

## PROGRAM REVIEW Fall 2020

---

**Program: Engineering Technology Learning Community**

**Division: Enrollment Services**

**Date: 9/17/2020**

**Writer(s): Todd Steffan / Jean O'Neil Oparari**

**SLO/SAO Point-Person: Todd Steffan**

---

**Audience:** Deans, Vice Presidents of Student Services and Academic Services, All Planning and Allocation Committees. This document will be available to the public.

**Uses:** This Program Review will be used to inform the campus and community about your program. It will also be used in the processes of creating Division Summaries, determining College Planning Priorities and allocating resources. A final use is to document fulfillment of accreditation requirements.

**Please note:** Program Review is NOT in itself a vehicle for making requests. All requests should be made through appropriate processes (e.g. Instructional Equipment Request Process) or directed to your dean or supervisor.

**Time Frame:** This Program Review should reflect on program status during the 2020-21 academic year. It should describe plans starting now and continuing through 2021-22.

**Sections:** This Program Review has been shortened due to the COVID-19 pandemic. The Program Review Committee understands that you are completing this program review in a time of stress and disruption and that this may affect many of your responses. Sections and questions are marked with the name of the committee or office that will use the information.

- The first section focuses on general program reflection and planning.
- The second section has specific questions to be filled out by all programs this year.
- The third section is a review of curriculum, to be filled out only by programs with curriculum.

**Topics:** The Program Review Glossary defines key terms. Writers should review this glossary before writing: <https://bit.ly/2LqPxOW>

**For Help:** Contact Nadiyah Taylor: [ntaylor@laspositascollege.edu](mailto:ntaylor@laspositascollege.edu).

A list of contacts for help with specific sections is provided on the Program Review website under the "tools for writers" tab. <https://bit.ly/3fY7Ead>

### **Instructions:**

- 1) Please respond to each question as completely as possible.
- 2) If the requested information does not apply to your program, write "Not Applicable."
- 3) Optional: Communicate with your dean about completing this document.
- 4) Send an electronic copy of this form to Nadiyah Taylor and your dean by Monday, November 11.

### **Links:**

Program Review Home Page: [laspositascollege.edu/instructionalprogramreview](https://laspositascollege.edu/instructionalprogramreview)

Fall 2019 Program Reviews: [laspositascollege.edu/programreview/pr2019.php](https://laspositascollege.edu/programreview/pr2019.php)

Frequently Asked Questions: [laspositascollege.edu/instructionalprogramreview/programreviewfaqs.php](https://laspositascollege.edu/instructionalprogramreview/programreviewfaqs.php)

---

## Section One: Program Snapshot [Program Review Committee]

For assistance with this section, contact the Program Review Committee Chair. [<https://bit.ly/3fY7Ead>]

### No Significant Changes Option

Contact person: \_\_\_\_\_

By marking an X in the box above, the writers of this Program Review indicate that there have been no significant changes to their program or their program's needs in the past year. In this case, programs may opt not to complete Program Review Section One: Program Snapshot.

**Programs must still complete all other sections (as applicable).**

Please note: Choosing this option means that your program's information may not be included in the yearly Division Summary.

The No Significant Changes Option may only be used for two years in a row; after two years, programs must complete a full Program Review including the Program Snapshot. Our program's most recent Program Snapshot was submitted in the following semester: Fall 20\_\_\_\_\_.

### **A. Accomplishments: What plans were achieved during AY19-20? You may describe achievements that were or were not planned in earlier Program Review. Your response may include actions regarding COVID-19. Please highlight any positive impacts to students.**

Although Spring 2020 with COVID-19 and the online environment, created some barriers and challenges in meeting the goals set in the 2018-2019 program review, we were able to accomplish some of the short and long-term goals, as well as move forward in achieving many others. Shelter in place and serving students remotely did create some opportunities to develop new methods of communication and serving students with technology.

#### 2019-2020 Achievement

1. Developed new LPC Engineering Tech Learning Community. Has its own site and linked to LPC Engineering webpage as well.
2. Created and promoted new Engineering Tech Learning Community application with the LPC other learning communities. A common LPC Learning Community application, to help gather data and promote identity.
3. Created a new Engineering Tech Learning Community logo and utilizing as branding.
4. Utilized space in bldg. 1000, RM 1018 before shelter in place for Engineering Tech Learning Community meetings, workshops, interviewing, etc.
5. Began to work with the other LPC Learning Communities. This year, need to make more effort in connecting with these other learning communities.
6. Created and utilize a new Engineering Tech Learning Community canvas page. Utilized now mostly for announcements. Will expand using other features and tools with Canvas.

7. Fall 2019 and part of Spring 2020 before shelter in place, organized resume and networking workshops with community/industry experts. Offered office hours, which became zoom office hours in May.
8. Held twice monthly meetings to connect students with LPC resources and employer partners. Gillig and LLNL presented.
9. Developed a better electronic tracking and student data base for Engineering Tech Learning Community.
10. Continue to work closely with Lawrence Livermore National Laboratory.
11. Contacted students directly via. Phone to confirm correct major and promote Engineering Tech Learning Community

Mark an X before each area that is addressed in your response.				Definitions of terms: <a href="https://bit.ly/2LqPxOW">https://bit.ly/2LqPxOW</a>			
<input checked="" type="checkbox"/>	Community Partnerships/Outreach		Facilities, Supplies and Equipment, Software		LPC Planning Priorities	<input checked="" type="checkbox"/>	Services to Students
	Course Offerings		Financial/Budgetary		LPC Collaborations		SLO/SAO Process
	Curriculum Committee Items		Human Resources		Pedagogy		Student Equity
	External Factors	<input checked="" type="checkbox"/>	Learning Support		Professional Development		Technology Use

**B. Challenges, Obstacles and Needs: Describe any significant challenges, obstacles or needs for your program. Your response may include issues regarding COVID-19. Please highlight any negative impacts for students.**

This has been a very challenging year for all programs, including Engineering Tech Learning Community due to Covid-19. It is difficult to build and connect students in the remote environment. This camaraderie is a core need for success of the students in the learning community. The Engineering Tech Learning Community struggled this year to build a sense of community in this isolated environment in which social distance and interaction has been drastically limited. With these barriers it has also been very difficult to build study groups which vital for success in this program. Some goals such as building out networks with community organizations has been put on hold or greatly reduced progress due to shelter in place.

A continued challenge is supporting students interested or in the Engineering Tech program is to have a designated Engineering Tech expert counselor for all students. For student Veterans there is a Veterans counselor, but for non-Veterans, they must try to rely on connecting with a general counselor and which often is not the same counselor each time a student meets with them.

There is also a need to have a core class or activity required by all Engineering Tech students to take together in the beginning of the journey on the Engineering Tech pathway. Some options may be speech, English 1A, entry level of math, or orientation program.

Mark an X before each area that is addressed in your response.				Definitions of terms: <a href="https://bit.ly/2LqPxOW">https://bit.ly/2LqPxOW</a>			
--	--	--	--	---	--	--	--

	Community Partnerships/Outreach		Facilities, Supplies and Equipment, Software		LPC Planning Priorities	X	Services to Students
X	Course Offerings	X	Financial/Budgetary		LPC Collaborations		SLO/SAO Process
	Curriculum Committee Items		Human Resources		Pedagogy	X	Student Equity
	External Factors		Learning Support		Professional Development		Technology Use

**C. IR Data Review: Describe any significant trends in your program’s data from the office of Institutional Research and Planning. (Note: Not all Programs have IR data available; if your program does not have a data packet or dashboard data, you may note that in the response box.) You may also discuss any other data generated for your program by the Office of Institutional Research and Planning.**

IR Data packets are available here: <https://bit.ly/2lYaFu7>

Course Success Rates Dashboard can be found at the bottom of this page: <https://bit.ly/2Y9vGpl>

For assistance with this question, contact the Director of Institutional Research and Planning. [\[https://bit.ly/3fY7Ead\]](https://bit.ly/3fY7Ead)

**Currently there is no data packet for Engineering Learning Community. We are working on developing the parameters in developing a data packet to assist with this data analysis need.**

Mark an X before each area that is addressed in your response.				Definitions of terms: <a href="https://bit.ly/2LqPxOW">https://bit.ly/2LqPxOW</a>			
	Community Partnerships/Outreach		Facilities, Supplies and Equipment, Software		LPC Planning Priorities		Services to Students
	Course Offerings		Financial/Budgetary		LPC Collaborations		SLO/SAO Process
	Curriculum Committee Items		Human Resources		Pedagogy		Student Equity
	External Factors		Learning Support		Professional Development		Technology Use

**D. Short Term Planning: What are your most important plans, either new or continuing, for next year? Describe plans starting now and continuing through AY 21-22. (Optional: You may also describe long-term plans if desired.)**

**Short Term Planning**

- Continue to build awareness of the career opportunities as an Engineering Technologist and the benefits/services in being part of the Engineering Tech Learning Community. Online short presentations in classes and also to other learning communities.
- Update Engineering Tech Learning Community website
- Expand utilizing the tools in the Engineering Tech canvas page.

- Continue to work Institution Research to collect and analyze data on Engineering Tech students.
- Continue to build a sense of belonging to the Engineering Tech Learning Community.
- Continue to career preparation (resume writing and interview skills)
- Offer an online zoom training for Engineering Tech.

Mark an X before each area that is addressed in your response.				Definitions of terms: <a href="https://bit.ly/2LqPxOW">https://bit.ly/2LqPxOW</a>			
<b>X</b>	Community Partnerships/Outreach		Facilities, Supplies and Equipment, Software	<b>X</b>	LPC Planning Priorities	<b>X</b>	Services to Students
	Course Offerings	<b>X</b>	Financial/Budgetary		LPC Collaborations	<b>X</b>	SLO/SAO Process
	Curriculum Committee Items		Human Resources	<b>X</b>	Pedagogy	<b>X</b>	Student Equity
	External Factors	<b>X</b>	Learning Support	<b>X</b>	Professional Development	<b>X</b>	Technology Use

## Section Two: Institutional Planning Topics (Required for All Programs)

**A. Equity [Student Equity and Achievement Committee]:** Please describe any recent actions your program has taken to increase equity and/or any challenges your program faces in promoting equity and equity-based decision-making? Areas to consider include students impacted by race/ethnicity, gender, sexuality, age, or disability status, as well as students who are disproportionately impacted due to the shift to remote instruction.

For assistance with this question, contact the Director of Student Equity and Achievement. [<https://bit.ly/3fY7Ead>]

Although there is not a data packet specifically for students in the Engineering Tech Learning Community (which is being developed for future), information from the program review data packet for Engineering and data collected from self-evaluation and intake forms, continue effort will be made to improve equity within the Engineering Learning Community. Developing and promoting a learning community for Engineering Tech students that is welcoming and building a sense of belonging will be a major goal. Effort will continue to collaborate with other Learning Communities on campus, such as Umoja and G2. Equity Challenges: Describe any challenges your program has faced in promoting equity and equity-based decision making in the metrics listed above (or any other areas). H. Program Review Suggestions (optional): Workshops about the career opportunities as an Engineering Technologist and the benefits in being a part of the Engineering Tech Learning Community will continued to be promoted.

**B.**

### **SLOs/SAOs [SLO Committee]:**

You should complete ONE of the following three sections. Please choose the option that is most appropriate for your program:

B1: Instructional Programs with PSLOs

B2: Instructional Programs without PSLOs or with Special Circumstances

B3: Non-Instructional Programs

Skip to the section you chose. If you are not sure which option to pick, contact the SLO Committee Chair or Program Review Committee Chair for assistance.

### **B1: Instructional Programs with PSLOs**

In this year's Program Review, and in support of Accreditation, we would like a snap-shot on how your program plans to collect, discuss and report assessment findings to develop best practices for teaching and student learning ("closing the loop").

As a program, please select one PSLO for a degree or certificate to focus on. This PSLO should reflect one area of your program that you would like to investigate in depth. For example, your selection may focus on an area to improve student success, to update pedagogy, equity issues, or to examine a new degree/certificate, etc.

In this section, describe your plan for assessment data to be collected, analyzed and discussed, and reported out in next year's Program Review. Your plan should identify the CSLOs that feed into your

selected PSLO so that a complete data set is collected. You may choose to do this over one or two semesters. In next year’s Program Review, you will be asked to summarize your SLO assessments, analysis of those findings, and proposed changes that may be implemented to improve teaching and student learning.

For assistance with these questions, contact the SLO Committee Chair. [<https://bit.ly/3fY7Ead>]

**B1a. In the space below, insert the complete wording of the PSLO and potential reason(s) for selecting it for analysis.**

N/A
-----

**B1b. In the table below, list the CSLOs that feed up to the identified PSLO and check the semester or semester(s) that the CSLO will be assessed and data entered into eLumen.** (If this different than the submitted SLO template plan, please update and resubmit the template plan. Send the updated template to [mwiest@laspositacollege.edu](mailto:mwiest@laspositacollege.edu) and [ahight@laspositacollege.edu](mailto:ahight@laspositacollege.edu) )

Complete Name of CSLO	Fall 2020	Spring 2021	Summer 2021

**B1c. When will analysis and discussion of the assessment data be completed (during next year’s Program Review is an option)? The reporting out of the “closing the loop” analysis will be part of next year’s Program Review.**

Currently there is no SAO for the Engineering Tech Program Learning Community. Developing SAOs is in progress. Nothing available to close the loop.
---

**B2: Instructional Programs without PSLOs or with Special Circumstances**

If your department does not have PSLOs, you may choose one CSLO to focus on. This option may also be used if there is a strong departmental rationale for focusing on a single CSLO.

As a department, please select a course to focus on. The selected course and one of its CSLOs should reflect an area that you would like to investigate in depth. For example, your selection may focus on a course to improve student success, to update pedagogy, to analyze equity issues, etc.

For assistance with these questions, contact the SLO Committee Chair. [<https://bit.ly/3fY7Ead>]

**B2a. In the space below, describe the rationale (such as this is not a degree-granting program, we focus mainly on non-degree courses, etc.)**

N/A
-----

**B2b. In the space below, insert the complete wording of the CSLO and reason(s) for selecting it for analysis.**

N/A
-----

**B2c. In the table below, list the CSLO and check the semester or semester(s) that the CSLO will be assessed and data entered into eLumen.**  
(If this is different than the submitted SLO template plan, please update and resubmit the template plan. Send the updated template to [mwiest@laspositascollege.edu](mailto:mwiest@laspositascollege.edu) and [ahight@laspositascollege.edu](mailto:ahight@laspositascollege.edu) )

Complete Name of CSLO	Fall 2020	Spring 2021	Summer 2021
N/A			

**B2d. When will analysis and discussion of the assessment data be completed? (During next year's Program Review is an option.) The reporting out of the "closing the loop" analysis will be part of next year's Program Review.**

N/A
-----

**B3: Non-Instructional Programs**

*In this year's Program Review, and in support of Accreditation, we would like a snap-shot of how your student service area plans to collect, discuss, and report assessment findings to develop best practices for teaching and student learning ("closing the loop").*



Please select one SAO to focus on. This SAO should reflect an area of your program that you would like to investigate in depth. For example, your selection may focus on an area to improve student success, increase best practices, to address equity issues, or to examine a new service/program, etc. The intent is for this section to be useful for reflection to develop best practices for serving students.

For assistance with these questions, contact the SLO Committee Chair. [<https://bit.ly/3fY7Ead>]

**B3a. In the space below, insert the complete wording of the SAO and potential reason(s) for selecting it for analysis.**

**Increase awareness of the support and resources available through the Engineering Tech Learning Community. Increase number of students in the program.  
Increase accuracy of enrollment and completion with better communication with students and information from IR.**

**B3b.**

When and how will this SAO be assessed and data entered into eLumen? (If this different than the submitted template plan, please update and resubmit the template plan. Send the updated template to [mwiest@laspositascollege.edu](mailto:mwiest@laspositascollege.edu) and [ahight@laspositascollege.edu](mailto:ahight@laspositascollege.edu) )

Develop a brief survey to identify who is aware of the degree in Engineering Tech and the opportunities available in this area.

**B3c. When will analysis of the assessment data will be completed (during next year's Program Review is an option)? The reporting out of the "closing the loop" analysis will be part of next year's Program Review.**

Data is beginning to be collected. The analysis of the assessment data will be completed at end of Spring 2021.

### Section Three: Curriculum Review (Programs with Courses Only)

For assistance with this section, contact the Curriculum Committee Chair. [\[https://bit.ly/3fY7Ead\]](https://bit.ly/3fY7Ead)

The following questions ask you to review your program's curriculum. To see the last outline revision date and revision due date:

1. Log in to CurricUNET
2. Select "Course Outline Report" under "Reports/Interfaces"
3. Select the report as an Excel file or as HTML

**A. Title V Updates [Curriculum Committee]:** Are any of your courses requiring an update to stay within the 5 year cycle? List courses needing updates below. Reminder: updates to course title or units, and course deactivations, will require updating any program they are associated with. List programs requiring updating in question (B).

N/A

**B. Degree/Certificate Updates [Curriculum Committee]:** Are there any programs requiring modification? List needed changes below.

N/A

**C. DE Courses/Degrees/Certificates [Distance Education Committee]:** Detail your department's plans, if any, for adding DE courses, degrees, and/or certificates. For new DE degrees and/or certificates (those offered completely online), please include a brief rationale as to why the degree/certificate will be offered online.

N/A