department goal most directly support? (Check only one)

Q68 Respondent skipped this question

3. Please describe how this goal advances the college strategic goal(s) identified above.

Q69 Respondent skipped this question

4. Please indicate how this goal was informed by SLO (student learning outcomes) assessment results, PLO (program learning outcomes) assessment results, student achievement data, or other qualitative or quantitative data (from any source):

Q70 Respondent skipped this question

5. Action Steps for this Year: If you are requesting resources in order to achieve this goal, please list them below as action steps and specify the type of request (e.g., submit technology request for new computer hardware).

Q71 Respondent skipped this question

6. How will this goal be evaluated?

Q72 Respondent skipped this question

What resources, if any, are needed to achieve this goal? Please select all that apply. Links to request forms are included below. All resource requests are due on the program review deadline.

Q73 Respondent skipped this question

Do you have another New Goal?

Page 22: IV. New Goals continued

Q74 Respondent skipped this question

1. New Goal 4:

Q75 Respondent skipped this question

2. Which College Strategic Goal does this department goal most directly support? (Check only one)

Q76 Respondent skipped this question

3. Please describe how this goal advances the college strategic goal(s) identified above.

Q77 Respondent skipped this question

4. Please indicate how this goal was informed by SLO (student learning outcomes) assessment results, PLO (program learning outcomes) assessment results, student achievement data, or other qualitative or quantitative data (from any source):

Q78

Respondent skipped this question

5. Action Steps for this Year: If you are requesting resources in order to achieve this goal, please list them below as action steps and specify the type of request (e.g., submit technology request for new computer hardware).

Q79

Respondent skipped this question

6. How will this goal be evaluated?

Q80

Respondent skipped this question

What resources, if any, are needed to achieve this goal? Please select all that apply. Links to request forms are included below. All resource requests are due on the program review deadline.

Page 24: Final Check

Q81

Respondent skipped this question

Are you ready to submit your program review? If you would like to go back and review a section, select a section and click "Next."
