

Comprehensive Program Review Report



Program Review - Work Experience

Program Summary

2023-2024

Prepared by: Brittney D. Faulkner

What are the strengths of your area?: 1. Students can "adventure out on" career opportunities and paths before selecting specific academic paths and careers.

2. An average of 240 students enrolled in the Work Experience Program (WEXP) program throughout 2022-2023. This has been an increase from the previous year. In 2021-2022 the total number enrolled was 186.

3. Throughout 2022-2023, students participating in WEXP courses completed 33,000 hours in various Tulare and Kings county community settings.

4. WEXP courses are a mandatory component or specified as a limited elective in thirty-three certificate/degree programs.

5. The WEXP program provides a bridge for the college to community employers.

6. The student success rate in the Work Experience program was 89.3% in 2020-2021 and increased to 95.8% in 2021-2022, however decreased to 85.9% in 2022-2023. We will be monitoring this data closely.

7. Annual FTES shows a drop from the previous year from 6.2 to 5.3. The number may differ from several factors. One is not having a Coordinator/Instructor from January 2023 till August 2023. The previous Coordinator/Instructor retired in Fall 2022, which resulted in limiting student participation. The program did not have enough staff to support general work experience in the spring and summer. Secondly, with the new Title V changes and new guidelines with Financial Aid guidelines, the numbers have shifted due to the previous changes. The Work Experience staff is working with Financial Aide and staff to find a better solution for the students.

With the open position of the coordinator/instructor in the Work Experience program the success rate has slightly decreased in the last year. The following data below is provided by the District Success Rates reports.

Accounting for EWs in 2021 year, The Work Experience Department Success Rates increased from 86.6% to 89.9%.

WEXP 191 remained stable from 86.6% in 2020-2021 to 96.2% in 2021-2022 to 86.7% in 2022-2023.

WEXP 192 remained stable at 100.00% in 2020-2021 and in 2021-2022, however in 2022-2023 the percentage dropped to 92.3%.

Department success rates as reported in the Program Review Dashboard for 2021-2023, excluding EWs, was stable across all three years.

WEXP 191 increased 90.6% 2020-2021 to 96.2% in 2021-2022, but decreased to 86.7% in 2022-2023. This is due to not having a coordinator/instructor in the program.

WEXP 192 had 100% in year 2020-2021 and in 2021-2022 but dropped to 92.3% due to not having a coordinator/instructor for the department.

Work Experience Program success rates by gender for 2021-2023 as reported in the Program Review Dashboard for 2021-2023, excluding EWs. Program Success Rates show that there was an overall high percentage from 2020-2021 to 2021-2023

FEMALE- 87.9% 2019-2020 91.8% 2020-2021, 100.0% 2021-2022, 90.2% in 2022-2023.

MALE- 78.6% 2019-2020, 92.9% 2020-2021, 83.3% 2021-2022, 80.6% in 2022-2023.

Program success rate by race/ethnicity for the years of 2021-2023 as reported in the Program Review Dashboard for 2021-2023 excluding EWs. The rate has fluctuated over the years.

African American decreased from 77.5% in 2020-2021, to 63.8% in 2021-2022, 65.9% in 2022-2023

Asian decreased from 87.0% in 2020-2021 to 76.1% in 2021-2022 to 78.8% in 2022-2023
Hispanic fluctuated from 78.6% in 2020-2021 to 68.1% in 2021-2022 to 71.2% in 2022-2023
White decreased from 84.8% in 2020-2021 to 76.4% in 2021-2022 to 76.1% in 2022-2023
Filipino decreased from 82.1% in 2020-2021 to 71.7% in 2021-2022 to 78.5% in 2022-2023
Multi-ethnicity fluctuated from 73.6% in 2020-2021 to 76.2% in 2021-2022 to 77.1% in 2022-2023
Native American fluctuated 79.0% in 2020-2021 to 53.6% in 2021-2022 to 61.1% in 2022-2023
Pacific Islander fluctuated from 74.5% in 2020-2021 to 72.3% in 2021-2022 to 75.0% in 2022-2023

The Work Experience program productivity rate FTES/FTEF ratio 2020-2023 as reported in the Program Review Dashboard for 2020-2023, excluding EWs

Productivity for WEXP courses increased in WEXP 191 and fluctuate in WEXP 192

WEXP 191 2.52 in 2020-2021, 6.12 in 2021-2022, 5.14 in 2022-2023

WEXP 192 3.25 in 2020-2021, 13.14 in 2021-2022, 9.09 in 2022-2023

The seats filled in 2020-2023 as reported in the program review dashboard for 2020-2023, excluding EWs

With all three campuses the rate has decreased from 31% in 2020-2021 to 21% in 2021-2022 to 17% in 2022-2023.

What improvements are needed?: The data indicates that students have dropped throughout the semester in Work Experience (WEXP) courses. The steps identified below will help improve enrollment and working relationships with community and all three campus.

1. Student engagement with on and off campus events.
2. Promote the program through social media, classroom presentations, and outreach.
3. Send out social media announcements and flyers via COS email to all students.
4. Continue to strengthen the relationship with between WEXP Instructors and Career Service Programs on COS campus.
5. Update Title Five requirements for the District Plan for the Admiration and Operation of the Work Experience Program.

Describe any external opportunities or challenges.: The biggest challenge currently facing the Work Experience Program are the directives from the Chancellor's Office. We are currently working on updating the WEXP website and flyers with the new changes. Lastly, updating students with the new changes on paid vs volunteer hours and how they can register for the course.

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 doesn't work well. Attached is the repository document that has the 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:

[2023 Ethnicity Success & Enrollments \(1\).pdf](#)

[2023 FTE Analysis \(1\).pdf](#)

[2023 Genders Success & Enrollments \(3\).pdf](#)

Action: 2023-2024 New General Work Experience Course 400

The program would like to suggest adding a general WEXP 400 course to the COS catalog. This course aligns with the district objectives and will help increase enrollment for general WEXP. This course is designed for students to self-enroll in the program. WEXP will be creating a mini taskforce to pursue this action.

Leave Blank:

Implementation Timeline: 2023 - 2024

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Program Review - Work Experience

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Identify related course/program outcomes: WEXP will be creating a team to present this course to the board.

Person(s) Responsible (Name and Position): Brittney D. Faulkner

Rationale (With supporting data):

Priority: Medium

Safety Issue: No

External Mandate: No

Safety/Mandate Explanation:

Update on Action

Updates

Update Year: 2023 - 2024

10/13/2023

Status: Continue Action Next Year

The WEXP coordinator/instructor will meet with a mini taskforce members to create solution for the new WEXP 400 course.

Impact on District Objectives/Unit Outcomes (Not Required): 2021-2025

Action: 2023-2024 Increase Program Marketing, Student Tracking, and Support

To better serve the students, the program requests an increase in its budget to provide students with the necessary marketing, tracking/data, and supplies to help them with their portfolios and create employment opportunities throughout the local community.

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Implementation Timeline: 2023 - 2024

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Identify related course/program outcomes: In reviewing the program budget, the work experience program needs more funds to help students with supplies and tracking throughout the program. An increase in the budget will better serve students and staff by providing and tracking the number of students participating in the program throughout the year. The increase will help the program meet the district objectives 1.1,4.2, and 4.3 plan and be effective through 2025. With collaboration, our enrollment numbers should increase with the support of the budget.

Person(s) Responsible (Name and Position): Brittney D. Faulkner

Rationale (With supporting data): In supporting this action, we have recently purchased supplies for the program, which cost roughly \$1,000. The program also designed and purchased flyers for students/instructors; this semester, this cost \$150.00.

However, we hope to create a new P.O. with copy and mail to have a budget of \$600.00 per year. This fall, we passed out flyers and hung them around all three campuses. Having flyers and posters around campus will help increase enrollment for future semesters. Lastly, the program wants to purchase a data program called Engineerica Systems, Inc. We can keep track of the students who use the WEXP center. This would be an annual purchase of \$2,000. The program asks to increase the budget from \$150.00 to \$6,000.00.

Priority: Medium

Safety Issue: No

External Mandate: No

Safety/Mandate Explanation:

Update on Action

Updates

Update Year: 2023 - 2024

10/13/2023

Status: Continue Action Next Year

The program is requesting the funds to help support and increase the program marketing, student tracking, and all around support.

Impact on District Objectives/Unit Outcomes (Not Required): 2021-2025

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Resources Description

Adjustment to Base Budget - To adjust the current budget. (Active)

Why is this resource required for this action?: To better serve the students, the program requests an increase in its budget to provide students with the necessary marketing, tracking/data, and supplies to help them with their portfolios and create employment opportunities throughout the local community. In addition, 40% of the total budget will go towards the Engineerica System, Inc. annual renewal cost. This will help collect data for the WEXP and continue to support the equity and inclusion of the COS student population.

Notes (optional):

Cost of Request (Nothing will be funded over the amount listed.): 6000

Related Documents:

[Quote.pdf](#)

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

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:

Update on Action

Updates

Update Year: 2023 - 2024

09/12/2023

Status: Action Completed

As of August 2023, WEXP has hired a WEXP coordinator/instructor.

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

Link Actions to District Objectives

District Objectives: 2021-2025

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

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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.

Update on Action

Updates

Update Year: 2022 - 2023

09/12/2023

Status: Action Completed

As of 2023 there has been a committee of six from different departments at COS to update and review the District Task Force. The team has fulfilled this requirement and is ready to be implemented in fall 2024.

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

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 2.4 - 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 Enhance collaboration with fellow Career Services Programs to strengthen students' Access to Opportunities through effective communication.

To increase communication with the partnership on and off campus. Also, to improve communication with the Career Services Programs at COS. This will offer many great opportunities to the COS students and industry partners. However, there is a lack of understanding of what each program provides here at COS. The new WEXP Coordinator/Instructor will work closely with the other career services programs and instructors to help link community partners. This action will help better promote the program and serve COS students and industry partners.

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Implementation Timeline: 2021 - 2022, 2022 - 2023, 2023 - 2024

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Identify related course/program outcomes: Demonstrate and share knowledge of each of the services that can be offered to students through WEXP and campus career services.

Person(s) Responsible (Name and Position): Brittney D. Faulkner

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Rationale (With supporting data): Data is limited. During 2022-2023, we will collect data to evaluate student awareness of other campus career services. This will be done by collecting surveys and one on one conversations.

Priority: High

Safety Issue: No

External Mandate: No

Safety/Mandate Explanation:

Update on Action	
<i>Updates</i>	
Update Year: 2023 - 2024	09/13/2023
Status: Continue Action Next Year	
The next step will be to help promote all Career Services Programs to COS students and industry partners throughout Tulare and Kings County. The new program coordinator will also meet with staff across campus to promote the program throughout the community bringing in new opportunities for the students. Lastly, to collaborate for new events that will happen on COS campus.	
Impact on District Objectives/Unit Outcomes (Not Required): During the previous semester, there was a lack of clarity between career service programs regarding the resources they could offer to students.	
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Update Year: 2022 - 2023	10/14/2022
Status: Continue Action Next Year	
Since the 2022-2023 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.	
Impact on District Objectives/Unit Outcomes (Not Required):	

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.
District Objective 2.2 - Increase the number of students who are transfer-ready by 15% and students who transfer to four-year institutions by 10% from 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 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.