Use this template in years when a Core Topic is not selected

YEARLY PLANNING DISCUSSION TEMPLATE
General Questions

Program Name <u>Vocational Education</u> Academic Year <u>2024-2025</u>

1. Has your program mission or primary function changed in the last year?

No Changes.

2. Were there any noteworthy changes to the program over the past year? (eg, new courses, degrees, certificates, articulation agreements)

No Changes.

Learning Outcomes Assessment

PLOs are not currently being collected or entered in SPOL. This will be a future project that will need to be addressed.

3. Were there any staffing changes?

   There have been staffing changes. More instructors have been hired, and they are bilingual.

4. What were your program successes in your area of focus last year?
   Improvements resulting from addressing the lack of awareness regarding the various certificates, the course sequencing, and the shortage of instructors.

CTE two-year review of labor market data and pre-requisite review

5. Does the program meet documented labor market demand?

The program offers instruction in office applications such as the MS Office Suite, which is used by a variety of occupations as per O*Net Online:

43-4171.00-Receptionists and information clerks (bright outlook)

43-6013.00-Medical secretaries and administrative assistants (bright outlook)

43-6014.00-Secretaries and administrative assistants (bright outlook)

43-9022.00-Word Processors and Typist

43-9061.00 Office clerks (bright outlook)

43-6012.00-Legal secretaries and administrative assistants

There are no prerequisites for the certificates

6. How does the program address needs that are not met by similar programs?

The noncredit program offers bilingual instruction and is updating its courses to provide short-term training.

7. Does the employment, completion, and success data of students indicate program effectiveness and vitality? Please, explain.

The program provides fundamental skills that support students in obtaining employment in areas that require basic computer application knowledge. However, because the certificate pathways still require many courses, combined with a shortage of bilingual instructors and certificates that are awarded based solely on the number of required hours, there is insufficient data to accurately reflects student success. The only available information is the number of students who received certificates during the graduation ceremony on May 25. To more effectively measure student outcomes, all courses required for each certificate should include an assigned SP grade to clearly document and demonstrate the skills students have achieved.

8. Have recommendations from the previous report been addressed?

Yes. New bilingual instructors have been hired, and improvements in the course sequencing have been considered.

Use the tables below to fill in **NEW** resources and planning initiatives that **do not apply directly to core topics. *This section is only used if there are new planning initiatives and resources requested.***

Sample:

New Program Planning Initiative (Objective) – Yearly Planning Only	
Title (including number:	*ER Obj-2 Video Speeches for Student Learning and enhancement*

Planning years:	*(The academic years this will take to complete)* 2021-22 to 2024-25

Description:
(A more detailed version of initiative. Please include a description of the initiative, why it is needed, who will be responsible, and actions that need to happen, so it is completed.)
The success levels of our courses have indicated that students need to be able to review their own speeches. Videotaping the student's speech provides a very constructive approach to review and improve their oratory skills.

What college plans are associated with this Objective? (Please select from the list below):

C

Ed Master Plan   **Student Equity Plan**   **Guided Pathways**   **AB 705**

Technology Plan   X   Facilities Plan   Strong Workforce   Equal Employment Opp.

Title V

Resource Requests: Please use the Resource Request Excel template located on the Program Review web page to enter resource requests for equipment, supplies, staffing, facilities, and misc. resources needed. Send completed excel document along with completed program view core topic for signature.

	Dept	Program	Source	Year	Initiative (Objective) Reference	Resource Need	Requested Item(s) Please include per item
12	English	English Rhetoric	Yearly Planning and Core	2022-2023	ER OBJ.- 2	Equipment	Video cameras $600 each

EQUIPMENT NEEDS

Enter equipment requests below. Equipment is defined as having useful life of more than one year **AND** a purchase price of more than $200 each including tax. This includes all items that are part of the initial purchase.

New Program Planning Initiative (Objective) – Yearly Planning Only	
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Planning years:	*(The academic years this will take to complete)*
Description:	
(A more detailed version of initiative. Please include a description of the initiative, why it is needed, who will be responsible, and actions that need to happen, so it is completed.)	
What college plans are associated with this Objective? (Please select from the list below):	

C

Ed Master Plan   **Student Equity Plan**   **Guided Pathways**   **AB 705/1705**

| Technology Plan | Facilities Plan | Strong Workforce | Equal Employment Opp. |

Title V

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Title V

Program Review Signature Page:

Lilia Wambolt
Lilia Wambolt (Dec 3, 2025 15:13:25 PST)

Program Review Lead   Date   Dec 3, 2025

Program Dean   Date   Dec 3, 2025

Vice President, Student Services   Date   Dec 4, 2025

Wambolt,Lilia-Yearly Planning Discussion Template_VOCE_December 38 2025

Final Audit Report   2025-12-04

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