

**Appendix C**

**Summary of Program and Course Review Audit**

**By Department**

**(AY 2014-2015)**

Department	Programs	Program's Last Date of Approval by AVP as Reflected in TracDat	Number of Technical course requirements for the program as reflected in the Catalog <sup>56</sup>	Number of courses 5yrs old and above	Percentage of courses 5yrs old and above
Adult Education	Adult High School Diploma (AHS)	4/15/2013	15 <sup>57</sup>	3	20%
	Adult Basic Education (ABE)	Course-specific	CEWD <sup>58</sup>		
	English-as-a-Second Language (ESL)	Course-specific	CEWD <sup>59</sup>		

*\*In a memo transmitted to the Committee on College Assessment (CCA) dated February 17, 2014, the Program Specialist assigned to the Adult Education Office indicated that the Adult High School Diploma Program, the Adult Basic Education, and the English as a Second Language programs were undergoing program and course revisions to incorporate College & Career Readiness Standards and Common Core State Standards. The CCA approved the request to extend assessment requirements for these programs to the official curriculum revisions approval dates due to the extensive changes proposed for these programs.*

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<sup>56</sup> Because programs share related technical, related general education and technical elective course requirements, the department may not own some courses under review.

<sup>57</sup> The courses required for the Adult High School Diploma Program are maintained by other departments of the College and are included under each department's course statistics found within this appendix.

<sup>58</sup> Courses are scheduled and maintained by the Office of Continuing Education and Workforce Development.

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Department	Programs	Program’s Last Date of Approval by AVP as Reflected in TracDat	Number of Technical course requirements for the program as reflected in the Catalog <sup>60</sup>	Number of courses 5yrs old and above	Percentage of courses 5yrs old and above
Business	Business Department Courses (AC, MK, SM, VC)	Course-specific	11	8	73%
	Accounting AS	3/27/2007	7	5	71%
	Marketing AS	3/27/2007	7	7	100%
	Marketing Secondary	4/21/2010	5	0	0%
	Supervision & Management AS	4/20/2007	8	8	100%
	Supervision & Management Certificate	5/19/2004	6	6	100%
	Visual Communications AS	3/5/2007	9	8	89%
	Visual Communications Secondary	9/25/2006	4	4	100%
CURRICULUM SUMMARY					
Total Department-owned Courses exceeding the 5-year Curriculum Rule				46	81%
Total Department-owned Courses				57	
Total Department-owned Programs exceeding the 5-year Curriculum Rule				7	100%
Total Department-owned Programs				7	

<sup>60</sup> Because programs share related technical, related general education and technical elective course requirements, the department may not own some courses under review.

Department	Programs	Program's Last Date of Approval by AVP as Reflected in TracDat	Number of Technical course requirements for the program as reflected in the Catalog <sup>61</sup>	Number of courses 5yrs old and above	Percentage of courses 5yrs old and above
Construction Trades	Construction Trades Department Courses (AE, CE, CT, EM, OR, SU, WA, WE, WT, WW)	Course-specific	20	19	95%
	Civil Engineering Technology AS	1/3/2012	6	2	33%
	Computer Aided Design & Drafting Certificate	3/30/2015	7	6	86%
	Construction Technology Certificate	3/18/2009	19	19	100%
	Construction Trades (Carpentry & AutoCAD) Secondary	4/29/2010	4	4	100%
	Pre-Architectural Drafting AS	5/13/2015	8	7	88%
	Surveying Technology AS	4/1/2009	11	10	91%
	Surveying Technology Certificate	3/31/2009	7	6	86%
CURRICULUM SUMMARY					
Total Department-owned Courses exceeding the 5-year Curriculum Rule				73	89%
Total Department-owned Courses				82	
Total Department-owned Programs exceeding the 5-year Curriculum Rule				4	57%
Total Department-owned Programs				7	

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<b>Department</b>	<b>Programs</b>	<b>Program's Last Date of Approval by AVP as Reflected in TracDat</b>	<b>Number of Technical course requirements for the program as reflected in the Catalog</b>	<b>Number of courses 5yrs old and above</b>	<b>Percentage of courses 5yrs old and above</b>
<b>Continuing Education &amp; Workforce Development</b>	CEWD Department Courses <sup>62</sup>	Course-specific	134	24	18%

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<sup>62</sup> Effective Spring 2014, the Office of Continuing Education and Workforce Development incorporated the assessment of all courses offered through the CEWD office. In partnership with the Office of Assessment, Institutional Effectiveness & Research, CEWD-offered courses and workshops have been created in the College's TracDat assessment management system and the regular monitoring of assessment commitment now includes these courses.

Department	Programs	Program's Last Date of Approval by AVP as Reflected in TracDat	Number of Technical course requirements for the program as reflected in the Catalog <sup>63</sup>	Number of courses 5yrs old and above	Percentage of courses 5yrs old and above
Education/ Cosmetology	Education/Cosmetology Department Courses (ASL, CD, ED, CM)	Course-specific	12	4	33%
	Early Childhood Education AS	4/15/2013	9	2	22%
	Early Childhood Education Certificate	1/03/2012	6	1	17%
	Early Childhood Education Secondary	4/15/2013	5	0	0%
	Education AA	3/30/2015	5	1	20%
	Education Certificate	12/05/2011	5	1	20%
CURRICULUM SUMMARY					
Total Department-owned Courses exceeding the 5-year Curriculum Rule				9	21%
Total Department-owned Courses				42	
Total Department-owned Programs exceeding the 5-year Curriculum Rule				0	Compliant
Total Department-owned Programs				5	

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<sup>63</sup> Because programs share related technical, related general education and technical elective course requirements, the department may not own some courses under review.

Department	Programs	Program's Last Date of Approval by AVP as Reflected in TracDat	Number of Technical course requirements for the program as reflected in the Catalog <sup>64</sup>	Number of courses 5yrs old and above	Percentage of courses 5yrs old and above
English	English Department Courses	Course-specific	9	1	11%
	Interdisciplinary Arts & Sciences, A.A.	2/25/2015	21	7	33%
CURRICULUM SUMMARY					
Total Department-owned Courses exceeding the 5-year Curriculum Rule				1	7%
Total Department-owned Courses				14	
Total Department-owned Programs exceeding the 5-year Curriculum Rule				0	Compliant
Total Department-owned Programs				1	

Department	Programs	Program's Last Date of Approval by AVP as Reflected in TracDat	Number of Technical course requirements for the program as reflected in the Catalog <sup>65</sup>	Number of courses 5yrs old and above	Percentage of courses 5yrs old and above
<b>Math and Science</b>	Math and Science Department Courses (MA, SI)	Course-specific	31	4	13%
<b>CURRICULUM SUMMARY</b>					
Total Department-owned Courses exceeding the 5-year Curriculum Rule				4	<b>13%</b>
Total Department-owned Courses				31	

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Department	Programs	Program’s Last Date of Approval by AVP as Reflected in TracDat	Number of Technical course requirements for the program as reflected in the Catalog <sup>66</sup>	Number of courses 5yrs old and above	Percentage of courses 5yrs old and above
Nursing and Allied Health	Nursing & Allied Health Department Courses (EMS, HL, MS, NU)	Course-specific	14	10	71%
	Health Careers and Science (formerly Introduction to Health Occupations) Secondary	4/15/2013	4	0	0%
	Medical Assisting AS	5/14/2015	13	12	92%
	Medical Assisting Certificate	9/20/2005	10	9	90%
	Practical Nursing Certificate	3/17/2012	8	5	63%
CURRICULUM SUMMARY					
Total Department-owned Courses exceeding the 5-year Curriculum Rule				36	73%
Total Department-owned Courses				49	
Total Department-owned Programs exceeding the 5-year Curriculum Rule				2	40%
Total Department-owned Programs				5	

<sup>66</sup> Because programs share related technical, related general education and technical elective course requirements, the department may not own some courses under review.



Department	Programs	Program’s Last Date of Approval by AVP as Reflected in TracDat	Number of Technical course requirements for the program as reflected in the Catalog <sup>67</sup>	Number of courses 5yrs old and above	Percentage of courses 5yrs old and above
Social Science/Criminal Justice	Social Science/Criminal Justice Department Courses (CJ, EC, FS, HI, HU, PI, PS, PY, SO, SS)	Course- specific	23	16	70%
	Criminal Justice AS	12/24/2009	13	5	38%
	Criminal Justice Certificate	3/13/2013	10	6	60%
	Emergency Management AS <sup>68</sup>	4/25/2007	27	0	0%
	Emergency Management Certificate <sup>69</sup>	4/19/2007	27	0	0%
	Family Services Certificate	2/28/2013	5	0	0%
	Fire Science Technology Certificate	9/07/2010	6	4	67%
CURRICULUM SUMMARY					
Total Department-owned Courses exceeding the 5-year Curriculum Rule				31	54%
Total Department-owned Courses				57	
Total Department-owned Programs exceeding the 5-year Curriculum Rule				2	50%
Total Department-owned Programs				4	

<sup>67</sup> Because programs share related technical, related general education and technical elective course requirements, the department may not own some courses under review.

<sup>68</sup> Technical required courses are offered online. College credits are granted upon successful completion of Emergency Management Institute's (EMI) Independent Study courses online.

<sup>69</sup> Technical required courses are offered online. College credits are granted upon successful completion of Emergency Management Institute's (EMI) Independent Study courses online.

Department	Programs	Program’s Last Date of Approval by AVP as Reflected in TracDat	Number of Technical course requirements for the program as reflected in the Catalog <sup>70</sup>	Number of courses 5yrs old and above	Percentage of courses 5yrs old and above
Technology*	Technology Department Courses (CS, EE, OA, PV, RE)	Course-specific	12	3	25%
	Computer Networking AS	6/23/2015	12	9	75%
	Computer Science AS	6/23/2015	11	5	45%
	Computer Science Certificate	3/03/2003	4	3	75%
	Electronics & Computer Networking Secondary	9/29/2008	6	4	67%
	Office Technology AS	6/30/2015	10	2	20%
	Office Technology Certificate	6/22/2015	7	1	14%
CURRICULUM SUMMARY					
Total Department-owned Courses exceeding the 5-year Curriculum Rule				27	44%
Total Department-owned Courses				62	
Total Department-owned Programs exceeding the 5-year Curriculum Rule				2	33%
Total Department-owned Programs				6	

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Department	Programs	Program's Last Date of Approval by AVP as Reflected in TracDat	Number of Technical course requirements for the program as reflected in the Catalog <sup>71</sup>	Number of courses 5yrs old and above	Percentage of courses 5yrs old and above
Tourism & Hospitality	Tourism and Hospitality Department Courses (CH, CI, HS, JA, KE)	Course-specific	14	4	29%
	Culinary Arts AA	4/15/2013	12	0	0%
	Food & Beverage Management AS	5/13/2013	6	1	17%
	Hotel Operations & Management AS	5/10/2010	7	4	57%
	Lodging Management Secondary	5/12/2014	3	0	0%
	ProStart Secondary Program	5/28/2012	3	0	0%
	Tourism & Travel Management AS	3/29/2010	6	5	83%
CURRICULUM SUMMARY					
Total Department-owned Courses exceeding the 5-year Curriculum Rule				14	27%
Total Department-owned Courses				51	
Total Department-owned Programs exceeding the 5-year Curriculum Rule				2	33%
Total Department-owned Programs				6	

<sup>71</sup> Because programs share related technical, related general education and technical elective course requirements, the department may not own some courses under review.

Department	Programs	Program's Last Date of Approval by AVP as Reflected in TracDat	Number of Technical course requirements for the program as reflected in the Catalog <sup>72</sup>	Number of courses 5yrs old and above	Percentage of courses 5yrs old and above
Transportation	Transportation Department Courses (AST, ME, MHT)	Course-specific	4	4	100%
	Automotive Service Technology Secondary (Collision Repair & Refinishing Technology)	2/17/2011	4	4	100%
	Automotive Services Technology AS	6/6/2015	18	18	100%
	Automotive Service Technology Certificate	4/6/2006	18	18	100%
	Automotive Services Technology Secondary	3/10/2009	6	6	100%
	Medium/Heavy Truck Diesel Technology Certificate	7/19/2009	12	2	17%
<b>CURRICULUM SUMMARY</b>					
Total Department-owned Courses exceeding the 5-year Curriculum Rule				34	<b>77%</b>
Total Department-owned Courses				44	
Total Department-owned Programs exceeding the 5-year Curriculum Rule				3	<b>60%</b>
Total Department-owned Programs				5	

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<sup>72</sup> Because programs share related technical, related general education and technical elective course requirements, the department may not own some courses under review.