

Q1. Dear Deans,

This is where you enter the data from your Deans PAR template. **Please plan to enter your data all at once!** We do not have control over the Qualtrics server and do not want you to lost your work!

Please reach out to the PAR Co-Chairs if you have any questions:
Deonne Kunkel Wu dkunkelwu@chabotcollege.edu and
Cynthia Gordon da Cruz cgordondacruz@chabotcollege.edu.

Q2. Name of Your Area/Division:

Applied Technology and Business

Q3. Your Name:

Tracey Coleman

Q4.

1. Campus-Wide Issues

Programs in your division/area were asked to reflect on the results of last year's comprehensive PAR regarding infrastructure or college-wide issues needing immediate attention. Please review your **"Summary Data Report"** from Qualtrics (these reports aggregate all responses from programs in your division/area). Based on their responses and your own experiences, in ranked order, what do you believe are the top 3-5 infrastructure or college-wide issues that deserve immediate attention?

Issue # 1	The summary report details various aspects of needs within the division. The top ranked needs vary from staffing concerns, technological systems, recruitment and retention of students, especially those with a diverse background (Inclusion in learning communities). The ability for the Administration Justice, Electronic Systems Technology, and Fire Technology to hire a full-time instructor indicates support for the programs that are impeding support and course offerings. Automotive needs a lab technician to support the coverage in lab with students.
Issue # 2	Technological systems that need upgrading in Welding, Fire Technology, and Automotive including storage space for automotive.
Issue # 3	Career Education Support and greater emphasis on career counseling expansion. Recruitment and retention of students was ranked high especially in business, automotive, electronic systems, and welding.
Issue # 4 (optional)	
Issue # 5 (optional)	

Q5.

2. Service Area Outcomes

2.1. Are there any programs/services/areas with **service area outcomes** in your division/area?

Yes No

Q6. 2.2. Please refer to your Summary Data Report from Qualtrics posted on [2022 Fall PAR Reports & Synthesis Statement](#) website. Service areas were asked the status of their SAO assessments. Have all service areas within your division/area filled out the [SAO Assessment Updates Survey](#) in Qualtrics OR assessed two SAOs in the past five years, *in which assessments included plans for continuous improvement?*

Note: To directly look up a service area's SAO assessment results, use this [SAO 2022 Assessment Update SPREADSHEET*](#)

This question was not displayed to the respondent.

Q7. 2.3. If not, by when do you believe you can support the service areas in your division/area with filling out the [SAO Assessment Updates Survey](#) in Qualtrics?

This question was not displayed to the respondent.

Q8.

3. Learning Outcomes Assessment Results

Please refer to your Summary Data Report from Qualtrics and the [SLO Assessment Report](#)* to answer the following questions.

Q29. 3.1. Are there any programs/services/areas with **student learning outcomes (SLOs)** in your division/area?

Yes No

Q25. 3.2. Is assessment for all SLOs in your division/area up to date?

Yes No N/A

Q9. 3.3. If not, by when do you anticipate being able to support faculty in your division/area with completing this process? (Or for VPs, how will you support the Deans to get this task completed?) Do you have concerns you would like to share?

There are three courses in Paralegal Studies that are offered in the Spring and will be assessed after Spring Semester; Business has one course that is offered in Summer 2022 for the first time and will be assessed in Fall 2022. Fire Technology and Entrepreneurship are on track to complete the outstanding assessments before the end of the semester.

Q30. 3.4. Do you have any **program learning outcomes (PLOs)** in your division/area?

Yes No

Q27. Please refer to your Summary Data Report from Qualtrics posted on [2022 Fall PAR Reports & Synthesis Statement](#) website and the [PLO Assessment Completion Report](#)* to see how many Certificates and Degree Programs in your division assessed PLOs in the 5-year cycle on CurricUNET. Programs who did not submit a complete PLO assessment are highlighted in pink.

Q28. 3.5. Is assessment for all PLOs in your division/area up to date?

Yes No N/A

Q29. 3.6. If not, by when do you anticipate being able to support faculty in your division/area with completing this process? (Or for VPs, how will you support the Deans to get this task completed?) Do you have concerns you would like to share?

Fire Tech is in the process of assessing a couple of their SLO's that is impacting the completion of their PLO's that are on track for completion next month. We are working to have these completing before the end of the semester.

Q11.

4. Reflections on Goals & Future Planning

Context: In their Fall 2021 PARs, programs in your division/area established goals to support continuous improvement in SLOs, PLOs, SAOs, meeting the college mission, or long-term strategic planning in the Educational Master Plan. Please review the Summary Data Report to see how programs in your division/area responded to the question: what is going well and what are some challenges regarding completing your programs/area's goals?

Q12. 4.1. What trends in their accomplishments stand out?

• The Administrative Justice program is thriving despite the impact from the pandemic. The addition of the Organizational Leadership Certificate (effective Spring 2023) is proving to be a need for students in the program. There has been a significant increase in student enrollment in the program as well as the Sheriff's Academy. Collaboration with Paralegal Studies on joint events, workshops, and cross-listing of courses decreases overlap in scheduling. • The Business program obtained DECA club goals and outputs that were anticipated from the previous year. The department is planning to hold a Spring 2023 business award celebration. The department successfully created the brochures needed to market the program. • The new Fire training center is now complete, and will allow the department more space to house equipment and students with the expansion of the program. The department has been able to obtain necessary equipment and supplies with the support of grant funding. • The Paralegal Studies Program is thriving despite of a launch at the start of the pandemic. The courses are filling and the first graduating class has earned the first certificates from the program. • The Welding program has established a partnership with Urban Cowgirl Ranch, increasing access and visibility to more diverse populations the program is seeking to attract. The program desires a more diverse student population including demographics, related skills, and industry experience.

Q13. 4.2. What trends regarding challenges stand out?

• Welding currently experiences challenges with the alignment of recruitment and retention of a diverse student population. The program desires to align program goals with those of the division and college DIA initiatives. • Fire technology seeks to collaborate with EMS in restoring the Paramedic Program which has the backing of the Hayward Fire Department, where the current partnership aligns with the new Fire Training Center. The partnership and potential implementation of the program requires further dialogue with constituency groups and the Department of Apprenticeship Standards for alignment. • Entrepreneurship seeks to create non-credit versions of ENTR1 and ENTR20 to reach a more diverse community base. There is also a plan to create a sales course and work to establish an expansion of the program in the community.

Q14. **Context:** Last year, your office also established goals, please look here to see the [goals you established in your Fall 2021 PAR*](#)

Q15. 4.3. So far, what is going well and what are some challenges regarding completing your office's goals? *You could include reflections on: achievement of outputs or outcomes and/or challenges with producing outputs or outcomes so far.*

The division is in the process of hiring a Fire/EMS lab technician and a Sr. Administrative Assistant to replace the loss of the previous Sr. Administrative Assistant. These roles are critical and will support the growth and continuity of the Fire Technology Program needs. The need to demonstrate and provide additional resources to support the safety and instructor balance within other programs (Admin. Justice, Paralegal, Electronic Systems).

Q16. *Note: if you need to amend one of your office's PAR goals, please email the adapted goals to Cynthia Gordon da Cruz cgordondacruz@chabotcollege.edu

Q17.

5. Program Maps

Program Maps will launch later this fall. Please consult the [Program Map Tracking Spreadsheet](#).

*If link does not open,

try: <https://clpccd.org.sharepoint.com/:x/s/ChabotGPprogrammapping/EYNtlwpHRiFAnSMAyqbqmEMBV4omShNxMfbOugYdFDJsiA?e=EgdEaO>

Q18. 5.1. Have all programs in your division/area completed program maps?

Yes No N/A



Q20. 5.2. If not, by when do you believe you can support the programs in your division/area in completing their maps? Please remember that if faculty members need support, they can reach out to Heather Oshiro hoshiro@chabotcollege.edu.

All maps that are not completed are currently in process and should be updated by the end of November.

Q21.

6. Summary Analysis

6.1. Please provide a summary of your division's/area's **key contributions/ major achievements** since the last comprehensive PAR cycle. (300 words)

• The upcoming completion of the Fire Training Center in Hayward • Posting of the 2 classified positions (Fire/EMS Lab Technician and Sr. Admin. Assistant replacement) • The increased achievements of the DECA program and the ability to create an effective marketing plan for Fire Technology with the K-12 students, as well as collaborating with the Hayward Historical Society. • Improved enrollment in our programs including MTT and Paralegal, Admin. Justice

Q22. 6.2. Please provide a summary of your division's/area's **greatest challenges** since the last comprehensive PAR cycle. (300 words)

The greatest challenges still remain in some areas that require additional administrative and instructional support. There is a need for a full time Paralegal instructor, Fire Technology Instructor or Coordinator, and support to the Administrative Justice Program that supports the Sheriff's Academy. The return of students is still experiencing a significant challenge with cancellation of classes not meeting the fill rate, and classes not being offered in-person to meet student expectations.

Q23.

7. Resource Requests for Your Dean's/VP's Office

You will need to enter resource requests for *your own Dean's/VP's offices* into [Fall 2022 Resource Request Submissions](#).

Q24. 7.1. How do these requests support the goals in your division/area?

Q25. 7.2. I have entered any resource requests for my Dean's/VP's office into [Fall 2022 Resource Request Submissions](#)

Yes No N/A

Location Data

Location: [\(38.0082, -122.2682\)](#)

Source: GeoIP Estimation

