

John Wood Community College

District 539

1301 S. 48th Street

Quincy, IL 62305-8736

FY2015

Program Review Report



July 30, 2015

**John Wood Community College
District 539**

FY2015

Program Review Report



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Table of Contents

About Program Review	2
Review of Career and Technical Education Programs	3
Agriculture Business Management (01.0101)	4
Beef Specialist (01.0302)	9
Niche Livestock Production (01.0302)	13
Swine Specialist (01.0302)	17
Fruit and Vegetable Production (01.0304)	22
Sustainable Local Foods Farming (01.0304)	26
Animal Science (01.0901)	30
Associate Degree Nursing (51.3801)	34
Practical Nurse (51.3901)	39
Geriatric Care Specialist (51.3902)	44
Nursing Assistant (51.3902)	49
Hospitality (52.0901).....	54
Business/Marketing & Sales Option (52.1804)	59
Review of Academic Disciplines	64
Humanities	65
Fine Arts	69
Review of Cross-Disciplinary Curricula	73
Vocational Skills	74
Review of Student and Academic Support Services	75
Advising & Retention	76
Instructional Support & Distance Learning	79
Campus Services.....	84
Library Services & Academic Support Center	87
Reporting of Program Improvements and Changes	92
Logistics and Operations Management (520203).....	93
Logistics (520203)	94
Manufacturing Technology (150613).....	95
Business Leadership (520204).....	96
Business Leadership Certificate (520204).....	97
Manufacturing Technology (150613).....	98
Niche Livestock Production (010302)	99
Sustainable Local Foods Farming (010304).....	100
Truck Driver Training (490205)	101
Five-year Program Review Schedule	102

About Program Review

The Program Review covers all programs of the College – both academic programs (degrees and certificates as well as the academic departments) and non-academic programs (the individual offices or departments of the College such as Admissions, Information Technology, Financial Aid, etc.) The individual reviews are done on a five-year cycle and provide a picture of the function and structure of each program as well as an assessment the effectiveness of each program. Most programs are already doing most aspects of the Program Review, but the reports help document this and allow others outside of the program to gain insight into these programs.

There are two main reasons why the College does Program Review:

Program Reviews are a requirement of the College by the Illinois Community College Board. As part of the five-year ICCB Recognition process we have to document our Program Review processes and are required to submit a report each year. Program Review is also a requirement for our accreditation with the Higher Learning Commission. The Program Review is a formal process that allows the College to regularly review and evaluate all of its programs to ensure improvement at the College – this is also the reasoning why it is a requirement of the ICCB and HLC. The Program Review is not meant to be extra work (most programs are already doing some sort of internal program review) but as a way to document and ensure these reviews are occurring.

Program Review is conducted annually with each program included in the report on a five-year cycle. At the beginning of the fiscal year, each program that will be included in the annual report is notified and given a template (and various types of data) that will need to be completed by the end of the fiscal year. The template asks for information about the core functions and basic description of the program, major changes since the last review, appropriate data that helps assess the effectiveness of the program, and future direction of the program. The reports are then reviewed by the appropriate dean and/or VP before the final report is prepared.

For more information on Program Review contact the Office of Institutional Effectiveness (OIE). Also, past Program Reviews can be found on the OIE website at <http://www.jwcc.edu/oir/programreview>.

Review of Career and Technical Education Programs

Program Review – Career and Technical Education Programs

6-digit CIP:

01.0101

Career Cluster / Pathway / Program of Study:

Agriculture, Food, and Natural Resources/ Plant Systems / Crop Production Management

Program Title(s) / Degree Type(s):

Agriculture Business Management (ABM 828) / AAS

Need:

Occupation	Employment			Average Annual Job Openings due to		
	2010	2020	Percent Change	Growth	Replacement	Total
Farmers, Ranchers, and Other Agricultural Managers	6.304	6.572	4.25%	27	123	150
Agricultural Science Teachers, Postsecondary	NA	NA	NA	NA	NA	NA

Source: IDES LWA14 Employment Projections

Program:	Fall 2009 HC:	Fall 2010 HC:	Fall 2011 HC:	Fall 2012 HC:	Fall 2013 HC:
ABM 828	18	28	29	30	21

Is there sufficient need for the program based on the projected employment in the area?

Yes

No

Is there sufficient demand for the program based on the program headcounts?

Yes

No

Rationale for Responses:

Employment and enrollment is strong for this program.

Resources:

Program:	FT Faculty:	PT Faculty:	Avg. Class Size
ABM 828	NA	NA	13.76

	Agricultural Program (10303)				
	FY2010	FY2011	FY2012	FY2013	FY2014
Total Credit Hours:	1,317.0	1,775.0	1,395.0	1,298.0	1,069.0
Total Revenue:	\$220,762.60	\$322,342	\$264,055	\$228,354	\$194,517.08
Total Revenue per Credit Hour:	\$167.63	\$181.60	\$189.29	\$175.93	\$181.96
Total Expenses:	\$354,662.48	\$275,617	\$258,780	\$280,562	\$249,313.87
Total Expenses per Credit Hour:	\$110.07	\$75.43	\$110.81	\$132.12	\$170.45
Net Revenue (Cost):	(\$133,899.88)	\$46,724.46	\$5,274.49	(\$52,207.80)	(\$54,796.79)
Net Revenue (Cost) per Credit Hour:	(\$101.67)	\$26.32	\$3.78	(\$40.22)	(\$51.26)

Are program equipment and supplies sufficient for continued use and application?

- Yes
 No

Are all course and program fees at appropriate levels?

- Yes
 No

Is there stability with program costs and revenues?

- Yes
 No

Is the average class size appropriate for this program?

- Yes
 No

Are there sufficient numbers of full-time and part-time faculty to teach this program?

- Yes
 No

Rationale for Responses:

The program currently does not have any equipment to be able to teach precision agriculture. Also, the department needs another full-time faculty member to be able to teach the diversity within the Agricultural Programs department. The need to find new part-time faculty members is something that should be looked into as well.

Program Outcomes:

Program:	Completion Rate:	Attrition Rate:	Employment Rate:
ABM 828	52.63%	8.70%	NA

Delivery Method:	Success:	Non-Success:	Rate:
Lecture/Discussion	291	25	92.09%
Online	2	2	50.00%
Practicum/Internship	39	9	81.25%
Independent Study	7	0	100.00%
Lecture/Lab	16	0	100.00%
<i>Total</i>	<i>355</i>	<i>36</i>	<i>90.79%</i>

Licensure Pass Rates					
Program:	2010	2011	2012	2013	2014
ABM 828	NA	NA	NA	NA	NA

Is the completion rate acceptable for this program?

Yes

No

Is the attrition rate acceptable for this program?

Yes

No

Is the employment rate acceptable for this program?

Yes

No

NA

Are the course success results acceptable for this program?

Yes

No

Are the licensure pass rates (if applicable) acceptable for this program?

- Yes
- No
- NA

Rationale for Responses:

The attrition rate of this program is among the lowest in the College. Also, the completion rate is higher than the average for the College.

Curricular:

Have program goals and learning outcomes been reviewed with advisory committee?

- Yes
- No

Has the advisory committee met at least once each semester?

- Yes
- No

Have student learning outcomes been regularly and meaningfully assessed?

- Yes
- No

Is the curriculum relevant and up-to-date based on best practices and industry standards?

- Yes
- No

Are the program courses and course descriptions listed in the Catalog up-to-date?

- Yes
- No

Rationale for Responses:

The agriculture advisory committee meets regularly each semester and also once during the summer. The program and department also regularly participate in assessment activities. The curriculum, however, needs to be updated to reflect changes in technology and needs to include more hands-on experience.

Improvements and Responses to Findings:

- In order to maintain and increase the quality of the agricultural programs, the department recommends hiring another full-time faculty member. Emphasis would be on a faculty member who could take over the livestock judging and/or with knowledge of sustainable local foods.
- The department needs to incorporate more cutting-edge technology into the curriculum, especially by utilizing area partnerships.

Action:

- Continued with minor improvements
- Significantly modified
- Discontinued/Eliminated
- Placed on inactive status
- Scheduled for further review

Program Review – Career and Technical Education Programs

6-digit CIP:

01.0302

Career Cluster / Pathway / Program of Study:

Agriculture, Food, and Natural Resources / Animal Systems / Agricultural Animal Husbandry

Program Title(s) / Degree Type(s):

Beef Specialist (ABF 848) / Certificate

Need:

Occupation	Employment			Average Annual Job Openings due to		
	2010	2020	Percent Change	Growth	Replacement	Total
Farmers, Ranchers, and Other Agricultural Managers	6,304	6,572	4.25%	27	123	150
Agricultural Sciences Teachers, Postsecondary	NA	NA	NA	NA	NA	NA
Farm and Home Management Advisors	NA	NA	NA	NA	NA	NA
First-line Supervisors of Farming, Fishing, and Forestry Workers	163	145	-11.04	0	5	5
Animal Breeders	NA	NA	NA	NA	NA	NA

Source: IDES LWA14 Employment Projections

Program:	Fall 2009 HC:	Fall 2010 HC:	Fall 2011 HC:	Fall 2012 HC:	Fall 2013 HC:
ABF 848	0	0	2	2	1

Is there sufficient need for the program based on the projected employment in the area?

Yes

No

Is there sufficient demand for the program based on the program headcounts?

Yes

No

Rationale for Responses:

While there is sufficient demand for the program based on the projected employment, there has been very little interest in the program from students. However, since the coursework is needed for the Animal Science degree, there is no benefit to eliminating the program.

Resources:

Program:	FT Faculty:	PT Faculty:	Avg. Class Size
ABF 848	NA	NA	13.76

	Agricultural Program (10303)				
	FY2010	FY2011	FY2012	FY2013	FY2014
Total Credit Hours:	1,317.0	1,775.0	1,395.0	1,298.0	1,069.0
Total Revenue:	\$220,762.60	\$322,342	\$264,055	\$228,354	\$194,517.08
Total Revenue per Credit Hour:	\$167.63	\$181.60	\$189.29	\$175.93	\$181.96
Total Expenses:	\$354,662.48	\$275,617	\$258,780	\$280,562	\$249,313.87
Total Expenses per Credit Hour:	\$110.07	\$75.43	\$110.81	\$132.12	\$170.45
Net Revenue (Cost):	(\$133,899.88)	\$46,724.46	\$5,274.49	(\$52,207.80)	(\$54,796.79)
Net Revenue (Cost) per Credit Hour:	(\$101.67)	\$26.32	\$3.78	(\$40.22)	(\$51.26)

Are program equipment and supplies sufficient for continued use and application?

Yes

No

Are all course and program fees at appropriate levels?

Yes

No

Is there stability with program costs and revenues?

Yes

No

Is the average class size appropriate for this program?

Yes

No

Are there sufficient numbers of full-time and part-time faculty to teach this program?

Yes

No

Rationale for Responses:

There is a lot of diversity in the agricultural programs but only two full-time faculty to teach these programs. The department could use one more full-time faculty member and/or someone to work with the livestock judging.

Program Outcomes:

Program:	Completion Rate:	Attrition Rate:	Employment Rate:
ABF 848	NA	0.00%	NA

Delivery Method:	Success:	Non-Success:	Rate:
Lecture/Discussion	291	25	92.09%
Online	2	2	50.00%
Practicum/Internship	39	9	81.25%
Independent Study	7	0	100.00%
Lecture/Lab	16	0	100.00%
<i>Total</i>	<i>355</i>	<i>36</i>	<i>90.79%</i>

Licensure Pass Rates					
Program:	2010	2011	2012	2013	2014
ABF 848	NA	NA	NA	NA	NA

Is the completion rate acceptable for this program?

- Yes
- No
- NA

Is the attrition rate acceptable for this program?

- Yes
- No
- NA

Is the employment rate acceptable for this program?

- Yes
- No
- NA

Are the course success results acceptable for this program?

- Yes
- No

Are the licensure pass rates (if applicable) acceptable for this program?

- Yes
 No
 NA

Rationale for Responses:

Since there have not been many students enrolled in the program, we do not have much outcome data.

Curricular:

Have program goals and learning outcomes been reviewed with advisory committee?

- Yes
 No

Has the advisory committee met at least once each semester?

- Yes
 No

Have student learning outcomes been regularly and meaningfully assessed?

- Yes
 No

Is the curriculum relevant and up-to-date based on best practices and industry standards?

- Yes
 No

Are the program courses and course descriptions listed in the Catalog up-to-date?

- Yes
 No

Rationale for Responses:

All curriculum is up-to-date.

Improvements and Responses to Findings:

- In order to maintain and increase the quality of the agricultural programs, the department recommends hiring another full-time faculty member. Emphasis would be on a faculty member who could take over the livestock judging.

Action:

- Continued with minor improvements
 Significantly modified
 Discontinued/Eliminated
 Placed on inactive status
 Scheduled for further review

Program Review – Career and Technical Education Programs

6-digit CIP:

01.0302

Career Cluster / Pathway / Program of Study:

Agriculture, Food, and Natural Resources / Animal Systems / Agricultural Animal Husbandry

Program Title(s) / Degree Type(s):

Niche Livestock Production (NLP 200) / Certificate

Need:

Occupation	Employment			Average Annual Job Openings due to		
	2010	2020	Percent Change	Growth	Replacement	Total
Farmers, Ranchers, and Other Agricultural Managers	6,304	6,572	4.25%	27	123	150
Agricultural Sciences Teachers, Postsecondary	NA	NA	NA	NA	NA	NA
Farm and Home Management Advisors	NA	NA	NA	NA	NA	NA
First-line Supervisors of Farming, Fishing, and Forestry Workers	163	145	-11.04	0	5	5
Animal Breeders	NA	NA	NA	NA	NA	NA

Source: IDES LWA14 Employment Projections

Program:	Fall 2009 HC:	Fall 2010 HC:	Fall 2011 HC:	Fall 2012 HC:	Fall 2013 HC:
NLP 200	NA	NA	NA	NA	0

Is there sufficient need for the program based on the projected employment in the area?

Yes

No

Is there sufficient demand for the program based on the program headcounts?

Yes

No

Rationale for Responses:

We have not had any student demand for the program or confirmed any need for the program from advisory committees.

Resources:

Program:	FT Faculty:	PT Faculty:	Avg. Class Size
NLP 200	NA	NA	13.76

	Agricultural Program (10303)				
	FY2010	FY2011	FY2012	FY2013	FY2014
Total Credit Hours:	1,317.0	1,775.0	1,395.0	1,298.0	1,069.0
Total Revenue:	\$220,762.60	\$322,342	\$264,055	\$228,354	\$194,517.08
Total Revenue per Credit Hour:	\$167.63	\$181.60	\$189.29	\$175.93	\$181.96
Total Expenses:	\$354,662.48	\$275,617	\$258,780	\$280,562	\$249,313.87
Total Expenses per Credit Hour:	\$110.07	\$75.43	\$110.81	\$132.12	\$170.45
Net Revenue (Cost):	(\$133,899.88)	\$46,724.46	\$5,274.49	(\$52,207.80)	(\$54,796.79)
Net Revenue (Cost) per Credit Hour:	(\$101.67)	\$26.32	\$3.78	(\$40.22)	(\$51.26)

Are program equipment and supplies sufficient for continued use and application?

- Yes
 No

Are all course and program fees at appropriate levels?

- Yes
 No

Is there stability with program costs and revenues?

- Yes
 No

Is the average class size appropriate for this program?

- Yes
 No

Are there sufficient numbers of full-time and part-time faculty to teach this program?

- Yes
 No

Rationale for Responses:

Another full-time faculty member would be needed to teach this program.

Program Outcomes:

Program:	Completion Rate:	Attrition Rate:	Employment Rate:
NLP 200	NA	NA	NA

Delivery Method:	Success:	Non-Success:	Rate:
Lecture/Discussion	291	25	92.09%
Online	2	2	50.00%
Practicum/Internship	39	9	81.25%
Independent Study	7	0	100.00%
Lecture/Lab	16	0	100.00%
<i>Total</i>	<i>355</i>	<i>36</i>	<i>90.79%</i>

Licensure Pass Rates					
Program:	2010	2011	2012	2013	2014
NLP 200	NA	NA	NA	NA	NA

Is the completion rate acceptable for this program?

- Yes
- No
- NA

Is the attrition rate acceptable for this program?

- Yes
- No
- NA

Is the employment rate acceptable for this program?

- Yes
- No
- NA

Are the course success results acceptable for this program?

- Yes
- No
- NA

Are the licensure pass rates (if applicable) acceptable for this program?

- Yes
- No
- NA

Rationale for Responses:

There haven't been any students, so there is no outcome data.

Curricular:

Have program goals and learning outcomes been reviewed with advisory committee?

- Yes
- No

Has the advisory committee met at least once each semester?

- Yes
- No

Have student learning outcomes been regularly and meaningfully assessed?

- Yes
- No

Is the curriculum relevant and up-to-date based on best practices and industry standards?

- Yes
- No

Are the program courses and course descriptions listed in the Catalog up-to-date?

- Yes
- No

Rationale for Responses:

The program is being eliminated.

Improvements and Responses to Findings:

The program is being eliminated.

Action:

- Continued with minor improvements
- Significantly modified
- Discontinued/Eliminated
- Placed on inactive status
- Scheduled for further review

Program Review – Career and Technical Education Programs

6-digit CIP:

01.0302

Career Cluster / Pathway / Program of Study:

Agriculture, Food, and Natural Resources / Animal Systems / Agricultural Animal Husbandry

Program Title(s) / Degree Type(s):

Swine Specialist (SWN 385) / Certificate

Need:

Occupation	Employment			Average Annual Job Openings due to		
	2010	2020	Percent Change	Growth	Replacement	Total
Farmers, Ranchers, and Other Agricultural Managers	6,304	6,572	4.25%	27	123	150
Agricultural Sciences Teachers, Postsecondary	NA	NA	NA	NA	NA	NA
Farm and Home Management Advisors	NA	NA	NA	NA	NA	NA
First-line Supervisors of Farming, Fishing, and Forestry Workers	163	145	-11.04	0	5	5
Animal Breeders	NA	NA	NA	NA	NA	NA

Source: IDES LWA14 Employment Projections

Program:	Fall 2009 HC:	Fall 2010 HC:	Fall 2011 HC:	Fall 2012 HC:	Fall 2013 HC:
SWN 385	0	0	1	0	0

Is there sufficient need for the program based on the projected employment in the area?

Yes

No

Is there sufficient demand for the program based on the program headcounts?

Yes

No

Rationale for Responses:

While there is sufficient demand for the program based on the projected employment, there has been very little interest in the program from students. However, since the coursework is needed for the Animal Science degree, there is no benefit to eliminating the program.

Resources:

Program:	FT Faculty:	PT Faculty:	Avg. Class Size
SWN 385	NA	NA	13.76

	Agricultural Program (10303)				
	FY2010	FY2011	FY2012	FY2013	FY2014
Total Credit Hours:	1,317.0	1,775.0	1,395.0	1,298.0	1,069.0
Total Revenue:	\$220,762.60	\$322,342	\$264,055	\$228,354	\$194,517.08
Total Revenue per Credit Hour:	\$167.63	\$181.60	\$189.29	\$175.93	\$181.96
Total Expenses:	\$354,662.48	\$275,617	\$258,780	\$280,562	\$249,313.87
Total Expenses per Credit Hour:	\$110.07	\$75.43	\$110.81	\$132.12	\$170.45
Net Revenue (Cost):	(\$133,899.88)	\$46,724.46	\$5,274.49	(\$52,207.80)	(\$54,796.79)
Net Revenue (Cost) per Credit Hour:	(\$101.67)	\$26.32	\$3.78	(\$40.22)	(\$51.26)

Are program equipment and supplies sufficient for continued use and application?

- Yes
- No

Are all course and program fees at appropriate levels?

- Yes
- No

Is there stability with program costs and revenues?

- Yes
- No

Is the average class size appropriate for this program?

- Yes
- No

Are there sufficient numbers of full-time and part-time faculty to teach this program?

Yes

No

Rationale for Responses:

There is a lot of diversity in the agricultural programs but only two full-time faculty to teach these programs. The department could use one more full-time faculty member and/or someone to work with the livestock judging.

Program Outcomes:

Program:	Completion Rate:	Attrition Rate:	Employment Rate:
SWN 385	NA	NA	NA

Delivery Method:	Success:	Non-Success:	Rate:
Lecture/Discussion	291	25	92.09%
Online	2	2	50.00%
Practicum/Internship	39	9	81.25%
Independent Study	7	0	100.00%
Lecture/Lab	16	0	100.00%
<i>Total</i>	<i>355</i>	<i>36</i>	<i>90.79%</i>

Licensure Pass Rates					
Program:	2010	2011	2012	2013	2014
SWN 385	NA	NA	NA	NA	NA

Is the completion rate acceptable for this program?

Yes

No

NA

Is the attrition rate acceptable for this program?

Yes

No

NA

Is the employment rate acceptable for this program?

Yes

No

NA

Are the course success results acceptable for this program?

Yes

No

Are the licensure pass rates (if applicable) acceptable for this program?

Yes

No

NA

Rationale for Responses:

Since there have not been any students enrolled in the program, we do not have any outcome data.

Curricular:

Have program goals and learning outcomes been reviewed with advisory committee?

Yes

No

Has the advisory committee met at least once each semester?

Yes

No

Have student learning outcomes been regularly and meaningfully assessed?

Yes

No

Is the curriculum relevant and up-to-date based on best practices and industry standards?

Yes

No

Are the program courses and course descriptions listed in the Catalog up-to-date?

Yes

No

Rationale for Responses:

All curriculum is up-to-date.

Improvements and Responses to Findings:

- In order to maintain and increase the quality of the agricultural programs, the department recommends hiring another full-time faculty member. Emphasis would be on a faculty member who could take over the livestock judging.

Action:

- Continued with minor improvements
- Significantly modified
- Discontinued/Eliminated
- Placed on inactive status
- Scheduled for further review

Program Review – Career and Technical Education Programs

6-digit CIP:

01.0304

Career Cluster / Pathway / Program of Study:

Agriculture, Food, and Natural Resources / Plant Systems / Greenhouse Operation & Management

Program Title(s) / Degree Type(s):

Fruit and Vegetable Production (FVP 200) / Certificate

Need:

Occupation	Employment			Average Annual Job Openings due to		
	2010	2020	Percent Change	Growth	Replacement	Total
Farmers, Ranchers, and Other Agricultural Managers	6,304	6,572	4.25%	27	123	150
Agricultural Science Teachers, Postsecondary	NA	NA	NA	NA	NA	NA
First-line Supervisors of Farming, Fishing, and Forestry Workers	163	145	-11.04%	0	5	5
Farm and Home Management Advisors	NA	NA	NA	NA	NA	NA

Source: IDES LWA14 Employment Projections

Program:	Fall 2009 HC:	Fall 2010 HC:	Fall 2011 HC:	Fall 2012 HC:	Fall 2013 HC:
FVP 200	NA	NA	NA	NA	0

Is there sufficient need for the program based on the projected employment in the area?

Yes

No

Is there sufficient demand for the program based on the program headcounts?

Yes

No

Rationale for Responses:

This is a new program, so we do not have any enrollment history yet.

Resources:

Program:	FT Faculty:	PT Faculty:	Avg. Class Size
FVP 200	XX	XX	13.76

	Agricultural Program (10303)				
	FY2010	FY2011	FY2012	FY2013	FY2014
Total Credit Hours:	1,317.0	1,775.0	1,395.0	1,298.0	1,069.0
Total Revenue:	\$220,762.60	\$322,342	\$264,055	\$228,354	\$194,517.08
Total Revenue per Credit Hour:	\$167.63	\$181.60	\$189.29	\$175.93	\$181.96
Total Expenses:	\$354,662.48	\$275,617	\$258,780	\$280,562	\$249,313.87
Total Expenses per Credit Hour:	\$110.07	\$75.43	\$110.81	\$132.12	\$170.45
Net Revenue (Cost):	(\$133,899.88)	\$46,724.46	\$5,274.49	(\$52,207.80)	(\$54,796.79)
Net Revenue (Cost) per Credit Hour:	(\$101.67)	\$26.32	\$3.78	(\$40.22)	(\$51.26)

Are program equipment and supplies sufficient for continued use and application?

- Yes
 No

Are all course and program fees at appropriate levels?

- Yes
 No

Is there stability with program costs and revenues?

- Yes
 No

Is the average class size appropriate for this program?

- Yes
 No

Are there sufficient numbers of full-time and part-time faculty to teach this program?

- Yes
 No

Rationale for Responses:

The College is currently using only adjunct faculty until enrollment growth in the program is firmly established. Also, since the program is so new we do not have enough data to analyze class size or cost.

Program Outcomes:

Program:	Completion Rate:	Attrition Rate:	Employment Rate:
FVP 200	NA	NA	NA

Delivery Method:	Success:	Non-Success:	Rate:
Lecture/Discussion	291	25	92.09%
Online	2	2	50.00%
Practicum/Internship	39	9	81.25%
Independent Study	7	0	100.00%
Lecture/Lab	16	0	100.00%
<i>Total</i>	<i>355</i>	<i>36</i>	<i>90.79%</i>

Licensure Pass Rates					
Program:	2010	2011	2012	2013	2014
FVP 200	NA	NA	NA	NA	NA

Is the completion rate acceptable for this program?

- Yes
- No

Is the attrition rate acceptable for this program?

- Yes
- No

Is the employment rate acceptable for this program?

- Yes
- No

Are the course success results acceptable for this program?

- Yes
- No

Are the licensure pass rates (if applicable) acceptable for this program?

- Yes
- No

Rationale for Responses:

This is a new program, so we do not have any outcome data at this point.

Curricular:

Have program goals and learning outcomes been reviewed with advisory committee?

Yes

No

Has the advisory committee met at least once each semester?

Yes

No

Have student learning outcomes been regularly and meaningfully assessed?

Yes

No

Is the curriculum relevant and up-to-date based on best practices and industry standards?

Yes

No

Are the program courses and course descriptions listed in the Catalog up-to-date?

Yes

No

Rationale for Responses:

Based upon input from the Advisory Committee, course descriptions are currently under review and likely will be revised

Improvements and Responses to Findings:

There are no recommendations for improvements at this time.

Action:

Continued with minor improvements

Significantly modified

Discontinued/Eliminated

Placed on inactive status

Scheduled for further review

Program Review – Career and Technical Education Programs

6-digit CIP:

01.0304

Career Cluster / Pathway / Program of Study:

Agriculture, Food, and Natural Resources / Plant Systems / Greenhouse Operation & Management

Program Title(s) / Degree Type(s):

Sustainable Local Foods Farming (SLF 200) / Certificate

Need:

Occupation	Employment			Average Annual Job Openings due to		
	2010	2020	Percent Change	Growth	Replacement	Total
Farmers, Ranchers, and Other Agricultural Managers	6,304	6,572	4.25%	27	123	150
Agricultural Science Teachers, Postsecondary	NA	NA	NA	NA	NA	NA
First-line Supervisors of Farming, Fishing, and Forestry Workers	163	145	-11.04%	0	5	5
Farm and Home Management Advisors	NA	NA	NA	NA	NA	NA

Source: IDES LWA14 Employment Projections

Program:	Fall 2009 HC:	Fall 2010 HC:	Fall 2011 HC:	Fall 2012 HC:	Fall 2013 HC:
SLF 200	NA	1	0	0	0

Is there sufficient need for the program based on the projected employment in the area?

Yes

No

Is there sufficient demand for the program based on the program headcounts?

Yes

No

Rationale for Responses:

This is a new program, so we are lacking enrollment data. However, we do think there is a need for organic/sustainable farm managers, as well as entrepreneurial opportunities for niche small farms.

Resources:

Program:	FT Faculty:	PT Faculty:	Avg. Class Size
SLF 200	XX	XX	NA

	Sustainable Local Foods Farming (10320)				
	FY2010	FY2011	FY2012	FY2013	FY2014
Total Credit Hours:	NA	960.0	160.0	0.0	12.0
Total Revenue:	NA	\$13,936	\$3,273	\$0	\$2,097.96
Total Revenue per Credit Hour:	NA	\$221.20	\$204.59	\$0.00	\$174.83
Total Expenses:	NA	\$20,628	\$29,008	\$0	\$187.38
Total Expenses per Credit Hour:	NA	\$327.42	\$1,812.98	\$0.00	\$15.62
Net Revenue (Cost):	NA	(\$6,691.81)	(\$25,734.31)	\$0	\$1,910.58
Net Revenue (Cost) per Credit Hour:	NA	(\$106.22)	(\$1,608.39)	\$0.00	\$159.22

Are program equipment and supplies sufficient for continued use and application?

Yes

No

Are all course and program fees at appropriate levels?

Yes

No

Is there stability with program costs and revenues?

Yes

No

Is the average class size appropriate for this program?

Yes

No

Are there sufficient numbers of full-time and part-time faculty to teach this program?

Yes

No

Rationale for Responses:

At present, only adjunct faculty are being used to provide SLF courses. Enrollment numbers have not increased to a point where full-time faculty would be justified.

Program Outcomes:

Program:	Completion Rate:	Attrition Rate:	Employment Rate:
SLF 200	NA	NA	NA

Delivery Method:	Success:	Non-Success:	Rate:
Online	5	1	83.33%
<i>Total</i>	5	1	83.33%

Licensure Pass Rates					
Program:	2010	2011	2012	2013	2014
SLF 200	NA	NA	NA	NA	NA

Is the completion rate acceptable for this program?

Yes

No

Is the attrition rate acceptable for this program?

Yes

No

Is the employment rate acceptable for this program?

Yes

No

Are the course success results acceptable for this program?

Yes

No

Are the licensure pass rates (if applicable) acceptable for this program?

Yes

No

Rationale for Responses:

We do not have enough outcome data for this program yet.

Curricular:

Have program goals and learning outcomes been reviewed with advisory committee?

Yes

No

Has the advisory committee met at least once each semester?

Yes

No

Have student learning outcomes been regularly and meaningfully assessed?

Yes

No

Is the curriculum relevant and up-to-date based on best practices and industry standards?

Yes

No

Are the program courses and course descriptions listed in the Catalog up-to-date?

Yes

No

Rationale for Responses:

Although up-to-date, plans are to revise some of the courses and course descriptions during upcoming FY2016 to use information provided by Advisory Committee.

Improvements and Responses to Findings:

There are no recommendations for improvements at this time.

Action:

Continued with minor improvements

Significantly modified

Discontinued/Eliminated

Placed on inactive status

Scheduled for further review

Program Review – Career and Technical Education Programs

6-digit CIP:

01.0901

Career Cluster / Pathway / Program of Study:

Agriculture, Food, and Natural Resources / Animal Systems / Agricultural Animal Husbandry

Program Title(s) / Degree Type(s):

Animal Science (ASC 845) / AAS

Need:

Occupation	Employment			Average Annual Job Openings due to		
	2010	2020	Percent Change	Growth	Replacement	Total
Farmers, Ranchers, and Other Agricultural Managers	6,304	6,572	4.25%	27	123	150
Animal Scientists	NA	NA	NA	NA	NA	NA
Agricultural Science Teachers, Postsecondary	NA	NA	NA	NA	NA	NA
First-line Supervisors of Farming, Fishing, and Forestry Workers	163	145	-11.04%	0	5	5

Source: IDES LWA14 Employment Projections

Program:	Fall 2009 HC:	Fall 2010 HC:	Fall 2011 HC:	Fall 2012 HC:	Fall 2013 HC:
ASC 845	9	21	14	14	10

Is there sufficient need for the program based on the projected employment in the area?

Yes

No

Is there sufficient demand for the program based on the program headcounts?

Yes

No

Rationale for Responses:

Most of the employment lies with swine and also in management areas.

Resources:

Program:	FT Faculty:	PT Faculty:	Avg. Class Size
ASC 845	NA	NA	13.76

	Agricultural Program (10303)				
	FY2010	FY2011	FY2012	FY2013	FY2014
Total Credit Hours:	1,317.0	1,775.0	1,395.0	1,298.0	1,069.0
Total Revenue:	\$220,762.60	\$322,342	\$264,055	\$228,354	\$194,517.08
Total Revenue per Credit Hour:	\$167.63	\$181.60	\$189.29	\$175.93	\$181.96
Total Expenses:	\$354,662.48	\$275,617	\$258,780	\$280,562	\$249,313.87
Total Expenses per Credit Hour:	\$110.07	\$75.43	\$110.81	\$132.12	\$170.45
Net Revenue (Cost):	(\$133,899.88)	\$46,724.46	\$5,274.49	(\$52,207.80)	(\$54,796.79)
Net Revenue (Cost) per Credit Hour:	(\$101.67)	\$26.32	\$3.78	(\$40.22)	(\$51.26)

Are program equipment and supplies sufficient for continued use and application?

- Yes
 No

Are all course and program fees at appropriate levels?

- Yes
 No

Is there stability with program costs and revenues?

- Yes
 No

Is the average class size appropriate for this program?

- Yes
 No

Are there sufficient numbers of full-time and part-time faculty to teach this program?

- Yes
 No

Rationale for Responses:

There is a lot of diversity in the agricultural programs but only two full-time faculty to teach these programs. The department could use one more full-time faculty member and/or someone to work with the livestock judging.

Program Outcomes:

Program:	Completion Rate:	Attrition Rate:	Employment Rate:
ASC 845	83.33%	30.00%	NA

Delivery Method:	Success:	Non-Success:	Rate:
Lecture/Discussion	291	25	92.09%
Online	2	2	50.00%
Practicum/Internship	39	9	81.25%
Independent Study	7	0	100.00%
Lecture/Lab	16	0	100.00%
<i>Total</i>	<i>355</i>	<i>36</i>	<i>90.79%</i>

Licensure Pass Rates					
Program:	2010	2011	2012	2013	2014
ASC 845	NA	NA	NA	NA	NA

Is the completion rate acceptable for this program?

- Yes
 No

Is the attrition rate acceptable for this program?

- Yes
 No

Is the employment rate acceptable for this program?

- Yes
 No
 NA

Are the course success results acceptable for this program?

- Yes
 No

Are the licensure pass rates (if applicable) acceptable for this program?

- Yes

- No
- NA

Rationale for Responses:

Program outcome data are comparable to average programs at JWCC.

Curricular:

Have program goals and learning outcomes been reviewed with advisory committee?

- Yes
- No

Has the advisory committee met at least once each semester?

- Yes
- No

Have student learning outcomes been regularly and meaningfully assessed?

- Yes
- No

Is the curriculum relevant and up-to-date based on best practices and industry standards?

- Yes
- No

Are the program courses and course descriptions listed in the Catalog up-to-date?

- Yes
- No

Rationale for Responses:

Program curriculum is up-to-date.

Improvements and Responses to Findings:

In order to maintain and increase the quality of the agricultural programs, the department recommends hiring another full-time faculty member. Emphasis would be on a faculty member who could take over the livestock judging.

Action:

- Continued with minor improvements
- Significantly modified
- Discontinued/Eliminated
- Placed on inactive status
- Scheduled for further review

Program Review – Career and Technical Education Programs

6-digit CIP:

51.3801

Career Cluster / Pathway / Program of Study:

Health Sciences / Therapeutic Services / Nursing

Program Title(s) / Degree Type(s):

Associate Degree Nursing (NUR 501) / AAS

Need:

Occupation	Employment			Average Annual Job Openings due to		
	2010	2020	Percent Change	Growth	Replacement	Total
Nursing Instructors and Teachers, Postsecondary	46	50	8.70%	0	1	1
Registered Nurses	2,408	2,752	14.29%	34	44	78

Source: IDES LWA14 Employment Projections

Program:	Fall 2009 HC:	Fall 2010 HC:	Fall 2011 HC:	Fall 2012 HC:	Fall 2013 HC:
NUR 501	157	94	36	77	19

Is there sufficient need for the program based on the projected employment in the area?

Yes

No

Is there sufficient demand for the program based on the program headcounts?

Yes

No

Rationale for Responses:

There is sufficient need and demand for the program.

Resources:

Program:	FT Faculty:	PT Faculty:	Avg. Class Size
NUR 501	NA	NA	14.75

	Nursing Programs (10401)				
	FY2010	FY2011	FY2012	FY2013	FY2014
Total Credit Hours:	NA	2,184.5	1,745.5	2,261.0	1,456.0
Total Revenue:	NA	\$541,422	\$514,609	\$700,151	\$563,312.92
Total Revenue per Credit Hour:	NA	\$247.85	\$294.82	\$309.66	\$386.89
Total Expenses:	NA	\$634,093	\$687,877	\$720,099	\$738,140.30
Total Expenses per Credit Hour:	NA	\$290.27	\$394.09	\$318.49	\$506.96
Net Revenue (Cost):	NA	(\$92,670.55)	(\$173,268.05)	(\$19,947.14)	(\$174,827.38)
Net Revenue (Cost) per Credit Hour:	NA	(\$42.42)	(\$99.27)	(\$8.82)	(\$120.07)

Are program equipment and supplies sufficient for continued use and application?

Yes

No

Are all course and program fees at appropriate levels?

Yes

No

Is there stability with program costs and revenues?

Yes

No

Is the average class size appropriate for this program?

Yes

No

Are there sufficient numbers of full-time and part-time faculty to teach this program?

Yes

No

Rationale for Responses:

There is a need to improve the quality of some program equipment and supplies. Equipment such as electronic charting and more simulations are needed to meet compliance. Also, supply quality needs to be better (i.e. gloves).

Based on the current number of faculty teaching this program, we need to hire another full-time faculty member to adequately teach the program.

Program Outcomes:

Program:	Completion Rate:	Attrition Rate:	Employment Rate:
NUR 501	86.67%	20.00%	NA

Delivery Method:	Success:	Non-Success:	Rate:
Lecture/Discussion	287	42	87.23%
Online	7	0	100.00%
<i>Total</i>	<i>294</i>	<i>42</i>	<i>87.50%</i>

Licensure Pass Rates					
Program:	2010	2011	2012	2013	2014
NUR 501	70.67%	76.47%	91.89%	90.48%	88.24%

Is the completion rate acceptable for this program?

- Yes
- No

Is the attrition rate acceptable for this program?

- Yes
- No

Is the employment rate acceptable for this program?

- Yes
- No
- NA

Are the course success results acceptable for this program?

- Yes
- No

Are the licensure pass rates (if applicable) acceptable for this program?

Yes

No

Rationale for Responses:

All course outcome data is adequate for the program.

Curricular:

Have program goals and learning outcomes been reviewed with advisory committee?

Yes

No

Has the advisory committee met at least once each semester?

Yes

No

Have student learning outcomes been regularly and meaningfully assessed?

Yes

No

Is the curriculum relevant and up-to-date based on best practices and industry standards?

Yes

No

Are the program courses and course descriptions listed in the Catalog up-to-date?

Yes

No

Rationale for Responses:

The advisory committee has not been meeting regularly each semester. This is something the department will address to correct. The curriculum was recently revamped and updated along with the courses and course descriptions listed in the catalog.

Improvements and Responses to Findings:

- In order to maintain compliance for the program, it is recommended that the College acquire electronic charting equipment. The cost for this has not yet been determined. Also, improvements in the quality of the supplies, such as gloves, is necessary.
- The department will work to convene meetings with its advisory committee at least twice per year or once per semester.
- The number of general education credit hours required for the program needs to be examined and reduction considered.
- A community LPN transition/bridge program to the ADN program needs to be further examined.

- The balance between simulation in lab and clinical hours needs to be examined.

Action:

- Continued with minor improvements
- Significantly modified
- Discontinued/Eliminated
- Placed on inactive status
- Scheduled for further review

Program Review – Career and Technical Education Programs

6-digit CIP:

51.3901

Career Cluster / Pathway / Program of Study:

Health Sciences / Therapeutic Services / Nursing

Program Title(s) / Degree Type(s):

Practical Nurse (PNU 401) / Certificate

Need:

Occupation	Employment			Average Annual Job Openings due to		
	2010	2020	Percent Change	Growth	Replacement	Total
Licensed Practical and Licensed Vocational Nurses	608	658	8.22%	5	16	21

Source: IDES LWA14 Employment Projections

Program:	Fall 2009 HC:	Fall 2010 HC:	Fall 2011 HC:	Fall 2012 HC:	Fall 2013 HC:
PNU 401	29	19	56	77	44

Is there sufficient need for the program based on the projected employment in the area?

Yes

No

Is there sufficient demand for the program based on the program headcounts?

Yes

No

Rationale for Responses:

There is sufficient need and demand for the program.

Resources:

Program:	FT Faculty:	PT Faculty:	Avg. Class Size
PNU 401	NA	NA	14.75

	Nursing Programs (10401)				
	FY2010	FY2011	FY2012	FY2013	FY2014
Total Credit Hours:	NA	2,184.5	1,745.5	2,261.0	1,456.0
Total Revenue:	NA	\$541,422	\$514,609	\$700,151	\$563,312.92
Total Revenue per Credit Hour:	NA	\$247.85	\$294.82	\$309.66	\$386.89
Total Expenses:	NA	\$634,093	\$687,877	\$720,099	\$738,140.30
Total Expenses per Credit Hour:	NA	\$290.27	\$394.09	\$318.49	\$506.96
Net Revenue (Cost):	NA	(\$92,670.55)	(\$173,268.05)	(\$19,947.14)	(\$174,827.38)
Net Revenue (Cost) per Credit Hour:	NA	(\$42.42)	(\$99.27)	(\$8.82)	(\$120.07)

Are program equipment and supplies sufficient for continued use and application?

- Yes
 No

Are all course and program fees at appropriate levels?

- Yes
 No

Is there stability with program costs and revenues?

- Yes
 No

Is the average class size appropriate for this program?

- Yes
 No

Are there sufficient numbers of full-time and part-time faculty to teach this program?

- Yes
 No

Rationale for Responses:

There is a need to improve the quality of some program equipment and supplies. Equipment such as electronic charting and more simulations are needed to meet compliance. Also, supply quality needs to be better (i.e. gloves).

Based on the current number of faculty teaching this program, we need to hire another full-time faculty member to adequately teach the program.

Program Outcomes:

Program:	Completion Rate:	Attrition Rate:	Employment Rate:
PNU 401	17.39%	11.90%	NA

Delivery Method:	Success:	Non-Success:	Rate:
Lecture/Discussion	287	42	87.23%
Online	7	0	100.00%
<i>Total</i>	<i>294</i>	<i>42</i>	<i>87.50%</i>

Licensure Pass Rates					
Program:	2010	2011	2012	2013	2014
PNU 401	92.31%	100.00%	100.00%	100.00%	100.00%

Is the completion rate acceptable for this program?

- Yes
- No

Is the attrition rate acceptable for this program?

- Yes
- No

Is the employment rate acceptable for this program?

- Yes
- No
- NA

Are the course success results acceptable for this program?

- Yes
- No

Are the licensure pass rates (if applicable) acceptable for this program?

Yes

No

Rationale for Responses:

While the completion rate shown in the chart is not acceptable, the standard formula used to compute this rate should not apply to this program. The issue with the rate lies in the coding of the students and the laddering nature of the program with the ADN program.

Curricular:

Have program goals and learning outcomes been reviewed with advisory committee?

Yes

No

Has the advisory committee met at least once each semester?

Yes

No

Have student learning outcomes been regularly and meaningfully assessed?

Yes

No

Is the curriculum relevant and up-to-date based on best practices and industry standards?

Yes

No

Are the program courses and course descriptions listed in the Catalog up-to-date?

Yes

No

Rationale for Responses:

The advisory committee has not been meeting regularly each semester. This is something the department will address to correct. The curriculum was recently revamped and updated along with the courses and course descriptions listed in the catalog.

Improvements and Responses to Findings:

- In order to maintain compliance for the program, it is recommended that the College acquire electronic charting equipment. The cost for this has not yet been determined. Also, improvements in the quality of the supplies, such as gloves, is necessary.
- The department will work to convene meetings with its advisory committee at least twice per year or once per semester.
- The number of general education credit hours required for the program needs to be examined and reduction considered.

- A community LPN transition/bridge program to the ADN program needs to be further examined.
- The balance between simulation in lab and clinical hours needs to be examined.

Action:

- Continued with minor improvements
- Significantly modified
- Discontinued/Eliminated
- Placed on inactive status
- Scheduled for further review

Program Review – Career and Technical Education Programs

6-digit CIP:

51.3902

Career Cluster / Pathway / Program of Study:

Health Sciences / Therapeutic Services / Nursing

Program Title(s) / Degree Type(s):

Geriatric Care Specialist (GCSP 101) / Certificate

Need:

Occupation	Employment			Average Annual Job Openings due to		
	2010	2020	Percent Change	Growth	Replacement	Total
Nursing Assistants	NA	NA	NA	NA	NA	NA

Source: IDES LWA14 Employment Projections

Program:	Fall 2009 HC:	Fall 2010 HC:	Fall 2011 HC:	Fall 2012 HC:	Fall 2013 HC:
GCSP 101	22	13	37	23	28

Is there sufficient need for the program based on the projected employment in the area?

Yes

No

Is there sufficient demand for the program based on the program headcounts?

Yes

No

Rationale for Responses:

While not reflected in the table above, there is a high demand for nursing assistants in the area. There is also a steady demand of students through program enrollment.

Resources:

Program:	FT Faculty:	PT Faculty:	Avg. Class Size
GCSP 101	NA	NA	10.38

	CNA Program (10405)				
	FY2010	FY2011	FY2012	FY2013	FY2014
Total Credit Hours:	NA	900.5	1,171.0	983.0	962.0
Total Revenue:	NA	\$197,076	\$264,751	\$184,524	\$179,446.12
Total Revenue per Credit Hour:	NA	\$218.85	\$226.09	\$187.72	\$186.53
Total Expenses:	NA	\$77,751	\$97,840	\$148,773	\$155,396.70
Total Expenses per Credit Hour:	NA	\$86.34	\$83.55	\$151.35	\$142.33
Net Revenue (Cost):	NA	\$119,325.58	\$166,911.00	\$35,751.32	\$24,049.42
Net Revenue (Cost) per Credit Hour:	NA	\$132.51	\$142.54	\$36.37	\$25.00

Are program equipment and supplies sufficient for continued use and application?

Yes

No

Are all course and program fees at appropriate levels?

Yes

No

Is there stability with program costs and revenues?

Yes

No

Is the average class size appropriate for this program?

Yes

No

Are there sufficient numbers of full-time and part-time faculty to teach this program?

Yes

No

Rationale for Responses:

Current equipment is in reasonably good shape and is adequate for the program. However, with anticipated program growth and demand, some equipment may need to be acquired in the future. The program and course fees are also something that are being looked into further.

Program Outcomes:

Program:	Completion Rate:	Attrition Rate:	Employment Rate:
GCSP 101	17.86%	34.78%	NA

Delivery Method:	Success:	Non-Success:	Rate:
Lecture/Discussion	236	27	89.73
Lecture/Lab	29	0	100.00
Practicum/Internship	93	9	91.18
<i>Total</i>	<i>358</i>	<i>36</i>	<i>90.86</i>

Licensure Pass Rates					
Program:	2010	2011	2012	2013	2014
GCSP 101	NA	NA	NA	NA	NA

Is the completion rate acceptable for this program?

- Yes
- No

Is the attrition rate acceptable for this program?

- Yes
- No

Is the employment rate acceptable for this program?

- Yes
- No
- NA

Are the course success results acceptable for this program?

- Yes
- No

Are the licensure pass rates (if applicable) acceptable for this program?

- Yes
- No
- NA

Rationale for Responses:

The completion and attrition rates are not acceptable for this program. The department will consider ways to improve this.

Curricular:

Have program goals and learning outcomes been reviewed with advisory committee?

Yes

No

Has the advisory committee met at least once each semester?

Yes

No

Have student learning outcomes been regularly and meaningfully assessed?

Yes

No

Is the curriculum relevant and up-to-date based on best practices and industry standards?

Yes

No

Are the program courses and course descriptions listed in the Catalog up-to-date?

Yes

No

Rationale for Responses:

An advisory committee is being formed and will be meeting at least twice a year. All curriculum was recently reviewed and updated.

Improvements and Responses to Findings:

- Student outcomes will be developed for the program.
- The department is working to form an advisory committee and have regular meetings at least twice a year.
- Instructors are required to take a training program before they teach – both full-time and associate. It is recommended that the institution help support these instructors financially. The approximate cost is \$500 per instructor per training.
- It has been noted that an online CNA program could greatly improve accessibility of the program. It is recommended that the College consider taking the steps necessary to offer the program online.

Action:

- Continued with minor improvements
- Significantly modified
- Discontinued/Eliminated
- Placed on inactive status
- Scheduled for further review

Program Review – Career and Technical Education Programs

6-digit CIP:

51.3902

Career Cluster / Pathway / Program of Study:

Health Sciences / Therapeutic Services / Nursing

Program Title(s) / Degree Type(s):

Nursing Assistant (NUA 402) / Certificate

Need:

Occupation	Employment			Average Annual Job Openings due to		
	2010	2020	Percent Change	Growth	Replacement	Total
Nursing Assistants	NA	NA	NA	NA	NA	NA

Source: IDES LWA14 Employment Projections

Program:	Fall 2009 HC:	Fall 2010 HC:	Fall 2011 HC:	Fall 2012 HC:	Fall 2013 HC:
NUA 402	14	15	16	14	25

Is there sufficient need for the program based on the projected employment in the area?

Yes

No

Is there sufficient demand for the program based on the program headcounts?

Yes

No

Rationale for Responses:

While not reflected in the table above, there is a high demand for nursing assistants in the area. There is also a steady demand of students through program enrollment.

Resources:

Program:	FT Faculty:	PT Faculty:	Avg. Class Size
NUA 402	NA	NA	10.38

	CNA Program (10405)				
	FY2010	FY2011	FY2012	FY2013	FY2014
Total Credit Hours:	NA	900.5	1,171.0	983.0	962.0
Total Revenue:	NA	\$197,076	\$264,751	\$184,524	\$179,446.12
Total Revenue per Credit Hour:	NA	\$218.85	\$226.09	\$187.72	\$186.53
Total Expenses:	NA	\$77,751	\$97,840	\$148,773	\$155,396.70
Total Expenses per Credit Hour:	NA	\$86.34	\$83.55	\$151.35	\$142.33
Net Revenue (Cost):	NA	\$119,325.58	\$166,911.00	\$35,751.32	\$24,049.42
Net Revenue (Cost) per Credit Hour:	NA	\$132.51	\$142.54	\$36.37	\$25.00

Are program equipment and supplies sufficient for continued use and application?

- Yes
 No

Are all course and program fees at appropriate levels?

- Yes
 No

Is there stability with program costs and revenues?

- Yes
 No

Is the average class size appropriate for this program?

- Yes
 No

Are there sufficient numbers of full-time and part-time faculty to teach this program?

- Yes
 No

Rationale for Responses:

Current equipment is in reasonably good shape and is adequate for the program. However, with anticipated program growth and demand, some equipment may need to be acquired in the future. The program and course fees are also something that are being looked into further.

Program Outcomes:

Program:	Completion Rate:	Attrition Rate:	Employment Rate:
NUA 402	80.65%	8.70%	NA

Delivery Method:	Success:	Non-Success:	Rate:
Lecture/Discussion	236	27	89.73
Lecture/Lab	29	0	100.00
Practicum/Internship	93	9	91.18
<i>Total</i>	<i>358</i>	<i>36</i>	<i>90.86</i>

Licensure Pass Rates					
Program:	2010	2011	2012	2013	2014
NUA 402	100%	100%	98%	99%	96%

Is the completion rate acceptable for this program?

- Yes
 No

Is the attrition rate acceptable for this program?

- Yes
 No

Is the employment rate acceptable for this program?

- Yes
 No
 NA

Are the course success results acceptable for this program?

- Yes
 No

Are the licensure pass rates (if applicable) acceptable for this program?

- Yes
 No

Rationale for Responses:

All program outcome data are adequate for this program.

Curricular:

Have program goals and learning outcomes been reviewed with advisory committee?

Yes

No

Has the advisory committee met at least once each semester?

Yes

No

Have student learning outcomes been regularly and meaningfully assessed?

Yes

No

Is the curriculum relevant and up-to-date based on best practices and industry standards?

Yes

No

Are the program courses and course descriptions listed in the Catalog up-to-date?

Yes

No

Rationale for Responses:

An advisory committee is being formed and will be meeting at least twice a year. All curriculum was recently reviewed and updated.

Improvements and Responses to Findings:

- The department is working to form an advisory committee and have regular meetings at least twice a year.
- Instructors are required to take a training program before they teach – both full-time and associate. It is recommended that the institution help support these instructors financially. The approximate cost is \$500 per instructor per training.
- It has been noted that an online CNA program could greatly improve accessibility of the program. It is recommended that the College consider taking the steps necessary to offer the program online.

Action:

Continued with minor improvements

Significantly modified

Discontinued/Eliminated

Placed on inactive status

Scheduled for further review

Program Review – Career and Technical Education Programs

6-digit CIP:

52.0901

Career Cluster / Pathway / Program of Study:

Hospitality & Tourism / Travel & Tourism / Hospitality Services Management

Program Title(s) / Degree Type(s):

Hospitality (HOS 505) / Certificate

Need:

Occupation	Employment			Average Annual Job Openings due to		
	2010	2020	Percent Change	Growth	Replacement	Total
Food Service Managers	181	180	-0.55%	0	3	3
Lodging Managers	12	14	16.67%	0	0	0

Source: IDES LWA14 Employment Projections

Program:	Fall 2009 HC:	Fall 2010 HC:	Fall 2011 HC:	Fall 2012 HC:	Fall 2013 HC:
HOS 505	8	13	7	4	9

Is there sufficient need for the program based on the projected employment in the area?

Yes

No

Is there sufficient demand for the program based on the program headcounts?

Yes

No

Rationale for Responses:

Feedback from the advisory committee and local employers indicates that there is sufficient need for the program in the area. However, the headcounts for the program are insufficient to fill the community demand for related occupations.

Resources:

Program:	FT Faculty:	PT Faculty:	Avg. Class Size
HOS 505	NA	NA	8.57

	Restaurant Management / Culinary Arts (10308)				
	FY2010	FY2011	FY2012	FY2013	FY2014
Total Credit Hours:	640.0	701.0	389.0	238.0	360.0
Total Revenue:	\$108,154.17	\$129,976	\$71,903	\$40,882	\$66,641.69
Total Revenue per Credit Hour:	\$168.99	\$185.42	\$184.84	\$181.78	\$185.12
Total Expenses:	\$87,745.24	\$82,656	\$83,963	\$77,928	\$77,356.39
Total Expenses per Credit Hour:	\$137.10	\$117.91	\$215.84	\$327.43	\$214.88
Net Revenue (Cost):	\$20,408.93	\$47,319.98	(\$12,060.02)	(\$37,045.73)	(\$10,714.70)
Net Revenue (Cost) per Credit Hour:	\$31.89	\$67.50	(\$31.00)	(\$155.65)	(\$29.76)

Are program equipment and supplies sufficient for continued use and application?

Yes

No

Are all course and program fees at appropriate levels?

Yes

No

Is there stability with program costs and revenues?

Yes

No

Is the average class size appropriate for this program?

Yes

No

Are there sufficient numbers of full-time and part-time faculty to teach this program?

Yes

No

Rationale for Responses:

Current program equipment, such as the steamer and steam jacket kettles, are outdated and/or inoperable. Also, much of the equipment is in need of maintenance before it can be further utilized.

Program supplies, on the other hand, are sufficient for continued use and application. Program costs and lab fees have also been deemed to be at appropriate levels.

Department costs and revenues have not been stable over the last five years. Much of the variance can be directly attributed to the variation in enrollments for the department and programs. Lower enrollments have also led to a lower average class size than is appropriate for the department and program. Based on the current enrollments, the number of full-time and part-time faculty are sufficient to teach the program.

Program Outcomes:

Program:	Completion Rate:	Attrition Rate:	Employment Rate:
HOS 505	0.00%	12.50%	NA

Delivery Method:	Success:	Non-Success:	Rate:
Lecture/Discussion	97	18	84.35%
Practicum/Internship	8	2	80.00%
<i>Total</i>	<i>105</i>	<i>20</i>	<i>84.00%</i>

Licensure Pass Rates					
Program:	2010	2011	2012	2013	2014
HOS 505	NA	84.62%	90.00%	78.57%	84.62%

Is the completion rate acceptable for this program?

- Yes
- No

Is the attrition rate acceptable for this program?

- Yes
- No

Is the employment rate acceptable for this program?

- Yes
- No
- NA

Are the course success results acceptable for this program?

- Yes
- No

Are the licensure pass rates (if applicable) acceptable for this program?

Yes

No

Rationale for Responses:

Since the program is new, the completion and retention data are not able to show a complete picture yet. It has already been identified though that a review of course sequencing and prerequisites is needed to ensure better retention and completion numbers.

The course success data show success rates that are above the average for all JWCC courses and not much variance between delivery methods. The department would like to work on improving both the licensure pass rates and course success rates.

Curricular:

Have program goals and learning outcomes been reviewed with advisory committee?

Yes

No

Has the advisory committee met at least once each semester?

Yes

No

Have student learning outcomes been regularly and meaningfully assessed?

Yes

No

Is the curriculum relevant and up-to-date based on best practices and industry standards?

Yes

No

Are the program courses and course descriptions listed in the Catalog up-to-date?

Yes

No

Rationale for Responses:

The Hospitality Certificate is a relatively new program at JWCC. The curriculum for the program was designed in direct collaboration with the advisory committee. Both the program goals and learning outcomes were developed during this process with the advisory committee. Program courses and course descriptions were also updated at this time. The department has also been meeting with the advisory committee on an annual basis, but will be working on scheduling meetings each semester instead.

Improvements and Responses to Findings:

- In order to increase enrollment in the program, it is recommended that resources be used to aid in the marketing and recruitment of students for the program.
- In order to make courses more accessible, it is recommended that more online and dual credit coursework be available.
- While the program can continue to operate with the current equipment, the equipment is outdated and does not reflect what students will see in employment. It is recommended that equipment replacement be included in the FY2016 budget.
- It has been identified that many students are struggling with the computer applications used in the program and are not adequately prepared for some coursework. Also, some students are electing to complete their internship before completing the coursework which can deter completion. A review of the course sequencing and course prerequisites is being recommended in order to help with these problems.

Action:

- Continued with minor improvements
- Significantly modified
- Discontinued/Eliminated
- Placed on inactive status
- Scheduled for further review

Program Review – Career and Technical Education Programs

6-digit CIP:

52.1804

Career Cluster / Pathway / Program of Study:

Marketing / Professional Sales / General Merchandising, Sales, and Retail

Program Title(s) / Degree Type(s):

Business/Marketing & Sales Option (SAM 807) / AAS

Need:

Occupation	Employment			Average Annual Job Openings due to		
	2010	2020	Percent Change	Growth	Replacement	Total
First-line Supervisors of Retail Sales Workers	1,039	1,072	3.18%	3	24	27
First-line Supervisors of Non-retail Sales Workers	144	154	6.94%	1	4	5
Parts Salespersons	158	173	9.49%	2	6	8
Advertising Sales Agents	106	112	5.66%	1	3	4
Travel Agents	70	57	-18.57%	0	1	1
Sales Representatives, Services, All Other	261	284	8.81%	2	8	10
Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	286	288	0.70%	0	7	7
Sales and Related Workers, All Other	140	150	7.14%	1	4	5

Source: IDES LWA14 Employment Projections

Program:	Fall 2009 HC:	Fall 2010 HC:	Fall 2011 HC:	Fall 2012 HC:	Fall 2013 HC:
SAM 807	4	4	1	1	1

Is there sufficient need for the program based on the projected employment in the area?

Yes

No

Is there sufficient demand for the program based on the program headcounts?

Yes

No

Rationale for Responses:

As the program currently stands, the need for the program has been minimal even though the employment projections show otherwise. Many employers are hiring bachelor degree graduates instead of associate degree graduates for these jobs. Also, the student demand has been low for the last several years as shown by the enrollment data. However, there may be some potential for this program through a new opportunity with a local employer.

Resources:

Program:	FT Faculty:	PT Faculty:	Avg. Class Size
SAM 807	NA	NA	18.50

	Business (10202)				
	FY2010	FY2011	FY2012	FY2013	FY2014
Total Credit Hours:	3,521.0	3,267.0	2,901.0	2,857.0	2,654.0
Total Revenue:	\$511,632.85	\$600,148	\$576,827	\$559,363	\$518,808.53
Total Revenue per Credit Hour:	\$145.31	\$183.70	\$198.84	\$195.79	\$195.48
Total Expenses:	\$268,966.30	\$323,195	\$337,908	\$333,193	\$330,720.09
Total Expenses per Credit Hour:	\$76.39	\$98.93	\$116.48	\$116.62	\$124.61
Net Revenue (Cost):	\$242,666.55	\$276,953.40	\$289,919.09	\$226,170.17	\$188,088.44
Net Revenue (Cost) per Credit Hour:	\$68.92	\$84.77	\$82.36	\$79.16	\$70.87

Are program equipment and supplies sufficient for continued use and application?

- Yes
- No

Are all course and program fees at appropriate levels?

- Yes
- No

Is there stability with program costs and revenues?

- Yes
- No

Is the average class size appropriate for this program?

- Yes
- No

Are there sufficient numbers of full-time and part-time faculty to teach this program?

- Yes
 No

Rationale for Responses:

To continue this program into the future, it may be necessary to incorporate more technology into the curriculum that would keep the program relevant. This is true especially in the marketing area. The rest of the equipment, supplies, and associated fees are all appropriate for this program. Also, there are a lot of associate faculty members able to teach business courses, but most of them are only available for online and evening courses.

Program Outcomes:

Program:	Completion Rate:	Attrition Rate:	Employment Rate:
SAM 807	NA	0.00%	NA

Delivery Method:	Success:	Non-Success:	Rate:
Lecture/Discussion	406	93	81.36%
Open Learning	76	39	66.09%
Online	191	76	71.54%
Independent Study	4	1	80.00%
<i>Total</i>	<i>677</i>	<i>209</i>	<i>76.41%</i>

Licensure Pass Rates					
Program:	2010	2011	2012	2013	2014
SAM 807	NA	NA	NA	NA	NA

Is the completion rate acceptable for this program?

- Yes
 No

Is the attrition rate acceptable for this program?

- Yes
 No

Is the employment rate acceptable for this program?

- Yes
 No
 NA

Are the course success results acceptable for this program?

Yes

No

Are the licensure pass rates (if applicable) acceptable for this program?

Yes

No

NA

Rationale for Responses:

Since there has been low enrollment, we have not had any completers. Also, while the retention rate was 100%, there was only one student in the program.

Curricular:

Have program goals and learning outcomes been reviewed with advisory committee?

Yes

No

Has the advisory committee met at least once each semester?

Yes

No

Have student learning outcomes been regularly and meaningfully assessed?

Yes

No

Is the curriculum relevant and up-to-date based on best practices and industry standards?

Yes

No

Are the program courses and course descriptions listed in the Catalog up-to-date?

Yes

No

Rationale for Responses:

At this time, the advisory committee has not been meeting regularly each semester. This is something that the department will be working on in the coming months and year to address. The program has been regularly conducting assessments and the curriculum was recently reviewed and updated.

Improvements and Responses to Findings:

- The department will be working to have regular meetings with its advisory committee each semester.
- The program currently does not have an internship available. In order to address this, the department will work with Career Services to set up potential internships.
- For the program to maintain relevancy in the long-run, it is recommended that technology be incorporated into the curriculum. Course development of two to three courses would also be necessary (Sales II, people/soft skills) which would have a cost of \$3,600 to \$5,400.

Action:

- Continued with minor improvements
- Significantly modified
- Discontinued/Eliminated
- Placed on inactive status
- Scheduled for further review

Review of Academic Disciplines

Program Review – Academic Discipline

Discipline Area: Humanities

Goals/Objectives:

The College’s Assessment Plan has identified all academic disciplines in transfer education as contributing to the College’s General Education Goals (GEGs). Accordingly, courses that contribute to each of the GEGs have been identified from these academic disciplines and are used for assessment.

General Education Goals:

1. Demonstrate an awareness of human values and diverse cultures.
2. Explain economics and politics from local, national and world perspectives.
3. Demonstrate interpersonal skills and behaviors to promote the achievement of personal and group goals in the workplace and society.
4. Use critical thinking.
5. Communicate effectively using verbal, nonverbal, listening and written skills.
6. Demonstrate the ability to evaluate and apply information technology.
7. Explain the importance of facilitating and adapting to change.
8. Demonstrate an awareness of humanities and fine arts.

Resources:

Discipline:	FT Faculty:	PT Faculty:	Avg. Class Size
Humanities	NA	NA	19.86

	Humanities (10105)				
	FY2010	FY2011	FY2012	FY2013	FY2014
Total Credit Hours:	3,276.0	3,618.0	2,943.0	2,778.0	2,619.0
Total Revenue:	\$412,311.42	\$533,271	\$455,695	\$451,346	\$443,759.64
Total Revenue per Credit Hour:	\$125.86	\$147.39	\$154.84	\$162.47	\$169.44
Total Expenses:	\$222,574.44	\$253,719	\$265,192	\$264,366	\$257,623.19
Total Expenses per Credit Hour:	\$67.94	\$70.13	\$90.11	\$95.16	\$98.37
Net Revenue (Cost):	\$189,736.98	\$279,552.10	\$190,503.06	\$186,980.43	\$186,136.45
Net Revenue (Cost) per Credit Hour:	\$57.92	\$77.27	\$64.73	\$67.31	\$71.07

Are department equipment and supplies sufficient for continued use and application?

Yes

No

Are all course and program fees at appropriate levels?

Yes

No

Is there stability with program costs and revenues?

Yes

No

Is the average class size appropriate for this department?

Yes

No

Are there sufficient numbers of full-time and part-time faculty to teach courses in the department?

Yes

No

Rationale for Responses:

The only major equipment and supplies that the department uses are the computer labs. Occasionally, classes have 30 students but the computer labs only seat 24 students. Other than this, there are no issues with supplies, equipment, associated program and lab fees, or class size.

The department is in the process of hiring a new full-time faculty member to replace a member that retired. Once the faculty member gets hired, the department is adequately staffed for the current course enrollment. However, the department would not be able to support more sections or courses with the current staffing. It is also very difficult to find appropriate associate faculty members.

Department Outcomes:

Delivery Method:	Success:	Non-Success:	Rate:
Online	204	78	72.34%
Lecture/Discussion	510	80	86.44%
Open Learning	1	0	100.00%
<i>Total</i>	<i>715</i>	<i>158</i>	<i>81.90%</i>

Are the course success results acceptable for this program?

Yes

No

Have applicable general education goals and student learning outcomes been regularly and meaningfully assessed?

Yes

No

Rationale for Responses:

Courses taught in the online delivery method have much lower success rates than those taught in the traditional structured (face-to-face) method. This is something that the department would like to address. The department does participate regularly with assessment activities.

Curricular:

Is the curriculum relevant and up-to-date based on best practices?

Yes

No

Are the department courses and course descriptions listed in the Catalog up-to-date?

Yes

No

Do all department courses have current (less than five years old) articulation agreements?

Yes

No

Rationale for Responses:

The faculty recently completed a full audit and update of course textbooks and syllabi. Course descriptions and listings in the catalog also takes place on an annual basis. Course offerings are also evaluated with new courses developed and offered. However, many times these new offerings do not make and/or do not transfer. The courses that provide for the general education baccalaureate needs do meet the needs of the students.

Improvements and Responses to Findings:

- There needs to be more of an effort in recruiting associate faculty members for the department. Also, the new full-time faculty member that will be hired needs to have the ability to teach in both the Humanities and Language and Literature departments.
- The department will work to find and adopt ways of increasing success in online courses. Best practices will be evaluated and implemented to help close the gap between the online and structured course success rates.
- The department would like to develop the HUM 101 course for online delivery to better help meet students' needs. The estimated cost for this development would be approximately \$1,800 and would need to be included in the FY2016 budget.

Action:

- Continued with minor improvements
- Significantly modified
- Discontinued/Eliminated
- Placed on inactive status
- Scheduled for further review

Program Review – Academic Discipline

Discipline Area: Fine Arts

Goals/Objectives:

The College’s Assessment Plan has identified all academic disciplines in transfer education as contributing to the College’s General Education Goals (GEGs). Accordingly, courses that contribute to each of the GEGs have been identified from these academic disciplines and are used for assessment.

General Education Goals:

1. Demonstrate an awareness of human values and diverse cultures.
2. Explain economics and politics from local, national and world perspectives.
3. Demonstrate interpersonal skills and behaviors to promote the achievement of personal and group goals in the workplace and society.
4. Use critical thinking.
5. Communicate effectively using verbal, nonverbal, listening and written skills.
6. Demonstrate the ability to evaluate and apply information technology.
7. Explain the importance of facilitating and adapting to change.
8. Demonstrate an awareness of humanities and fine arts.

Resources:

Discipline:	FT Faculty:	PT Faculty:	Avg. Class Size
Fine Arts	NA	NA	8.46

	Department				
	FY2010	FY2011	FY2012	FY2013	FY2014
Total Credit Hours:	1,885.0	2,040.0	1,548.0	1,558.0	1,347.0
Total Revenue:	\$244,111.90	\$286,241	\$224,429	\$242,386	\$215,074.52
Total Revenue per Credit Hour:	\$129.50	\$140.31	\$144.98	\$155.58	\$159.67
Total Expenses:	\$234,535.51	\$256,370	\$264,053	\$280,458	\$293,048.09
Total Expenses per Credit Hour:	\$124.42	\$125.67	\$170.58	\$180.01	\$217.56
Net Revenue (Cost):	\$9,576.39	\$29,870.99	(\$39,623.78)	(\$38,071.76)	(\$77,973.57)
Net Revenue (Cost) per Credit Hour:	\$5.08	\$14.64	(\$25.60)	(\$24.44)	(\$57.89)

Are department equipment and supplies sufficient for continued use and application?

Yes

No

Are all course and program fees at appropriate levels?

Yes

No

Is there stability with program costs and revenues?

Yes

No

Is the average class size appropriate for this department?

Yes

No

Are there sufficient numbers of full-time and part-time faculty to teach this program?

Yes

No

Rationale for Responses:

The department has identified various issues that need to be addressed regarding supplies, equipment, and facilities that need to be improved. Some of these are essential for the program to continue to function while others are necessary to improve the quality of the program.

The department has also consistently experienced trouble finding qualified associate faculty to teach. This is especially true for art appreciation. Also, specialists are needed for private music lessons and another full-time faculty would be required in order for the department to support a concert band.

Department Outcomes:

Delivery Method:	Success:	Non-Success:	Rate:
Online	79	26	75.24%
Lecture/Discussion	209	54	79.47%
Lecture/Lab	144	17	89.44%
<i>Total</i>	<i>432</i>	<i>97</i>	<i>81.66%</i>

Are the course success results acceptable for this program?

Yes

No

Have applicable general education goals and student learning outcomes been regularly and meaningfully assessed?

Yes

No

Rationale for Responses:

The course success results are in-line with department expectations and comparable to the rest of the College. The department also participates in general education assessments.

Curricular:

Is the curriculum relevant and up-to-date based on best practices?

Yes

No

Are the department courses and course descriptions listed in the Catalog up-to-date?

Yes

No

Do all department courses have current (less than five years old) articulation agreements?

Yes

No

Rationale for Responses:

The curriculum is all up-to-date and relevant.

Improvements and Responses to Findings:

- The department has recommended the following equipment, supplies, and facilities issues be addressed in order to continue to operate and improve:
 1. New risers are needed with an approximate cost of \$5,000 - \$6,000.
 2. The communication system in the piano lab needs to be replaced at an approximate cost of \$3,000.
 3. The ceramics lab and dark room should be repurposed to have a computer lab with more computers and a dedicated ceramics lab in a new location.
 4. The tables in the art classroom need to be replaced at an approximate cost of \$4,000.
- The department currently has sufficient numbers of faculty to teach the sections currently being offered. However, for the department to support more students/sections, more faculty would be needed. The department is also recommending hiring another full-time faculty member that could support the concert band and grow the program.

Action:

- Continued with minor improvements
- Significantly modified
- Discontinued/Eliminated
- Placed on inactive status
- Scheduled for further review

Review of Cross-Disciplinary Curricula

Program Review – Cross-Disciplinary Instruction

Cross-Disciplinary Area: Vocational Skills

The College does not offer any vocational skills credentials.

Review of Student and Academic Support Programs

Program Review – Student and Academic Support Services

Service Area: Advising & Retention

Department Description:

John Wood Community College's Advising and Retention Office exists to assist students in a variety of aspects of their college experience. Advising and Retention provides John Wood Community College's students academic advisement, degree exploration and planning, connections with transfer institutions, course selection and registration, as well as a host of other items that aid in a student's academic development.

The Advising and Retention Office is staffed by two full-time academic advisors, three part-time academic advisors, and an advising and retention specialist who takes care of all administrative and front desk duties. The office is a part of the Student Services Department and the Director of Advising and Retention reports to the Dean of Students.

Core Functions:

- *Provide advice and counsel to students, including both transfer bound and CTHE students, regarding the pursuit of their educational goals, creating an academic plan that best suits his or her educational goals.*

Academic Advisors meet with their respective student populations at least, but not limited to, once per semester in order to ensure a student is on track with their educational goals and as things change within a student's degree path, whether it be due to a change in a student's decision in regards to a program and/or transfer destination.

- *Maintain a working knowledge of all college programs, degrees, and certificates including transfer degrees, AAS degrees, certificates, and specialty programs offered by the college.*

Academic Advisors are expected to maintain a cohesive, working knowledge of all college programs, degrees and certificates, as well as the various course offerings, and be able to clearly articulate information in a timely, organized manner to interested parties. We work closely with department chairs and faculty in order to constantly stay informed with updates and changes to our various degrees and programs.

- *Maintain a high level of knowledge for transfer school programs and curriculum to appropriately advise JWCC students and aid in the matriculation of a smooth and efficient transfer process.*

Academic Advisors are expected to also maintain a functional knowledge of various transfer institutions and programs, as well as the ability to successfully navigate various college/university websites and resources in order to ensure a smooth transition from John Wood Community College to a student's transfer destination. We also work closely with transfer representatives from four-year colleges and universities, as well as attend articulation conferences, in order to maintain a general working knowledge of various four-year programs and curriculums in the surrounding area and beyond.

- *Document and retain necessary information related to each student’s academic record by logging appropriate information related to academic, financial, and sometimes personal advice.*

Advisors are required to log any and all information in regards to the contact and conversations they have with their respective student population. As retention has become a primary focus of the office, it is important to document the conversations and decisions throughout a student’s time with us to maintain a working knowledge of each student’s individual circumstances as it relates to their academic and personal life in order to make more educated decisions during future encounters.

- *Continue to academically advise students throughout the course of their education here at John Wood Community College.*

Throughout the year, the Advising & Retention Office works to maintain a communication flow with the students. We encourage making advising appointments to pre-register year-round, web registration, regular contact with an academic advisor in regards to course additions, drops, withdrawals, and academic and/or non-academic issues.

Cost:

<u>30201-Advising & Retention</u>					
	FY2010	FY2011	FY2012	FY2013	FY2014
Direct Expenditures	7,187.00	5,623.00	5,971.00	6,678.00	6,123.00
Total	7,187.00	5,623.00	5,971.00	6,678.00	6,123.00

Major Findings and Improvements/Modifications:

Since the last performance review done by the “Career and Advising” Office, we have transitioned from “Career and Advising” to “Advising and Retention,” as well as shifted our philosophy in how we serve students. Within our old model, we assisted students with their registrations, helped decide on appropriate coursework, and would register students for their classes. We would also assist in career conversations, as it related to appropriate major selection, assisted with resumes and cover letters and, sometimes, interview assistance.

Now, we have moved the “career” portion of our title and are now more retention-minded. We have a newly formulated Career Services Department that now handles career guidance, interview and cover letter assistance, as well as new initiatives.

In our earliest stages of this transition, we implemented an assigned advising model where advisors work with a certain student population whereas prior, students would meet with any advisor on a first-come, first-serve basis. While we still have conversations regarding a student’s career, we are less

involved in career preparations. We have also emphasized web registration as opposed to advisor registration where, post advisement, students are handed the courses they and their advisor have selected and they register themselves via SOLAR.

The Advising and Retention Office is continuing to implement new strategies to help improve with advising and retention. Since we have changed from “Career and Advising” to “Advising and Retention,” we have implemented the following:

- Assigned Advising

Advisor’s now work with a caseload of students. These caseloads are based upon major, where each advisor has a specialties in various programs/curriculums.

- Early Alerts

We have created and implemented a homemade faculty early alert form for faculty members to use in situations that may require it. There are a series of indicators within the early alert form, both academic and non-academic, which include lack of participation, poor attendance, incomplete work, and low performance, as well as personal issues, health concerns, and financial difficulties. For both academic and non-academic concerns, there is also an ‘other’ indicator, as well as an area for them to include notes.

The Advising and Retention Office also incorporates the outlying centers by regular visits multiple times per semester (2-3 visits – sometimes more depending on need) for advising and registration. Mt. Sterling and Pittsfield are visited at least 2-3 times per semester. Our Ag Center in Perry is the only exception, which is visited once per calendar year (usually during the summer). The reason for this is due to the programs students are taking there. Programs are typically Ag related (AAS & Certificate programs) that have a set curriculum from one semester to the next.

Quality/Programmatic Improvements that Require Budget Resources:

The Advising and Retention Office continuously looks for ways to streamline processes and to better serve our student population. Just a few of the following projects will allow us to move towards a model that will allow us to better and more easily advise and retain students:

- The Advising and Retention Office (with the help of Student Support Services and the Dean of Students) is shopping for an early alert and retention software. The utilization of this type of software system will allow us to be more proactive when finding students with academic or non-academic concerns. Instead of waiting for instructor’s to send in early alerts, a software system will show an analysis of student risk factors to help aid in retention and completion.
- Increased retention training for academic advisors will teach them how to be more intrusive when it comes to advising their respective student populations and will show and help them progress upon their advising tactics in the hopes of improving completion and retention rates for John Wood Community College.

Program Review – Student and Academic Support Services

Service Area: Instructional Support and Distance Learning

Department Description:

The mission of the Instructional Support and Distance Learning Department is to provide assistance, guidance and leadership to faculty, staff and students in the use of technology to facilitate learning. This includes managing the course management system and advocating for the online environment at John Wood Community College. The department falls under the Vice President of Instruction's area and is comprised of a Director, Specialist and a part-time Instructional Support Coordinator.

Core Function:

- *Prepare, train and assist faculty to teach online classes. (Strategic Goal 2: Excellence – In Programs, Services and Employees)*

The department works with faculty to help develop and organize the online courses to better facilitate learning. Best practices are stressed. This work is done on an individual basis or by faculty enrolling and taking the eCollege Basics course that was designed and is monitored by the Director. The eCollege Basics course is self-paced and teaches new or current faculty how to use the course management system as well as how to run and facilitate the course with students.

In addition, the department supports faculty in many ways during the semester. We help add content, fix issues, answer questions on the course management system functionality, add tests, etc.

The Director of the department works with Chairs and Deans each semester to determine what online courses to schedule.

- *Assist students in using technology to successfully complete courses. (Strategic Goal 1: Student Success)*

At the beginning of every semester, free workshops are held for students to teach them how to use the course management system. Students are enrolled into this workshop by their Advisor. Best practices for students as well as the functionality of the course management system are taught. Students can also meet with someone from the department individually for one-on-one help with the course management system, Turnitin.com, Smarthinking, and other technologies used by faculty at JWCC. Students frequently stop by the office during the semester for assistance with a number of different technologies.

- *Manage the overall functions of the course management system. (Strategic Goal 2: Excellence – In Programs, Services and Employees)*

Administratively there are several tasks that must be completed in the course management system. This includes enrolling students and faculty, creating terms, setting up and rolling courses each term, copying content, dropping students as needed, and managing users.

John Wood Community College is also the billing agent for the online partnership with Moberly Area Community College. This requires reports to be run from the course management system and Excel spreadsheets to be developed to apply the cost of the course management system to each individual college.

Surveys are set up through the system to evaluate instructors and courses. The surveys are mandatory and completed by the students at the end of each term. These surveys are then downloaded and shared.

- *Maintain and grow partnerships that are related or relevant to online learning. (Strategic Goal 2: Excellence – In Programs, Services and Employees)*

John Wood Community College is a member of the Illinois Community Colleges Online organization (ILCCO). ILCCO is a consortium of Illinois community colleges working together to provide leadership, facilitate collaboration and share resources in online and technology-enhanced education. A part of this organization is the Internet Course Exchange (ICE). All the members can share online courses between colleges. Students work with their local college to register for the courses from member colleges. Each semester the courses available must be uploaded to the ICE system, enrollments managed, information sent to individual students, and grades entered and shared. In addition, the invoice must be reconciled and checked each year.

John Wood Community College has maintained a partnership with Moberly Area Community College to share the course management system and courses. This department works with Moberly to determine courses needed each semester and how the enrollments will be divided between the two schools. We work with Moberly to maintain the rigor and quality of the courses being offered and to work through issues or problems between the schools.

- *Evaluate and audit online courses on a rotating cycle each semester. (Strategic Goal 2: Excellence – In Programs, Services and Employees)*

Courses are on a rotation cycle for auditing. Each course is reviewed every two years. The auditor is not checking the course for the quality of content but instead looking to see if best practices in course set up and instruction are being followed. These audits are sent to the Deans, respective Chairs and the Vice President of Instruction.

- *Research and encourage the use of technology and innovation in the curriculum. (Goal 2: Excellence – In Programs, Service and Employees and Goal 6: Stability of Resources)*

Conferences and workshops are offered through ILCCO or others that are attended by department personnel. Collaboration with other schools and professionals in the same field

allows us to learn about new ideas, innovations or technologies that may assist our faculty and/or students.

Cost:

The data below reflects the budget expenditures for the last five years. After downsizing the department by one person in 2011 the expenses for salaries decreased. The current budget has salaries for the director, specialist and the coordinator. In addition over the last few years, there has been a reduction in course management fees due to negotiation of a new contract. Also, some of the software that was purchased is now integrated into the course management system and included in the price so there has been a significant savings.

Fiscal Year	Total Expenses
2010	\$406,952
2011	\$365,811
2012	\$358,192
2013	\$320,338
2014	\$269,532

	FY13	FY14
Salaries	\$ 116,703	\$ 111,217
Benefits	\$ 26,734	\$ 27,129
Instructional Contracts	\$ 167,036	\$ 117,815
Other Contractual Services		
Printing/Photocopying	\$ 122	\$ 148
Publications & Dues	\$ 200	\$ 1,200
Office Supplies	\$ 89	\$ 135
Other Supplies & Materials		\$ 36
Instructional Supplies	\$ 1,473	\$ 229
Computer Software	\$ 5,518	\$ 10,128
Postage	\$ 325	\$ 313
Conference/Meeting Expense		\$ 193
Travel - In State	\$ 2,059	\$ 488
Travel - Out of State		\$ 432
Telephone	\$ 78	\$ 70
Total	\$ 320,337	\$ 269,533

Major Finds and Improvements/Modifications:

Since the last program review, there have been significant changes in the department. One position was eliminated and responsibility for Dual Enrollment, Open Learning and the Testing Center has shifted to other departments. Our department is solely responsible for online learning and technology that enhances the curriculum.

The percentage of online credit hours taken by our students has increased approximately 50% since the last review as shown in the chart below:

Fiscal Year:	Online Share of Credit Hours:
2011	12.4%
2012	14.3%
2013	16.1%
2014	18.9%
2015	23.1%

Retention has been an important issue and over the last five years, the department has started sending out postcards approximately two weeks before classes start that provide students with login directions and details on when online classes start. An email is then sent three days before classes start reminding students they are enrolled in an online class and the importance of getting started right away. Finally, another email is sent three days after classes start reminding the students to log in and begin working.

There have been some enhancements to the course management system that also help faculty and students. There is now an At Risk Dashboard that all faculty have access to that provides details on students that haven't logged in recently, haven't turned in an assignment, or have a grade below 70%. Faculty can contact students and try to assist them or refer them for problems they may be having in the course. Online tutoring has now been integrated into the course. Students can now access this by clicking a Tutor button and it is free for all students to utilize. Turnitin.com, a site that checks for plagiarism, is now integrated into the dropbox making it easier for both faculty and students.

The Director of ISDL started sending out tips by email to instructors throughout the semester on utilizing course management features, new technologies and best practices in online learning. The goal of this contact is to improve the quality of the courses and the communication between the department and faculty.

Over the next few years, there is the possibility of many changes in the department. Recently, a Request for Proposal was sent out to four different course management system vendors. The contract with the current vendor, Pearson Learning Studio, ends in December of 2016 and changing systems is being seriously considered. This decision will be made by July of 2015. If a change is made, conversion of

courses will begin in the fall of 2015 and be completed by the fall of 2016. This will require major training events for faculty, staff and students that this department will be in charge of leading.

Ebooks are another consideration for the future. With more and more faculty choosing ebooks, integrating them into the course management system and working through billing issues will be a work in progress. However, one of the major advantages of an ebook is the lower cost for students, so this will be something that has to be seriously considered in the near future.

Quality/Programmatic Improvements that Require Budget Resources:

None at this time.

Program Review – Student and Academic Support Services

Service Area: Campus Services

Department Description:

The mission of the Campus Services department is to provide high quality services and cost effective approaches that meet or exceed the needs of our customers. Campus Services is under the Business Services area and is comprised of six staff members (4-full time 2-part time); Manager of Campus Services, Purchasing Coordinator, General Merchandising Specialist, Campus Services Clerk, Part-time Bookstore Clerks.

Core Functions:

(Strategic Goal 3: Communication and Teamwork)

Purchasing’s core function is to purchase all items for the college. The purchasing position prepares, analyzes and evaluates bids, quotes, proposals and contractual agreements in compliance with applicable state, federal regulations and Board policies.

The Mail Service function is to receive and process both incoming/out-going mail using the automated system when needed. This area receives deliveries and verifies proper items have been obtained by reviewing purchase orders provided by the Purchasing Coordinator and then identifies and tags grant funded items for inventory and compliance.

The Bookstore’s main function is to provide quality customer service to all its customers. The store’s primary purpose is to furnish all the necessary books, course material, supplies and merchandise to allow students to succeed.

Cost:

80403-Administrative Services					
	FY2010	FY2011	FY2012	FY2013	FY2014
Direct Expenditures	9,869.00	9,004.00	13,943.00	8,528.00	
Total	9,869.00	9,004.00	13,943.00	8,528.00	0.00

80401-Campus Services					
	FY2010	FY2011	FY2012	FY2013	FY2014
Direct Expenditures	1,772.00	422.00	2,419.00	167.00	22,510.00
Total	1,772.00	422.00	2,419.00	167.00	22,510.00

51/6020-Bookstore					
	FY2010	FY2011	FY2012	FY2013	FY2014
Direct Expenditures	14,526.00	13,275.00	48,454.00	16,539.00	14,765.00
Total	14,526.00	13,275.00	48,454.00	16,539.00	14,765.00

*Bookstore excludes purchase for resale and transfers

Major Findings and Improvements/Modifications:

Campus Services did not exist at the time of the last program review. In 2013 there was a reorganization of departments. The former departments included Administrative Services, which assisted with purchasing items for the college, vehicle rentals, mail services and information desk supervision. That area was supervised by Campus Police. Purchasing was responsible for the daily operations of purchasing for the college and was supervised by the Director of Fiscal Services. Auxiliary Services consisted of the daily operations of the Bookstore and was supervised by the Vice President of Finance and Business Services.

Merging these areas together to make Campus Services consisted of naming a Manager of Campus Services, eliminating the title of Supervisor of Administrative Services and not filling the position of Manager of Auxiliary Services. Vehicle rentals and the information desk duties were moved to the Campus Police. The Purchasing Coordinator, Bookstore staff, and Mail Services would directly report to the Manager of Campus Services. This reorganization provided cross training flexibility and versatility in order to assist with peak times and improve individual efficiency.

For the purchasing area the electronic purchase request (e-Req) has been implemented using Banner. The initial outline and process was coordinated by the Purchasing Coordinator and IT System Analyst. Adding this step in Banner allows initiators/requestors to enter their own purchase requisitions using a web browser over the intranet. The requisition is routed to the appropriate individuals for review and approval before it is entered in the Purchase Order Processing system. An e-Req eliminates the need for a paper-based requisition system, and gives all authorized requestors an easy and efficient way to enter requisitions.

A point-of-sale system was implemented in the Bookstore in the summer of 2012; the Logi-Text System allowed the bookstore to streamline and provide real-time integration with Banner. Along with providing an inventory and textbook management system with additional system features.

Quality/Programmatic Improvements that Require Budget Resources:

Today's student is looking at the numerous websites that are available to purchase or rent their books. To stay a viable and affordable bookstore we need to look for ways to retain and recoup these students. One major element that the college currently does not offer to its students is a rental book program. This process is something that cannot happen overnight. A major component to a rental program is having a system that will implement a process that includes establishing a textbook adoption policy and procedure. The store will require sufficient storage space to house the additional textbook inventory that comes with a rental program. Also, faculty members and administrators must reach a consensus that a textbook rental program is an effective method for reducing textbook costs without adversely affecting quality. The start-up cost to implement a textbook rental program is an initiative that the manager has just begun to research and study. The current point-of-sale (Logi-Tech) does not have the capabilities of providing a rental program. Since the purchase of the system, the company South Eastern

Book has closed and we currently do not have any support for the system. All technical issues that occur are addressed directly with the John Wood IT department.

Program Review – Student and Academic Support Services

Service Area: Library Services and Academic Support Center (Learning Resources Center)

Department Description:

The mission of the JWCC library is to support the information needs of the students, faculty and staff of the College by providing quality resources and collections, effective instruction and professional library services. This mission flows from the institution's overall educational purpose to advance the academic success of our students. Our vision is to be the intellectual hub of our academic community.

Library Services are part of the Instruction Service Area-Academic Support and the primary facilities are located in the Learning Resources Center on the Quincy campus; other instructional services in this facility include testing, walk-in tutoring, the Writing Center, and Open Learning. Students have access to sixty-eight computers in the Library and to an additional twenty-four computers in the Library Information Skills Classroom. Laptop and mobile devices are supported through the College's wireless network. Additionally, through the library students have access to digital voice recorders, a scanner and a photocopier (b/w and color). The majority of the print collection (14,282 items) is housed on the Quincy campus with smaller, program specific collections at the outlying centers. Electronic resources are accessible through the library's web page and students are authenticated through a single sign-on portal.

The department is staffed by the Director of the Learning Resources Center (MSLIS), the Manager of Library Services (MSLIS), the Administrative Assistant to the Director of the LRC, and a part-time evening Library Assistant. The library regularly employs three work-study students a semester. Each member of the team contributes to the effectiveness and efficiency of our operations. The Director is responsible for overall operations including planning, budgeting, development of program goals, collection development (print and electronic), implementation of college and departmental policies and procedures, library web page publishing and editing, supervision and evaluation of staff, as well as the maintenance of our consortium memberships. The Manager of Library Services is responsible for public services – instruction, reference, circulation, and interlibrary loan. She supervises the duties of the Evening Assistant and our work study students each semester. In addition to routine clerical duties the Administrative Assistant performs copy-cataloging, ordering, statistical and budget support functions. The Evening Assistant handles the technical processing of new materials and is available for basic library support for students. With our small staff we cross-train as much as possible because we frequently must serve as a backup in another service area of the library or the testing room. In addition, we recognize the importance of professional development activities and frequently make use of webinars offered by our consortium partners and professional associations (CARLI-Consortium of Illinois Academic and Research Libraries, NILRC-Network of Learning Resource Centers, ALA- American Library Association, RAILS-Reaching Across Illinois Library System).

Core Functions:

- Instruction - A primary responsibility of the library is to provide instruction for students in the use of our information resources, and in the larger competency of information literacy – the

ability to locate, evaluate and use information efficiently, effectively and ethically. Our instructional activities take place at the request of faculty in formal classroom settings and on a one-to-one basis in our daily reference activities with students. In the last five years we have conducted 284 formal instructional sessions that have impacted 4,598 students. In addition, we have conducted over 173 in-depth reference interviews and worked with students in answering over 2,329 reference/informational questions. In 2012-13 JWCC added a First Year Experience Course to the curriculum. It became a required course the following year. Library personnel were involved in the development of the course and one week of the eight-week class is devoted to an introduction to library resources (locating books and journal articles, plagiarism). Coursework includes video orientations and hands-on, guided practice. Students have commented to the instructors that this is one of their favorite parts of the class because it provides them with skills “they will really use.” The majority of the formal instruction sessions take place in ENG 102 and CMN 101 but are also regularly conducted for ART 115, BIO 275, BIO 276, and CMN 104. An ENG 102 instructor is currently exploring a “flipped” approach. He has reserved computers in the library for 15 sessions throughout the semester so students may work on their projects. This gives them access to resources (the instructor, librarians, the library’s collections, and technology) at the point of need. Preliminary results have shown an improvement in the students’ work products, grades, and satisfaction.

Instruction activities support Strategic Plan Goals 1- Student Success and 5-Enrollment Growth and Stability.

- Collection Development and Management – The library collects and maintains a variety of materials – in print and electronic formats - to support the information needs of students, faculty, and staff. We provide access to a collection of print materials (monographs and serials) and access to an array of over fifty databases offering content from journal articles, newspapers, reference books, eBooks, statistical sources, and streaming video content. Our memberships in the CARLI, NLRC, and RAILS consortia allow us to purchase significant products at group discount prices. Usage statistics are collated monthly and regularly reviewed. Faculty are consulted about the usefulness of resources and their recommendations for additions to the collections are solicited. To establish a systematic and regular review protocol for materials we recently piloted a process of coordinating the evaluation of collection content with the five-year program review cycle. A professional collection evaluation tool was purchased for one year (Bowker Book Analysis System) and a subscription to a professional selection tool (Resources for College Libraries) was begun. Inventories, which monitor the integrity and condition of the print collections, are conducted yearly.

Collection Development activities support Strategic Plan Goals 1-Student Success; 2-Excellence in Programs, Services, and Employees; 3-Leaderships and Partnerships.

- Interlibrary Loan- Because no one library can supply all the resources required to support a robust curriculum, interlibrary loan is a necessary and invaluable service. Again, consortium memberships are crucial to the function. Our CARLI I-Share membership gives us access to the collection of over eighty-five college and research libraries in Illinois, access to daily delivery services, and access to the library management system modules to coordinate the discovery, requesting and delivery of items. Through our membership in OCLC, brokered by the Illinois State Library, we have access to items from all types of libraries in the United States and

beyond. Since FY11 we have borrowed over 4,215 items and we have lent over 1,886 items to other libraries.

Interlibrary Loan services support Strategic Plan Goals 1-Student Success; 2-Excellence in Programs Services and Employees.

- Reference and Research Assistance – The frontline services of reference and research assistance meet our students at their point of need. Interactions take place on a daily basis and may be face-to-face, via email or telephone and run the gamut from technical support for applications and devices to selecting useful search terms, assistance with locating the best sources for a research paper, evaluating the source, and properly citing the information found. As mentioned previously, since FY11 we have fielded over 6,562 questions on a variety of topics and in a variety of formats.

Reference and Research Assistance supports Strategic Plan Goals 1- Student Success; 2- Excellence in Programs Services and Employees.

- Circulation and Cataloging – By providing access to an organized collection our materials are discoverable and therefore useable. The automated Circulation module allows us to steward our resources responsibly. Since FY11 we have circulated over 15,976 items.

Circulation and Cataloging activities support Strategic Plan Goals 1- Student Success; 2- Excellence in Programs Services and Employees.

Cost:

2010-Library and Academic Support					
	FY2010	FY2011	FY2012	FY2013	FY2014
Direct Expenditures	83,573.00	78,055.00	77,972.00	77,336.00	79,762.00
Total	83,573.00	78,055.00	77,972.00	77,336.00	79,762.00

The percentage of these direct expenditures devoted to purchase of materials and resources:

FY10	FY11	FY12	FY13	FY14
\$75,233.74	\$74,691.80	\$73,115.9	\$75,516.84	\$79,763.98
90.02%	95.69%	93.77%	97.65%	95.20%

Major Findings and Improvements/Modifications:

Recognizing the need to provide our students with appropriate, robust academic resources, support from the governing board and administration for the library program is our bedrock strength and has been demonstrated by relatively steady budget allocations in the face of declining revenue. Additionally, administrative encouragement for professional development and for implementation of innovative practices is overt and is evidenced through our strategic plan, frequent, regular communication with staff, allocation of budget resources, and through our employee evaluation practices. A concurrent strength is our membership in library consortia, especially CARLI, which

provides our students invaluable access to premier academic resources and services. Group purchases of significant databases and other electronic resources; access to the Voyager library management system with its Catalog, Circulation, Reserves, Interlibrary Loan, and Reporting modules; technical support of many Voyager functions; daily interlibrary loan deliveries; premier opportunities for professional development for staff and networking at very little or no cost. An additional strength is our staff of two professionally-trained librarians and a support staff member with over twenty-five years of library experience.

The continuing budget crisis in Illinois is a significant threat to our program. We have been fortunate in the past few years to avoid any major cuts to our program, but the question remains - how long is this sustainable. Continuing and corollary concerns include the ever increasing cost of resources, especially electronic. The demand for new technologies and the pace of change place more demands on staff time and resources. As more technology is integrated into the library's suite of resources, more systems expertise is necessary to maintain them as well as time for investigation, evaluation, training, and implementation the new resources require. Finally, our print collection continues to age and requires a strategic weeding (average publication date: 1993). The Collection Development policy that guides collection decisions is very outdated and requires a revision to meet the demands of the current educational landscape.

Over the past five years, a number of steps have been taken to improve our program. In the area of instruction we helped implement the First Year Experience Class by developing the library instruction module for the fifth week of the course. Students are oriented to the basics of finding basic library resources – books and articles- through video lectures and hands on practice. We have also prepared Lib Guides in several subject areas/course topics: Introduction to a Research Papers, Nursing, and “Day You Were Born” Speech. Lib Guides are basic pathfinders to the library resources and selected web resources available on a particular topic. More guides are under development. Collection Development efforts have focused on working with the faculty's Center for Excellence in Teaching and Learning (CETL) and the Professional Development Committee to expand our Professional Development Collection. In 2013 we were awarded a “Back to Books” grant from the Illinois State Library. We received \$4,800 to expand our holdings in the area of health and disease and added seventy-eight books to our collection. Also, fifty-one titles were added to our Sustainable Local Foods Collection through additional outside grants. Currently, we are expanding our eBook holdings with two academic collections from EBSCO and we hope to encourage the reading in general by offering the eRead Illinois Collection, which features titles with more popular interests. Working closely with our Information Technology and Enrollment Departments, in Fall 2012 we were able to implement a batch-load process of our student patron files into our circulation system. This has improved the accuracy and timeliness of our database, giving our students access to our resources and interlibrary loan services much more quickly. In the past five years we have also pursued several other grant opportunities for traveling exhibits to come to our library. In April 2014 we hosted an exhibit from the Abraham Lincoln Presidential Library and Museum, “To Kill and to Heal,” which focused on the casualties of the Civil War, especially those caused by the biggest cause of death, disease. In 2013 in partnership with two other community organizations (Lincoln-Douglas Debate Interpretive Center and Quincy University) we were awarded a grant from the American Library

Association to bring the exhibit, “Lincoln: The Constitution and the Civil War.” Highlighting the constitutional issues faced by Lincoln, the exhibit examines the legacies of this crisis. The exhibit will be on display in September 2015 and will feature a keynote address by a nationally known Lincoln scholar. In August 2012 a scanner was added for student use and in March 2013 Apple TV capabilities were added to the Library Instruction classroom.

To build on our strengths and to ameliorate our weaknesses over the next five years we plan to:

- Revise the Library’s Collection Development Policy and formalize the collection review process.
- Incorporate more e-resources into our collection, as appropriate, to meet the needs of all our students – on campus (main and outlying) and online.
- Revise our outreach to faculty and students through an updated library awareness campaign. Possible channels include Library Tweets and distribution of infographics.
- Update library instruction program to incorporate more technology and revise assessment of learning outcomes. Utilize the Information Literacy Framework from the Association of College and Research Libraries.
- Complete our Library Instruction and Information Literacy online tutorials.
- Explore and possibly implement a library discovery system – technology that would integrate searching of all library resources through one search interface.

Quality/Programmatic Improvements that Require Budget Resources:

- Discovery System – Costs unknown at this time.
- Plan for possible replacement of the library security system with an integrated patron counter feature. Cost: \$15,000 +

Reporting of Program Improvements and Changes

6-digit CIP: 520203

Degree Type: 03 – AAS

Program Title(s): Logistics and Operations Management
LOM 101

Action:

Other: New Program

Improvements & Rationale for Action:

This program was created in FY2015. The program was officially created with the ICCB on 6/1/2014.

Principle Assessment Methods Used in Quality Assurance for this Program:

Other: JWCC Assessment Plan

Statewide Program Issues (if applicable):

NA

6-digit CIP: 520203

Degree Type: 20 - Certificate

Program Title(s): Logistics
LOM 101A

Action:

Other: New Program

Improvements & Rationale for Action:

This program was created in FY2015. The program was officially created with the ICCB on 6/1/2014.

Principle Assessment Methods Used in Quality Assurance for this Program:

Other: JWCC Assessment Plan

Statewide Program Issues (if applicable):

NA

6-digit CIP: 150613

Degree Type: 03 – AAS

Program Title(s): Manufacturing Technology
MFT 200

Action:

Other: New Program

Improvements & Rationale for Action:

This program was created in FY2015. The program was officially created with the ICCB on 6/1/2014.

Principle Assessment Methods Used in Quality Assurance for this Program:

Other: JWCC Assessment Plan

Statewide Program Issues (if applicable):

NA

6-digit CIP: 520204
Degree Type: 03 - AAS
Program Title(s): Business Leadership
BUSL 610

Action:

Discontinued/Eliminated

Improvements & Rationale for Action:

This program was discontinued in FY2015. The program was officially withdrawn with the ICCB on 8/12/2013.

Principle Assessment Methods Used in Quality Assurance for this Program:

Other: JWCC Assessment Plan

Statewide Program Issues (if applicable):

NA

6-digit CIP: 520204
Degree Type: 20 - Certificate
Program Title(s): Business Leadership Certificate
BUSL 611

Action:

Discontinued/Eliminated

Improvements & Rationale for Action:

This program was discontinued in FY2015. The program was officially withdrawn with the ICCB on 8/12/2013.

Principle Assessment Methods Used in Quality Assurance for this Program:

Other: JWCC Assessment Plan

Statewide Program Issues (if applicable):

NA

6-digit CIP: 150613
Degree Type: 03 – AAS
Program Title(s): Manufacturing Technology
MFT 400

Action:

Discontinued/Eliminated

Improvements & Rationale for Action:

This program was discontinued in FY2015. The program was officially withdrawn with the ICCB on 8/12/2013.

Principle Assessment Methods Used in Quality Assurance for this Program:

Other: JWCC Assessment Plan

Statewide Program Issues (if applicable):

NA

6-digit CIP: 010302
Degree Type: 20 - Certificate
Program Title(s): Niche Livestock Production
NLP 200

Action:

Discontinued/Eliminated

Improvements & Rationale for Action:

This program was discontinued in FY2015. The program was officially withdrawn with the ICCB on 8/12/2013.

Principle Assessment Methods Used in Quality Assurance for this Program:

Other: JWCC Assessment Plan

Statewide Program Issues (if applicable):

NA

6-digit CIP: 010304
Degree Type: 20 - Certificate
Program Title(s): Sustainable Local Foods Farming
SLF 200

Action:

Discontinued/Eliminated

Improvements & Rationale for Action:

This program was discontinued in FY2015. The program was officially withdrawn with the ICCB on 8/12/2013.

Principle Assessment Methods Used in Quality Assurance for this Program:

Other: JWCC Assessment Plan

Statewide Program Issues (if applicable):

NA

6-digit CIP: 490205
Degree Type: 30 - Certificate
Program Title(s): Truck Driver Training
TDT 300

Action:

Discontinued/Eliminated

Improvements & Rationale for Action:

This program was discontinued in FY2015. The program was officially withdrawn with the ICCB on 8/12/2013.

Principle Assessment Methods Used in Quality Assurance for this Program:

Other: JWCC Assessment Plan

Statewide Program Issues (if applicable):

NA

Five-Year Program Review Schedule

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Review of Career and Technical Programs	<p>0102 – Ag Mech ABM 828A (Cert)</p> <p>1506 – Indust Prod: MFT 200 (AAS) MFT 400A (Cert)</p> <p>1907 – Child Development: CHD 202 (AAS)</p> <p>4602 – Carpentry: CST 201 (AAS) CST 201A (Cert) CST 201B (Cert)</p> <p>4703 – Ind Equip: IMM 101B (Cert) IMT 101 (AAS) IMT 101A (Cert)</p>	<p>1003 – Printing/Pub: GPDS 501B (Cert)</p> <p>1108 – Graphics/Database: GPDS 501A (Cert)</p> <p>1504 –Electrmech/Main Tech: CPT 100 (Cert)</p> <p>2203 – Legal Assistance: OFT 232L (AAS)</p> <p>4301 – Criminal Justice: LAW 292 (AAS)</p> <p>4603 – Electricity & Power: ELE 600 (AAS) ELE 601C (Cert)</p> <p>5107 – Health Medical Service: OFT 233C (Cert) OFT 232M (AAS)</p> <p>5212 – Data Processing: CIS 263 (AAS)</p>	<p>1205 – Culinary: HOS 500 (AAS)</p> <p>1513 - Computer-Aided Design: CAD 210 (AAS) CAD 210A (Cert)</p> <p>4302 - Fire Protection: FRC 575 (AAS)</p> <p>5109 – Diagnostic: EMS 500 (AAS) EMS 500C (Cert) SUR 510 (AAS) SUR 510C (Cert) RAD 500 (AAS)</p> <p>5202 – Admin & Management: BMA 656 (AAS) BMA 656C (Cert) LOM 101 (AAS) LOM 101A (Cert)</p> <p>5204 –Admin/Secretary: OFT 232 (AAS) OFT 232A (AAS) OFT 232B (Cert) OFT 232K (Cert) INF 113 (AAS) INF 114 (Cert)</p> <p>5220 –Construc Mgt: CST 201C (Cert)</p>	<p>4805 – Prec. Metal: PMM 100 (Cert) PMO 100 (Cert) WLD 300 (Cert)</p> <p>5004 – Graphic Art: GPDS 501 (AAS)</p> <p>5110 - Med Lab: MLT 501 (AAS)</p> <p>5203 – Accounting: ACG 333 (AAS) ACG 333C (Cert)</p>	<p>0101 - Ag Business: ABM 828 (AAS)</p> <p>0103 – Ag Production: ABF 848 (Cert) SWN 385 (Cert) FVP 200 (Cert)</p> <p>0109 – Animal Science: ASC 845 (AAS)</p> <p>513X – Nursing: NUR 501 (AAS) PNU 401 (Cert) GCSP 101 (Cert) NUA 402 (Cert)</p> <p>5209 – Hosp Mgt: HOS 505 (Cert)</p> <p>5218 - Retail: SAM 807 (AAS)</p>
Review of Academic Disciplines	Social/Behavioral Sciences: Social/Behavioral Sciences	Written and Oral Communications: Languages & Literature	Mathematics: Mathematics	Physical and Life Sciences: Natural Sciences	Humanities & Fine Arts: Humanities Fine Arts
Review of Cross-disciplinary Curricula	Transfer Functions and Programs (e.g., AA, AS, AFA, AGS)	General Education	Adult Education and ESL	Remedial/Developmental Education	Vocational Skills
Reviews of Student and Academic Support Programs	Advancement Athletics Campus Police / Risk Mgt Public Relations & Marketing Student Life	Business and Industry Community Education Financial Aid Fiscal Services Physical Plant Mt. Sterling Education Center	Admissions Adult Education Career Services Human Resources Records & Registration	Information Technology Institutional Effectiveness RSVP Support Services Disability Services Pittsfield Education Center	Advising & Retention Bookstore Campus Services Instructional Support & Distance Learning Library & Academic Support

CTWE Curriculum Key

Prefix	Number	Title	PCS	CIP 2010	Deg	Credit
ABM	828	AGRICULTURE BUSINESS MANAGEMENT	12	010101	03	64.0
ACG	333	ACCOUNTING	12	520301	03	64.0
ASC	845	ANIMAL SCIENCE	12	010901	03	64.0
BMA	656	BUSINESS/MANAGEMENT OPTION	12	520201	03	64.0
CAD	210	COMPUTER-AIDED DESIGN	12	151302	03	64.0
CHD	202	EARLY CHILDHOOD EDUCATION	12	190709	03	65.0
CIS	263	BUSINESS/COMPUTER INFO SYSTEM OPTION	12	521201	03	64.0
CST	201	CONSTRUCTION TECHNOLOGY	12	460201	03	64.0
ELE	600	ELECTRICAL TECHNOLOGY	12	460302	03	64.0
EMS	500	PARAMEDICINE	12	510904	03	64.0
FRC	575	FIRE SCIENCE	12	430203	03	64.0
GPDS	501	GRAPHIC DESIGN	12	500409	03	64.0
HOS	500	HOSPITALITY MANAGEMENT	12	120504	03	65.0
IMT	101	INDUSTRIAL MAINTENANCE TECHNOLOGY	12	470303	03	64.0
INF	113	BUSINESS/INFO. MGT. OPTION	12	520402	03	64.0
LAW	292	LAW ENFORCEMENT	12	430107	03	64.0
LOM	101	LOGISTICS AND OPERATIONS MANAGEMENT	12	520203	03	64.0
MFT	200	MANUFACTURING TECHNOLOGY	12	150613	03	64.0
MLT	501	MEDICAL LABORATORY TECHNICIAN	12	511004	03	65.0
NUR	501	ASSOCIATE DEGREE NURSING (ADN)	12	513801	03	71.0
OFT	232	OFFICE TECHNOLOGY	12	520401	03	64.0
OFT	232A	OFFICE TECH: ADMIN. ASSIST. OPTION	12	520401	03	64.0
OFT	232L	OFFICE TECHNOLOGY: LEGAL OPTION	12	220301	03	64.0
OFT	232M	OFFICE TECHNOLOGY: MEDICAL OPTION	12	510717	03	64.0
RAD	500	RADIOLOGIC TECHNOLOGY	12	510911	03	65.0
SAM	807	BUSINESS/MARKETING & SALES OPTION	12	521804	03	64.0
SUR	510	SURGICAL TECHNOLOGY	12	510909	03	64.0
ABF	848	BEEF SPECIALIST	12	010302	20	32.0
BMA	656C	BUSINESS MANAGEMENT	12	520201	20	30.0
EMS	500C	PARAMEDICINE	12	510904	20	40.0
FVP	200	FRUIT AND VEGETABLE PRODUCTION	12	010304	20	31.0
HOS	505	HOSPITALITY	12	520901	20	37.0
IMM	101B	INDUSTRIAL MAINTENANCE MECHANIC	12	470303	20	49.0
IMT	101A	INDUSTRIAL MAINTENANCE TECHNICIAN	12	470303	20	34.0
INF	114	INFORMATION MANAGEMENT	12	520407	20	33.0
LOM	101A	LOGISTICS	12	520203	20	32.0
OFT	232B	OFFICE TECHNOLOGY CERTIFICATE	12	520401	20	32.0
PMM	100	PRECISION MACHINING(CNC) MACHINIST	12	480503	20	32.0
PNU	401	PRACTICAL NURSE	12	513901	20	53.0
SUR	510C	SURGICAL TECHNOLOGY	12	510909	20	49.0

SWN	385	SWINE SPECIALIST	12	010302	20	30.0
ABM	828A	AGRICULTURAL APPLICATIONS	12	010201	30	28.0
ACG	333C	ACCOUNTING	12	520301	30	29.0
CAD	210A	ENGINEERING DESIGN-SOLIDWORKS	12	151302	30	16.0
CPT	100	CERTIFIED PRODUCTION TECHNICIAN	12	150411	30	13.0
CST	201A	ROUGH FRAME CARPENTRY	12	460201	30	26.0
CST	201B	FINISH CARPENTRY	12	460201	30	26.0
CST	201C	CONSTRUCTION MANAGEMENT	12	522001	30	29.0
ELE	601C	ELECTRICIAN	12	460302	30	29.0
GCSP	101	GERIATRIC CARE SPECIALIST	12	513902	30	16.0
GPDS	501A	WEB DESIGN CERTIFICATE	12	110801	30	29.0
GPDS	501B	DESKTOP PUBLISHING CERTIFICATE	12	100303	30	27.0
MFT	400A	CAD/CAM	12	150613	30	18.0
NUA	402	NURSING ASSISTANT	12	513902	30	8.0
OFT	232K	COMPUTER APPLICATIONS SOFTWARE	12	520401	30	16.0
OFT	233C	MEDICAL OFFICE CERTIFICATE	12	510705	30	16.0
PMO	100	PRECISION MACHINING (CNC) OPERATOR	12	480503	30	16.0
WLD	300	WELDING	12	480508	30	16.0