

Business and Technology Division Program Review

In 2007-09, faculty in the Business Technology Division conducted their program review of the following areas: Business, Business Skills, Real Estate, Computer Science and Information Systems and the Division Office.

Support team members who participated in this review include Gail Fail, Stephanie Tetter, Lyndon Schutzler, and Michael Gilmartin.

Program Strengths and Support Team Commendations

The support team noted the following program strengths in all of the departments in the Business and Technology Division.

- Experience, expertise, and diversity of faculty and staff
- Curriculum that encompasses both transfer and career technical offerings
- Ability to offer technical content in the curriculum that reflects and reacts to current technology
- Ability to deliver instructional content in a variety of delivery modes including hybrid courses, online courses, open entry/open exit courses, and hands on computer laboratory experiences.
- Existing and developing relationships with regional institutions of higher education including the Naval Postgraduate School, California State University Monterey Bay, Cabrillo College, and Hartnell College which have enabled various collaborative activities including the CISCO networking program, articulation of courses, partnerships in grants and other projects

Challenges

- All programs in the division indicated that a major challenge is find an adequate number of qualified instructors to teach the wide variety of technical curriculum in the various departments. The division has worked with Human Resources to recruit instructors but at times these individuals had the technical knowledge but not the ability to teach.
- There is an ongoing need for professional development of all the faculty and staff working in the Business Skills areas to maintain their expertise in continuously changing technology and software in their classes. Efforts have been made to obtain the resources to do this, but the need for professional development is a continuous one.
- Changes and misperceptions of the current information technology job market by students including a perceived lack of jobs in the area and those jobs are being relocated to other areas including out of the country.

- Changes in the level of preparation that students entering the program have present challenges in matching curriculum to student skill level. Students today are much better prepared at using computer software applications than in the past.
- Need for streamlining processes and communication involved with the development, approval, and implementation of new curriculum.

Goals

- The desire of the division to increase enrollments through the continuing development of instructional delivery through online instruction and other non-traditional instructional methodology
- The need to serve the business community through added vocational training programs in the area of entrepreneurship and small business management
- Continue to develop business and business skills programs at the MPC Education Center at Marina.
- Revitalization of the computer networking program with the inclusion of new curriculum in computer security and forensics
- Work with college staff and administration in the planning and implementation of the renovation and development of the new Business/CSIS/Math building to include adequate classroom and laboratory space for teaching the programs in the division both during and after the renovation.

Support Team Recommendations

1. With the changes that have occurred in the information technology area in the last few years and with the hiring of the new computer networking instructor, the department with the support of the college needs to update the curriculum in the computer networking area, identify additional qualified instructors, continue to develop partnerships with neighboring institutions, and seek funding through action plans and grants to revitalize this program.

2. Develop a plan to deal with the challenges that exist in maintaining current business skills curriculum, identifying and actively recruiting sufficient numbers of trained faculty and staff, and continuing to keep current with ongoing changes in software applications. This plan should include possible action plan items, new position justifications, proposed staff development activities, and alternative funding possibilities including grants and workforce development funding.

3. The business department needs to continue their efforts to develop the online courses in their area working in concert with campus groups dealing with online learning policies and procedures. As the department converts more courses to online, the percentage of courses in the program that are online will reach more than 50%. Prior to this occurring, a substantive change proposal for the accrediting commission will need to be developed. As a part of this process a needs assessment will need be conducted to determine that

online instruction is the desired and appropriate mode of delivery for this instruction. This effort should be done in collaboration with the Dean of Instruction, Economic Development and Off-campus programs. The focus should be on the development of comprehensive programs that best meet the needs of the local and regional business community in both the career technical and transfer areas.

Overarching Issues

Several issues identified in the Business and Technology Division program review are not unique to this division alone. The following issues affect most instructional areas at the college.

- The need to identify and hire sufficient numbers of highly qualified faculty and staff to teach the curriculum in the division.
- The need to collaborate with campus groups on the planning and development of adequate facilities in which to teach the programs in the division
- The need to develop efficient and timely processes to develop and approve curriculum (the implementation of the new CurricUNET software system will provide significant improvement in this area across the entire college)