

Comprehensive Program Review Report



Program Review - Work Experience

Program Summary

2022-2023

Prepared by: Lisa Greer, Daniel Rivas - 2021

What are the strengths of your area?: 1. Students can "try out" career opportunities before selecting specific career paths or majors.

2. An average of 186 students in the 2021 Fall Semester participated in community learning sites.

3. During the Fall 2021 Semester, students participating in WEXP courses completed 68,280 hours in various community settings.

4. The program provides a link for the college to community employers.

5. Participation in Work Experience courses is required or identified as a restricted elective in thirty-three certificate/degree areas.

6. The student success rate is 92 percent. In reviewing data, it appears that 100 percentage Caucasians were successful compared to Hispanics; only 96.3 percent were successful. This is a huge difference and will be monitored closely in future Program reviews. In reviewing gender data, females are successful at 100 percent while males are at approximately 85 percent. (See Data in the Repository)

7. Annual FTES has increased from 15 to 102 since implementing unit value variables per CRN.

What improvements are needed?: Data indicates that participation numbers have dropped in Cooperative Work Experience Education courses. The steps identified below will improve enrollment patterns and working relationships with the campus Career Center.

1. Participate in more campus events.

2. Promote the program through social media.

3. Send out enrollment notices via COS email to all students.

4. Continue to strengthen the relationship with Career Service Programs.

5. Update Title Five requirements for Program Review.

6. Replacement Faculty Hire for the program

Describe any external opportunities or challenges.: The biggest challenge currently facing the Work Experience Program are the directives from the Chancellor's Office.

Overall SAO Achievement: SLOs are evaluated every semester as part of the overall student evaluation. All instructors participating in WEXP courses are involved. Work Experience is unique in that its courses are part of many degrees and certificate requirements, yet it does not award certificates or degrees as a program. Because of this uniqueness, traditional program evaluation methods don't fit. The document section can find assessment information related to student success rates. In the majority of sections, the rate is eighty percent or above. WEXP is pleased that most of the students are meeting the expectation.

Changes Based on SAO Achievement: No changes are planned at this time.

Outcome cycle evaluation: On track. SLO's are evaluated each semester.

Related Documents:

[2021-2022 Data Table Work Experience Program.pdf](#)

[2021-2022 Success & Enrollments.pdf](#)

[2020- 2021 Success & Enrollments.png](#)

Action: 2022-2023 Maintain Sufficient Staffing To Support Course Offering and Meet Student Demand

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Replacement Faculty Hire for the Work Experience Program

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Implementation Timeline: 2022 - 2023

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Identify related course/program outcomes:

Person(s) Responsible (Name and Position): Jesse Wilcoxson

Rationale (With supporting data): The current WEXP coordinator is retiring in December of 2022, and it is vital to find a replacement. Should we not be able to replace this full-time position, many of our COS students will be delayed in their plans to earn a certificate, a degree, or transfer to a four-year university for the upcoming 2023 Spring Semester.

Priority: High

Safety Issue: No

External Mandate: No

Safety/Mandate Explanation:

Resources Description

Personnel - Faculty - Replacement Faculty Hire for the Work Experience Program (Active)

Why is this resource required for this action?: The current WEXP coordinator is retiring in December of 2022, and it is vital to find a replacement.

Notes (optional):

Cost of Request (Nothing will be funded over the amount listed.): 100000

Link Actions to District Objectives

District Objectives: 2021-2025

District Objective 1.1 - The District will increase FTES 2% from 2021 to 2025.

District Objective 2.1 - Increase the number of students who earn an associate degree or certificate (CTE and non-CTE) by 5% from 2021-2025.

Action: 2022-2023 Work Experience Program Task Force

Due to Title Five changes from the Chancellors' Office, related to work experience courses, faculty and staff will participate in a District Task Force to develop new implementation guidelines.

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Implementation Timeline: 2022 - 2023

Leave Blank:

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Identify related course/program outcomes:

Person(s) Responsible (Name and Position): Dr. Sarah Harris, and District Task Force

Rationale (With supporting data): The current WEXP Coordinator is retiring in December of 2022. This along with the mandate from the Chancellor's Office required the district to evaluate how WEXP is offered and put in place updated requirements and hire a new faculty coordinator.

Priority: High

Safety Issue: No

External Mandate: Yes

Safety/Mandate Explanation: The mandate has come from an external source, the Chancellor's Office, and must be implemented in the coming year.

Link Actions to District Objectives

District Objectives: 2021-2025

District Objective 1.1 - The District will increase FTES 2% from 2021 to 2025.

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District Objective 2.4 - Increase the percentage of CTE students who achieve their employment objectives by five percentage points (job closely related to field of study and attainment of a livable wage) and the number of CTE students who successfully complete 9+ CTE units in a single year by 10% from 2021-2025.

District Objective 4.1 - Increase the effective use of data and transparency in decision making at all institutional levels from 2021-2025.

District Objective 4.3 - Improve professional development practices District-wide for all District employees to support equity and operational effectiveness from 2021-2025.

Action: 2022-2023 Improve communication with other Career Services Programs to help better promote to Students Access Opportunities.

Career Services Programs offer many great opportunities to COS students and industry partners, but there is a lack of understanding to what each program provides. The work experience clerical assistant will spend some time working closely with the other career services programs to help link them together. We find that this action will help better promote and serve COS students and industry partners.

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Implementation Timeline: 2021 - 2022, 2022 - 2023

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Identify related course/program outcomes: Demonstrate working knowledge of the services offered to students through other campus career services.

Person(s) Responsible (Name and Position): Daniel Rivas

Rationale (With supporting data): Data is limited. During 2020-2021, we will collect data to evaluate student awareness of other campus career services.

Priority: Medium

Safety Issue: No

External Mandate: No

Safety/Mandate Explanation:

Update on Action

Updates

Update Year: 2022 - 2023

10/14/2022

Status: Continue Action Next Year

Since the 2021-2022 Program Review implementation, the program assistant has established working relationships with Career Service staff. Some progress was made in the understanding throughout Career Service Programs regarding what resources are offered to students and industry partners. The next step will be to help promote all Career Services Programs to COS students and industry partners.

Impact on District Objectives/Unit Outcomes (Not Required):

Link Actions to District Objectives

District Objectives: 2021-2025

District Objective 2.4 - Increase the percentage of CTE students who achieve their employment objectives by five percentage points (job closely related to field of study and attainment of a livable wage) and the number of CTE students who successfully complete 9+ CTE units in a single year by 10% from 2021-2025.

District Objective 4.2 - Improve communication practices needed to support organizational effectiveness and continuous

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improvement across all District units and constituents from 2021-2025.

District Objective 4.3 - Improve professional development practices District-wide for all District employees to support equity and operational effectiveness from 2021-2025.

Action: 2021-2022 Improve communication with students in the Work Experience/ Internship Program through Mass Text and Email to Students

Currently the system for communicating with potential students for enrollment opportunities is very fragmented. The CWEE Office depends on Computer Services to launch our text and email messages to students. Work with Computer Services Dean to identify the appropriate technician to fulfill this need. Clear information for students related to dates/times for enrollment is crucial for student success.

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Implementation Timeline: 2021 - 2022

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Identify related course/program outcomes: Demonstrate working knowledge of the services offered to clients or customers by employees in the agency or business. Develop self-awareness and interpersonal skills appropriate to student roles within the agency or business.

Person(s) Responsible (Name and Position): Lisa Greer & Daniel Rivas

Rationale (With supporting data):

Priority: Medium

Safety Issue: No

External Mandate: No

Safety/Mandate Explanation:

Update on Action

Updates

Update Year: 2022 - 2023

09/19/2022

Status: Continue Action Next Year

Last-minute enrollment is not ideal; we need to implement a more consistent messaging system for students earlier in the semester.

Impact on District Objectives/Unit Outcomes (Not Required):

Link Actions to District Objectives

District Objectives: 2021-2025

District Objective 4.2 - Improve communication practices needed to support organizational effectiveness and continuous improvement across all District units and constituents from 2021-2025.

District Objective 4.3 - Improve professional development practices District-wide for all District employees to support equity and operational effectiveness from 2021-2025.

Action: 2020-2021 Discontinued - Ensure student success by updating Work Experience Plan in compliance with Title V

Updating the Work Experience Program plan is no longer necessary and has been discontinued. This is due to Chancellor's Office changes to Title Five.

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Implementation Timeline: 2021 - 2022

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Identify related course/program outcomes:

Person(s) Responsible (Name and Position): The District Task Force

Rationale (With supporting data): Notification to Text of Proposed Amendments to California Code of Regulations, Title Five Regarding Work Experience Education.

Priority: High

Safety Issue: No

External Mandate: Yes

Safety/Mandate Explanation: The program needed to be updated.

Link Actions to District Objectives

District Objectives: 2015-2018

District Objectives - 4.1 - Improve operational systems based upon data driven decision-making as described in the COS 2.0 manuals.

District Objectives: 2021-2025

District Objective 1.1 - The District will increase FTES 2% from 2021 to 2025.

District Objective 4.1 - Increase the effective use of data and transparency in decision making at all institutional levels from 2021-2025.

Action: 2021-2022 Increase Enrollment Opportunities For Students

Increase WEXP opportunities for students by offering WEXP courses annually .

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Implementation Timeline: 2021 - 2022

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Identify related course/program outcomes: Demonstrate working knowledge of the services offered to clients or customers by employees in the agency or business. Develop self-awareness and interpersonal skills appropriate to student role within agency or business.

Person(s) Responsible (Name and Position): Lisa Greer

Rationale (With supporting data): During the summer of 2021 and the Covid-19 pandemic, an electronic application was created and implemented to provide students with easy access to summer registration. A total of 82 students in various Work Experience Courses successfully enrolled for the summer session. All 82 students were able to complete their respective courses while instructors and program staff worked remotely.

One example of this would be the student's ability to devote longer blocks of time at their placement site during the summer session. During a Fall or Spring semester, Work Experience hours are often fit into already full student schedules. Because of this, students are often forced to devote only a few hours a week to their placement site. Student schedules tend to be less stressful during the summer session, allowing students to spend more time with their placement site. These longer blocks of time enable more significant focused learning and experience for students.

Another unique opportunity that can only be achieved through year-round work experience is long-term employer-student relationships. Employers in the community often use Work Experience as a way to observe and train potential future employees. Long-term employer-student relationships turn into jobs. Employers benefit significantly by being able to hire employees they know to be adequately prepared and well-suited for the position. When Work Experience is offered year-round, students have the opportunity to stay on with a particular agency/organization without having to accommodate the 3-month gap between the Fall and Spring semesters, leading to these vital relationships being built.

Priority: High

Safety Issue: No

External Mandate: No

Safety/Mandate Explanation:

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Update on Action	
Updates	
Update Year: 2021-2022	09/07/2018
Status: Action Discontinued	
Because of the hiring of the full-time clerical position, additional students were able to participate during the summer.	
Impact on District Objectives/Unit Outcomes (Not Required): During the summer session, 135 students participated. Of those, 5 students were able to benefit from participating in the Career Technical Education / Science, Technology, Engineering, Math Internship Program. This unique opportunity linked specific students with particular community employers. Enrollment did increase and data shows that during the 2018 Summer Session there was a 157% enrollment increase compared to the Summers of 2016 and 2017. It is anticipated to grow next summer as additional employers have indicated an interest in working with students. Annual enrollment has also increased by 41% over the last three years.	
Related Documents: Program Review Data Metric 2018.pdf	

Link Actions to District Objectives

District Objectives: 2013-2015
2013-2015: District Objective #1 - District Objective #1 for 2013-2015: Provide effective academic support services as measured by an increase in the rate at which students successfully complete courses.
2013-2015: District Objective #7 - District Objective #7 for 2013 - 2015: Allocate resources based on an accountable and systematic District-wide planning and budget development process that links this allocation to Institutional Program Reviews and the Strategic Plan.
District Objectives: 2015-2018
District Objectives - 1.1 - Increase overall enrollment by 1.75% annually
District Objectives - 2.2 - Increase the number of students who earn an associate degree or certificate annually.
District Objectives - 2.4 - Increase Career Technical Education course success rates and program completion annually.
District Objectives: 2021-2025
District Objective 1.1 - The District will increase FTES 2% from 2021 to 2025.