

Program Review Update Division Summary Fall 2017

Dean/Administrator	Program Review Committee Reader(s)	SLO Committee Reader(s)
Dr. Amir A. Law	Ann Hight Michal Shuldman	

Division/Area	Programs
BHAWK	Business, Economics, Health, Kinesiology and Athletics, and Nutrition

<p><b>Executive Summary:</b> Please describe the most important themes, trends, and developments in your division or area. Your summary should identify accomplishments, plans and obstacles to success. Your summary should be approximately 250-500 words in length.</p>
<p>The Division of Business, Health, Athletics, Work Experience and Kinesiology had an exemplary year. Over the course of the 2016-2017 academic year, the division hired a new dean, a new full-time faculty member to teach in business and coordinate the work experience program, as well as two classified positions, athletic trainer and athletic assistant.</p> <p>Additionally, the division continued to grow its strong presence in the community through involvement on business advisory boards, student club outreach, and athletic events bringing more Tri-Valley residents to campus than in previous years.</p> <p>The Entrepreneurship Speaker Series continues to grow as well. Bringing in engaging business leaders to share their experiences and interact with our students. Faculty members also serve on Boards that provide career programs such as the Accounting Career Awareness program that encourages underserved Youth of Color to pursue careers in finance and accounting.</p>

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Our faculty members also developed two new AS-Ts (Nutrition and Health), new certificates, updated curriculum, assessed SLOs, and enjoyed an average WSCH/FTEF productivity across the division of 558.79 for the 2016-2017 Academic Year, which was the highest of all divisions at Las Positas College.

However, these successes were not achieved easily. Limited facility space negatively impacts KIN and HLTH enrollments. While BUSN classes are often relegated to classrooms without smart technology. In addition, with very limited support staff, KIN instructors and Division administrators must find time to perform clerical tasks that have historically been carried out by administrative assistants and/or other classified personnel. In addition, faculty members are required to work greater than eight hours since they must also drive their athletic teams to and from contests. Having additional classified support (drivers) will cut down on work hours while also increasing student and employee safety.

In addition, with limited faculty in BUSN the growth and expansion of the program into areas such as International Business, Business Analytics, and Entrepreneurship cannot be explored. Between retirements of BUSN and KIN faculty in recent years (non-SERP), the division is down approximately four full time faculty positions. Without these positions, the programs have not been able to realize their full potential. Unfortunately, with two new retirements in the division as a result of the SERP, BHAWK will not be able to maintain the aforementioned levels of performance. This coupled with inadequate facilities and minimal classified support puts the BHAWK division in a precarious situation.

**Recommendations:** Please list your most important recommendations for planning in your division or area. Note any recommendations that are connected to our College's Planning Priorities or Educational Master Plan.

- Planning and building of a Health and Wellness Center to provide much needed space for KIN activity classes and additional classroom space for HLTH classes.
- Planning and building of a Food Lab for the growing NUTR program (5-year FTES growth of 217%) that can also be used for the student club, a food pantry, general community outreach, and community education courses.
- The addition of Intercollegiate Women's Volleyball for the 2018-2019 academic year. This team will carry 15-20 students athletes each required to enroll in a minimum of 12 units.
- Planning and building of Entrepreneurship Center on campus so the Business Program may continue to foster strong relationships with organizations such the Silicon Valley Leadership Group and Innovation Tri-Valley.
- The hiring of additional full-time faculty members in BUSN and KIN to assist in program growth and development.
- The hiring of full-time classified staff members to assist in the mounting clerical work and driving needs of the division.
- Replacing the Synthetic soccer field for student safety concerns and revenue potential.

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Please describe the most important themes, accomplishments and challenges for your division/area in each of the following categories. If a category does not apply to your division/area, or if that category was not discussed in your division/area's Program Review Updates, please write "Not Applicable."

Category	Themes, Accomplishments and Challenges
<p><b>Community Relationships and Partnerships</b></p>	<p><b>Themes:</b></p> <ul style="list-style-type: none"> <li>Each program has established strong ties with the local community and see the value in strengthening these ties as well as developing more.</li> </ul>
<p>Such as outreach, recruitment, internships, industry collaborations.</p>	<p><b>Accomplishments:</b></p> <ul style="list-style-type: none"> <li>Business Advisory Boards, Entrepreneurship Speaker Series, Youth Outreach.</li> <li>Outreach and marketing efforts by live streaming athletic events, increased social media presence, and an updated Athletic Website</li> </ul> <p><b>Challenges:</b></p> <ul style="list-style-type: none"> <li>KIN &amp; BUSN: The overall challenge is having sufficient full-time faculty to develop and nurture community ties.</li> <li>NUTR: Capacity for marketing and outreach to build community partnerships and internship opportunities</li> <li>NUTR: No food lab on campus for hands-on learning and community-oriented events such as cooking classes and community education opportunities.</li> <li>KIN: Deteriorated quality of Synthetic field resulted in approximately \$8,000 in lost revenue from San Jose Earthquakes for 2017 and moving forward.</li> <li>ECON: Connecting with industry partners to effectively develop new curriculum and programs</li> <li>More funding for professional development</li> </ul>
<p><b>Curriculum</b></p>	<p><b>Theme:</b> BHAWK has done a good job in updating curriculum, developing new curriculum, as well as new degrees (ECON) and certificate programs (KIN).</p>

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<p>Changes made through the curriculum committee, such as changes to course outlines, degrees and DE status.</p>	<p><b><u>Accomplishments:</u></b></p> <ul style="list-style-type: none"> <li>• AS-Ts in NUTR and HLTH</li> <li>• New Classes: NUTR 5, KIN FC, HLTH 7 &amp; 11, and ECON 10</li> <li>• New Curriculum Developed: Intercollegiate athletics and KIN Activity</li> <li>• Developing Certificates: Yoga Instructor, personal fitness, adaptive therapies, ECON, and Business analytics</li> <li>• Updated courses/Certificates: Retail Management Cert., HLTH, BUSN, KIN</li> <li>• International Trip to Japan</li> </ul> <p><b><u>Challenges:</u></b></p> <ul style="list-style-type: none"> <li>• Development of Int'l Business and expansion of Entrepreneurship program due to loss of FT faculty</li> <li>• Inadequate space for current KIN and future KIN activity courses</li> <li>• Loss of faculty has resulted in "pausing" of initiatives and curriculum development</li> <li>• CROSS-DISCIPLINE CERTIFICATES – Completing the cross discipline certificates continues to encounter frustrating challenges. Mark Grooms was involved in this initiative. His leaving created a restart situation on several fronts.</li> </ul>
<p><b>Enrollment Management</b></p>	<p><b><u>Themes:</u></b></p> <ul style="list-style-type: none"> <li>• Productivity in the division was the highest of all divisions on campus in 2016/17 at 558.79 WSCH/FTEF.</li> </ul> <p><b><u>Accomplishments:</u></b></p> <ul style="list-style-type: none"> <li>• Robust fill rates for HLTH, NUTR, ECON, and BUSN</li> <li>• Productivity for NUTR, BUSN/WRKX, HLTH, and ECON</li> </ul>
<p>Changes to section offerings, such as adding/removing sections or increasing/lowering class size.</p>	<p><b><u>Challenges:</u></b></p> <ul style="list-style-type: none"> <li>• Change in requirements for classes leading to decline in enrollment for HLTH</li> <li>• Increase in students taking classes, but smaller class sizes for KIN affecting productivity</li> <li>• Productivity affected for KIN classes due to inadequate space to accommodate more students</li> <li>• Decline in FT KIN (non-coaching) to assist in the development of new courses, certificates, and degrees</li> </ul>
<p><b>External Factors</b></p>	<p>Athletic Coaches are required by CCCAA to update information which results in additional work. While this is an increase in responsibilities, it falls within their scope of duties.</p>
<p>Such as state/ accreditation mandates or advisory board directives.</p>	

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<p><b>Facilities, Supplies, and Equipment</b></p>	<p><b><u>Themes:</u></b></p> <ul style="list-style-type: none"> <li>• The programs discussed needs they have as it relates ability to fill sections/current offerings. As well as the addition of facilities to increase class sizes and offer new courses and programs</li> </ul>
<p>Purchasing or upgrading</p>	<p><b><u>Accomplishments:</u></b></p> <ul style="list-style-type: none"> <li>• Programs did not discuss accomplishments</li> </ul> <p><b><u>Challenges:</u></b></p> <ul style="list-style-type: none"> <li>• BUSN – Limited Access to “smart-Classrooms” which is needed in order to effectively deliver content</li> <li>• BUSN – Entrepreneurship Center to connect classroom learning with real word projects and industry/community partnerships.</li> <li>• Campus did not build out all the facilities from the 2012 FMP which has resulted in fewer opportunities for KIN classes, intercollegiate classes, community engagement, as well as campus and departmental fundraising.</li> <li>• HLTH – Limited classroom space</li> <li>• KIN – Limited space results in lower enrollments for classes in the weight rooms, gymnasium, and exercise studios.</li> <li>• KIN – Synthetic turf is passed years of use and replacement is needed in order to offer more classes.</li> <li>• KIN – Automatic pool covers would increase energy efficiency and decrease the labor hours needed to cover and uncover.</li> <li>• KIN – Equipment needs for Futsal (goals); Badminton (racquets); Cricket (new curriculum).</li> <li>• NUTR – Food lab to teach additional courses and improve community relations and increase community partnerships</li> </ul>
<p><b>Financial/ Budgetary</b></p>	<p><b><u>Themes:</u></b> Only BUSN addressed this area</p> <p><b><u>Accomplishments:</u></b></p>
<p>Program budgets or special funding.</p>	<p><b><u>Challenges:</u></b> Funds are needed for sending students to conferences like the National Association of Black Accountants, Phi Beta Lambda, and to professional association meetings, and local presentations offered (for example) by the Tri Valley Innovation Forum, the chambers of commerce, the Small Business Administration and others. While our clubs raise a tremendous amount of funds those funds are insufficient to meet the opportunities they should be offered. Further, faculty attendance at meetings/conferences is covered to an extent, but needs to be more available to insure competency in our fields and to maintain the professional connections, which are so valuable to our students.</p>

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<p><b>Human Resources</b></p>	<p><b><u>Themes:</u></b></p> <ul style="list-style-type: none"> <li>• Additional FT and PT faculty are needed.</li> <li>• Additional classified support (admin. assistants, instructional assistants, and drivers).</li> <li>• An increase in FTEF to accommodate for the additional degrees, certificates, and courses being developed.</li> </ul> <p><b><u>Accomplishments</u></b></p> <ul style="list-style-type: none"> <li>• New FT hire in BUSN has significantly increased productivity for BUSN/WRKX</li> <li>• New PT hire has increased course offerings in NUTR</li> <li>• New Athletic Assistant</li> <li>• New Athletic Trainer</li> <li>• BHAWK DEAN/AD</li> </ul> <p><b><u>Challenges:</u></b></p> <ul style="list-style-type: none"> <li>• Classified help is needed in KIN/Athletics – Administrative Assistant.</li> <li>• Classified help is needed in KIN/Athletics – Drivers for increase safety of student-athletes, faculty, and staff.</li> <li>• Increase in FTEF for HLTH.</li> <li>• ECON is managed by one FT Faculty member with growth projected.</li> <li>• BUSN is down to two FT faculty members and this resulted in an inability to develop new curriculum.</li> <li>• BUSN &amp; ECON - PT faculty turnover.</li> <li>• BUSN – Instructional Assistants/tutors for Accounting</li> </ul>
<p>Hiring and staffing needs.</p>	
<p><b>Learning Support</b></p>	<p><b><u>Themes</u></b>          Support for student learning and a sense of belonging is being supported by learning communities such as Umoja, student clubs, and participation in athletics.</p>

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<p>Services provided to support student learning, such as tutoring and library support.</p>	<p><b><u>Accomplishments</u></b></p> <ul style="list-style-type: none"> <li>• Umoja Learning Community</li> <li>• Library resources - The library has obtained access to Lexis Nexis for AY 2017-2018 and we are hoping the department's use of it is adequate to have it continue.</li> </ul> <p><b><u>Challenges</u></b></p> <p>Tutorial development: The full-time faculty in the discipline has identified 4 - 6 students each semester in our BUSN1A, BUSN1B, BUSN18, and BUSN40 sections. However, it has been a challenge to coordinate and get the word out to students, who could be good tutors the following semesters. We have asked part-time faculty to assist in this identification process as well. As an institution, we need to develop some methodology to attract and retain student tutors.</p> <p>Loss of full-time faculty has impacted two student programs designed to deepen students experience:</p> <ul style="list-style-type: none"> <li>• Developing an international program</li> <li>• Expansion of the entrepreneurship program: an important and useful program providing students with more options and understand the process for product development starting from inception to marketing.</li> </ul>
<p><b>LPC Planning Priorities</b></p>	
<p>Available here:  <a href="https://goo.gl/LU99m1">https://goo.gl/LU99m1</a></p>	
<p><b>Pedagogy/ Teaching Methods</b></p>	<p>NUTR addressed this area by discussing the lower success rates for the students in online summer classes.</p>
<p>The process of teaching students. Not limited to instructional programs/ areas. Might include teaching/counseling/ tutoring methodology, class activities or course design.</p>	

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<p><b>Professional Development</b></p>	
<p>Activities and resources to enhance employee knowledge and skills.</p>	
<p><b>Services to Students</b></p>	<p><b><u>Themes:</u></b></p> <ul style="list-style-type: none"> <li>• Programs host and encourage students to join clubs on campus.</li> <li>• Programs actively seek out internship opportunities for students</li> <li>• Programs host speaker series and involve students with learning communities on campus</li> </ul>
<p>Non-instructional services provided to students. Not limited to Student Services programs/areas.</p>	<p><b><u>Accomplishments:</u></b></p> <ul style="list-style-type: none"> <li>• Host speaker series and secure internships with campus support (foundation)</li> <li>• New BUSN/WBL instructor is developing new internship opportunities and revamping the WRKX/INTN program</li> <li>• NUTR and BUSN have started extra-curricular club opportunities</li> <li>• BUSN faculty is connected to disproportionately impacted students on campus through Umoja.</li> <li>• KIN/ATHL – Events are now live-streamed, there is an increased social media presence, and the athletic website is currently being updated.</li> <li>• Curriculum developed for Women’s Volleyball and Women’s &amp; Men’s Track &amp; Field. Curriculum submitted for Women’s Volleyball fall 2017 to (ideally) begin in fall 2018. Both of these sports will have a minimal fiscal impact on the institution as supplies, equipment, and facilities needed are already in place.</li> </ul> <p><b><u>Challenges</u></b> Food insecurity and student hunger</p>
<p><b>SLOs/SAO Process</b></p>	<p><b><u>Themes:</u></b></p> <ul style="list-style-type: none"> <li>• All programs are working on updating, assessing, and inputting SLO data in eLumen</li> </ul> <p><b><u>Accomplishments:</u></b></p> <ul style="list-style-type: none"> <li>• NUTR, BUSN, ECON, HLTH, KIN – updated and assessed SLOs and received training</li> </ul>
<p>The process of creating, recording and assessing SLOs/SAOs</p>	<p><b><u>Challenges</u></b> Impactful use of data to improve student learning and content delivery</p>



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(not the SLO findings; those could appear under pedagogy, curriculum, enrollment management, equipment, etc.)	
<b>Technology Use</b>	ECON, NUTR, KIN, HLTH, and BUSN have taken steps to move to Canvas and have also received training in eLumen.
How technology is used to instruct/serve students or for other college functions.	