

Fall 2022 Applied Technology and Business Division Summary Report

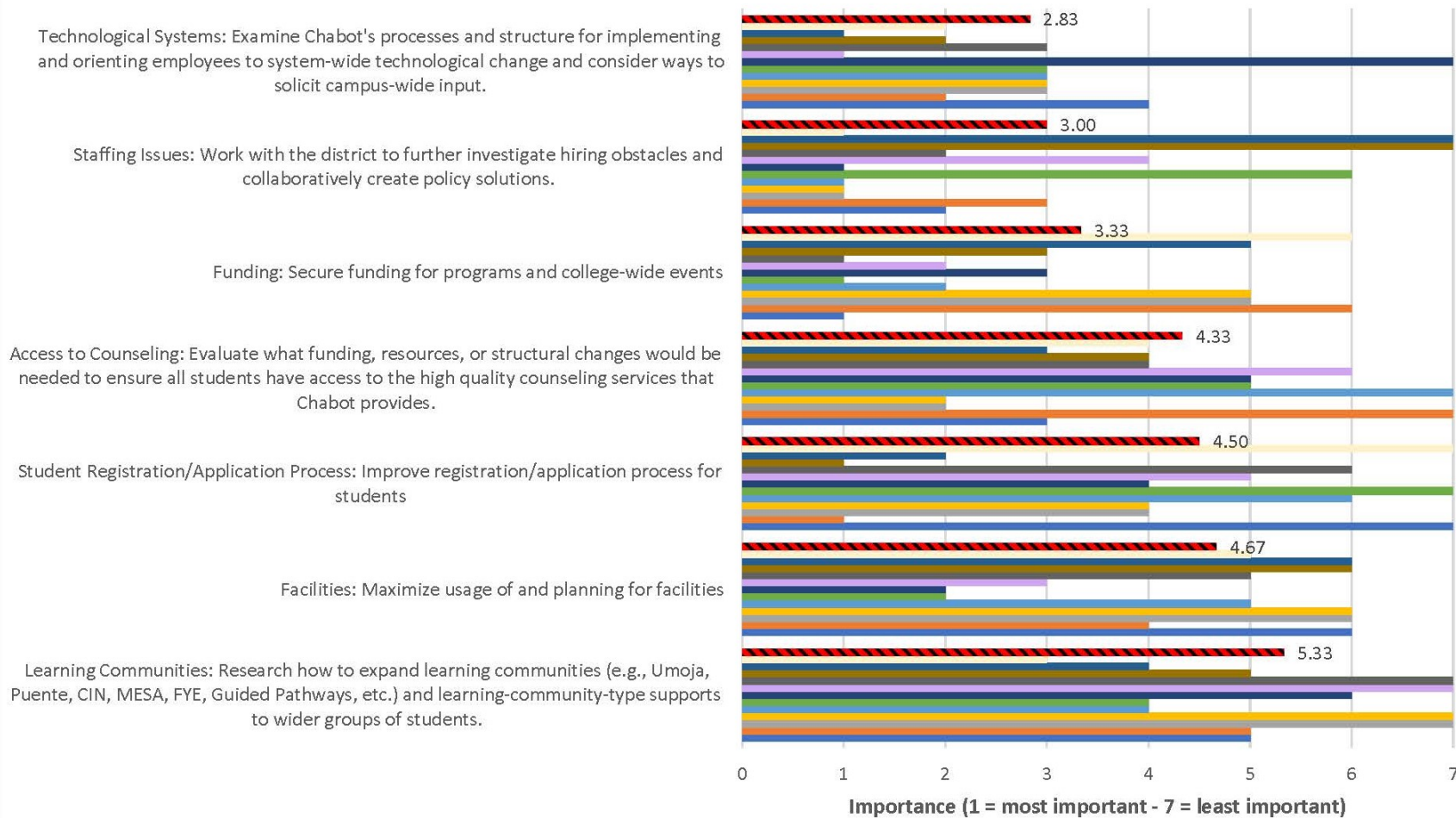
12 Responses

Program/Area Name	Name(s) of the person/people who contributed to review:	Which PAR Template (word template) did you fill out?
Administration of Justice	Cheryl Mackey	Academic Programs
Automotive Technology	Erich Bass-Werner Jim Baum	Academic Programs
Business	Dmitriy Kalyagin, Jas Bhangal, Lynn Klein, Miguel Colon, Norberto Ruiz, Wanda Wong, Melissa Patterson, Catherine Pinkas.	Academic Programs
Computer Application Systems	Tracey Coleman	Academic Programs
Electronic Systems Technology	Frank Ko	Academic Programs
Entrepreneurship	Miguel Colon	Academic Programs
Fire Technology	Bob Buell, Sara Beyne, Derek Krause, John Torres, Ken Lewis, Bob Hales, Garrett Contreras, Chabot Fire Technology Advisory Board	Academic Programs
Industrial Technology	Dave Vetrano	Academic Programs
Machine Tool Technology	Adam Hathaway, Chris March	Academic Programs

Paralegal Studies	Cheryl Mackey	Academic Programs
Real Estate	Jay Mumford	Academic Programs
Welding	Liisa Pine Schoonmaker	Academic Programs

Priority Areas to Address Ranked by Programs within Your Division/Area

Most important to least important issue by program



- Average
 Computer Application Systems
 Real Estate
 Entrepreneurship
- Machine Tool Technology
 Industrial Technology
 Fire Technology
 Welding
- Automotive Technology
 Paralegal Studies
 Administration of Justice
 Business
- Electronic Systems Technology

Other Priority Areas to Address to Carry Out the College Mission

12 Responses

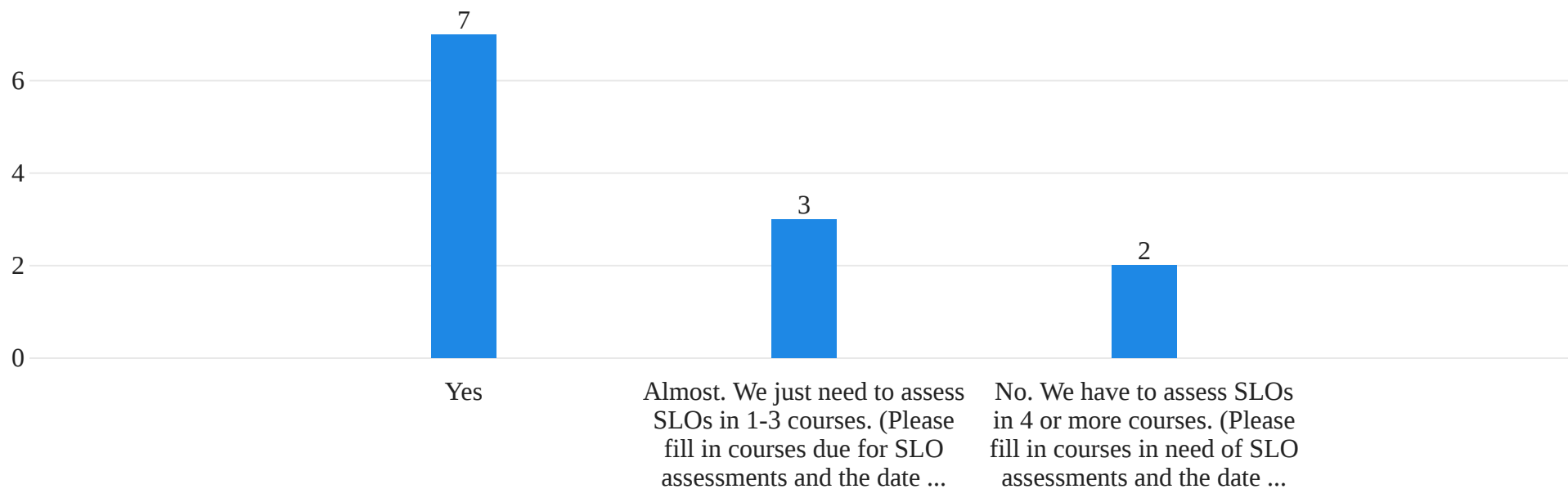
Name of Program, Discipline, Area or Service	Question: If you believe there is an important issue to address to carry out the college mission that is NOT mentioned in the previous list, please describe below (optional).
Administration of Justice	Greater emphasis on career education and job attainment, which aligns with the College's mission. Research how to expand career counseling, internship opportunities, and job placement.
Automotive Technology	N/A
Business	<p>Parking: more and consider make it free, students struggle to afford school and we want to increase on campus registration this could help students return to campus.</p> <p>Bringing students back to campus.</p>
Computer Application Systems	N/A
Electronic Systems Technology	n/a
Entrepreneurship	N/A

Fire Technology	Career education support; Provide sufficient support for career education programs that require specialized skill sets for local and regional employment in high demand jobs
Industrial Technology	N/A
Machine Tool Technology	Outreach. Chabot should be doing more to attract students to CE programs, in particular. These programs offer high wages, excellent job stability, and can be entered into with comparatively few courses, creating a seamless pathway for students who are struggling to meet basic needs.
Paralegal Studies	Greater emphasis on career education and job attainment, which aligns with the College's mission. Research how to expand career counseling, internship opportunities, and job placement.
Real Estate	Chabot should reach out to the potential future student community by encouraging young children elementary school age to visit campus in groups small or large to familiarize themselves with the school. It need not be a big complicated "program" just any activity that brings young potential students onto campus, could be athletics, swimming, or reading related, involving parents even better.
Welding	N/A

Learning Outcomes Assessment Results (SLOs & PLOs)

Is the assessment for all SLOs in your program up to date?

12 Responses



12 Responses

Name of Program, Discipline,
Area or Service

Please fill in courses due for SLO assessments and the date you plan to complete those.

Computer Application Systems

N/A

Real Estate

N/A

Entrepreneurship

ENTR16 and ENTR30

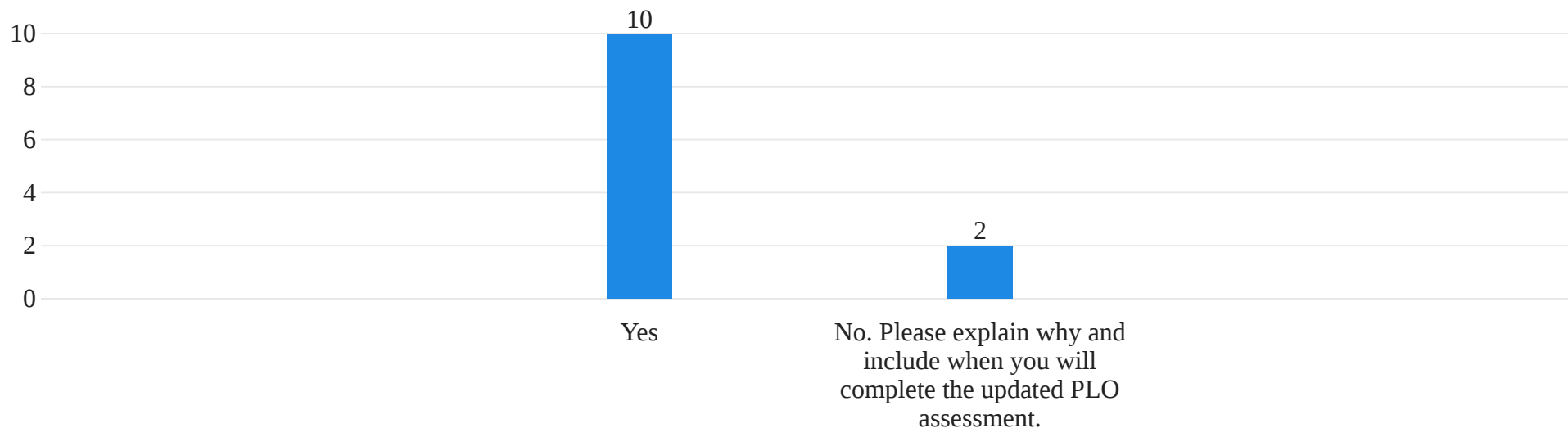
Machine Tool Technology

N/A

Industrial Technology	N/A
Fire Technology	N/A
Welding	N/A
Automotive Technology	N/A
Paralegal Studies	We have three courses that are only offered in the Spring and will be assessed then, including ADMJ 36 Contracts and PLGL 34 Professional Responsibility and Ethics.
Administration of Justice	N/A
Business	The only non-assessed SLOs are for BUS-3D, which was offered in Summer 22 for the first time. We'll assess later in fall 2022
Electronic Systems Technology	N/A

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

12 Responses

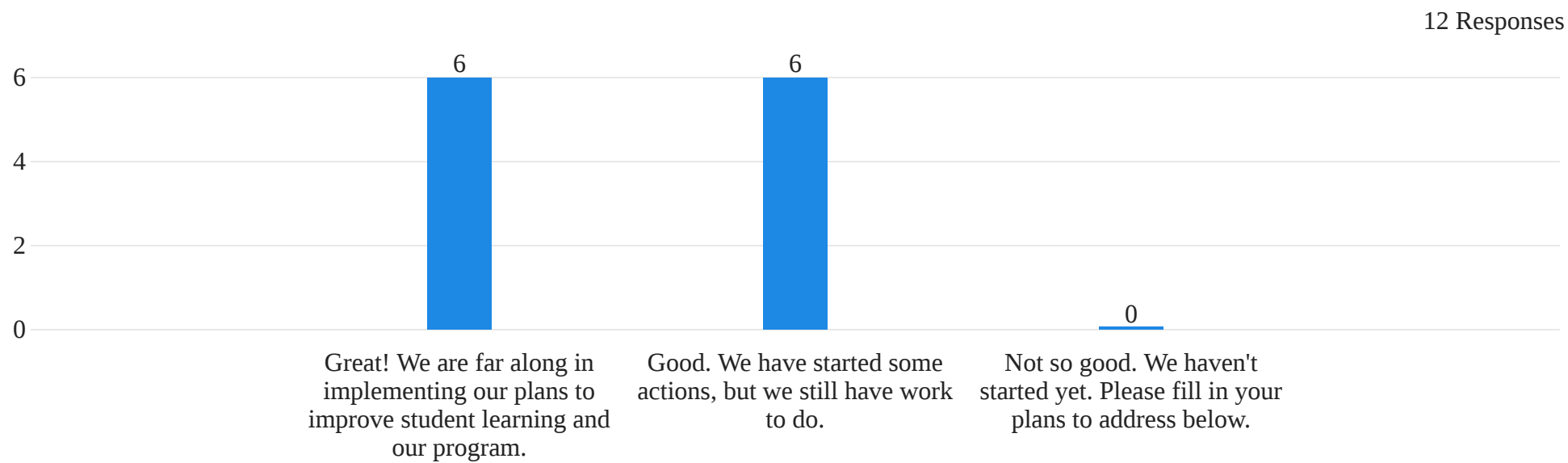


12 Responses

Name of Program, Discipline, Area or Service	If you selected 'No' above, please explain why and include when you will complete the updated PLO assessment.
Administration of Justice	N/A
Automotive Technology	N/A
Business	N/A
Computer Application Systems	N/A
Electronic Systems Technology	N/A
Entrepreneurship	N/A
Fire Technology	Until SLO's are complete, the PLO's are delayed

Industrial Technology	N/A
Machine Tool Technology	Needed to establish department wide rubric for assessing outstanding PLOs. Outstanding PLOs will be completed in Spring '23.
Paralegal Studies	N/A
Real Estate	N/A
Welding	N/A

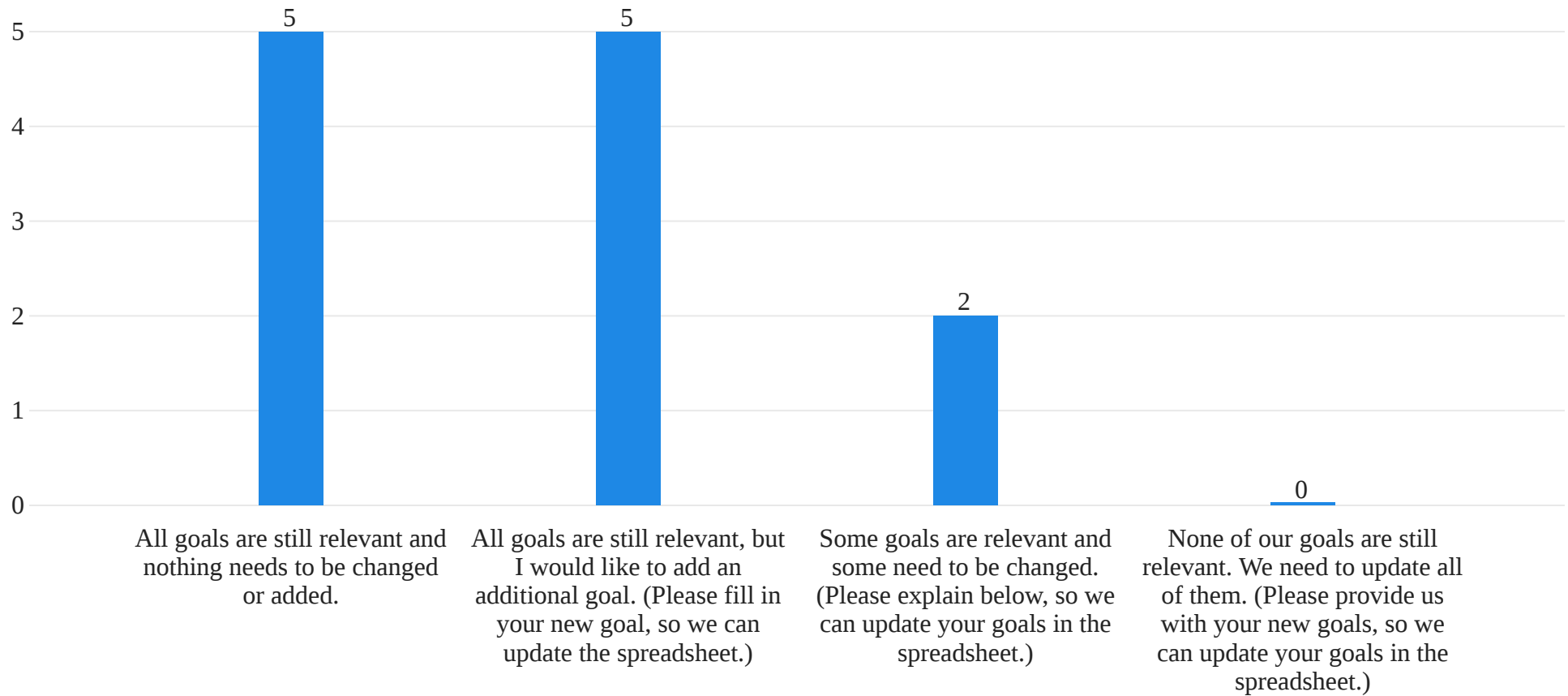
Please check one of the following boxes to describe how your discipline is doing regarding plans/actions for improving student learning based on SLO/PLO assessment data.



Reflections on Goals & Future Planning

Status of Goals Established in Fall 2021 Program and Area Review

12 Responses



12 Responses

Name of Program, Discipline, Area or Service	All goals are still relevant, but I would like to add an additional goal [fill in].
Administration of Justice	Hire a full-time faculty member to help support ADMJ and Paralegal Studies.
Automotive Technology	N/A
Business	N/A
Computer Application Systems	Updated existing degrees and created new emerging CTE degrees that are current in industry.
Electronic Systems Technology	Hiring a F/T ESYS instructor is critical to the successful continuance of the program. In lieu of a F/T instructor to assume the necessary administrative tasks of program support, a part-time ESYS administrator is needed. In lieu of a F/T instructor, another adjunct instructor is needed to join our other ESYS adjuncts to teach all of our ESYS course scheduled annually.
Entrepreneurship	N/A

Fire
Technology

- [1] Collaborate with the Emergency Medical Services (EMS) program to restore the Paramedic Program in support of advanced life support response services through local and regional fire service agencies.
- [2] Collaborate with EMS and Administration of Justice (ADMJ) Programs to develop and implement an Emergency Dispatcher training program to provide qualified dispatchers in support of 9-1-1 communication centers.
- [3] Collaborate with Academic programs throughout the college community to develop relevant general education equivalent courses to applicable public safety career education pathways for Certificate and Degree completion.
- [4] Collaborate with the EMS Program to restore and implement the fire-based Paramedic Program for pre-employment and active-duty fire department students to support the emergency response system in the region.
- [5] Use multiple marketing modalities to advertise and promote the fire and EMS courses and training opportunities, including social media and relevant signage in key areas.
- [6] Renew Chabot College In-House Repair certification to maintain college self-contained breathing apparatus.

Industrial
Technology

N/A

Machine Tool
Technology

N/A

Paralegal
Studies

Hire a full-time faculty member to help support Paralegal Studies and ADMJ, and hire a full-time Public Safety Senior Administrative Assistant.

Real Estate

N/A

Welding

N/A

12 Responses

Name of Program,
Discipline, Area or
Service

Some goals are relevant and some need to be changed. (Please explain below, so we can update your goals in the spreadsheet.)

Administration of Justice	N/A
Automotive Technology	N/A
Business	N/A
Computer Application Systems	N/A
Electronic Systems Technology	N/A
Entrepreneurship	Goal 1: The Regional JV has not met my expectations and I doubt we will participate going forward. Goal 2: Creating non-credit versions of ENTR1 and 20 is still a goal. Additional Goals: 1. Create an Entrepreneurial Sales course. 2. Update the ENTR AS. 3. Engage the community to expand the reach of the ENTR program.
Fire Technology	N/A
Industrial Technology	N/A
Machine Tool Technology	N/A
Paralegal Studies	N/A
Real Estate	N/A

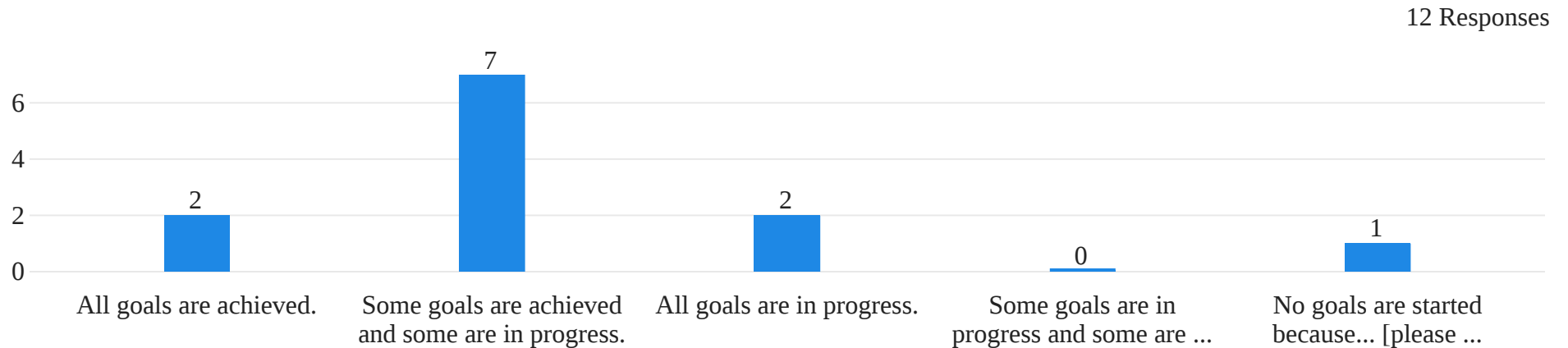
Goal 3 should be removed due to vague language and outcomes.

We'd like to add the following:

- 1) Recruit and retaining more diverse students in the program, with the expected outcome of aligning with goals of ATB Dean's office, meeting college DEI initiatives, and provide more opportunities for students to have excellent careers and income generation.
- 2) Develop the curriculum to better align with INDT, with the expected outcome of producing graduates with a diversity of skills relevant to the expectations of local industry.
- 3) Expand welding area to accommodate increased enrollment and mixed lab required by hybrid model.

Welding

Status of Your Program's/Area's Goals



Trends in Accomplishments and Challenges in Reaching Goals

12 Responses

Name of Program, Discipline, Area or Service	Question: So far, what is going well and what are some challenges regarding completing your program's/area's goals? You could include reflections on: achievement of outputs or outcomes and/or challenges with producing outputs or outcomes so far.
Administration of Justice	<p>Despite the impact from the pandemic, the ADMJ program is thriving. We have added a new Organizational Leadership Certificate to our program (effective Spring 2023) and we are experiencing a significant increase in student enrollment, including Academy students. We collaborate regularly with Paralegal Studies, holding joint events and workshops and cross-listing courses. We also coordinate classes so they do not overlap. We would like to coordinate more with Fire Technology and EMS. Challenges are the lack of staffing support. We need a full-time Public Safety Senior Administrative Assistant or Coordinator to support the enormous volume of students and adjunct faculty involved with this program (over one hundred adjuncts and hundreds of students), as well as our other public safety programs (including Fire Technology, EMS, Fire Academy, Paralegal Studies, and restoration of the Paramedic Program).</p>
Automotive Technology	<p>We need an additional lab technician to ensure proper coverage. We also need an additional Automotive instructor to replace Mike Sherburne, who passed away last year</p>

We had to delay f2f Business education seminars and record an online version due to a much lower number of students on campus. We are planning to return to F2FBusiness Seminars in 2023-24.

Business The DECA student club goal and outputs are being fully achieved.

The Brochures goal has been fully realized.

The Business awards goal is progressing to be held in Spring 2023 as planned.

Computer

Application Systems Challenges exist with only PT faculty working in the discipline; there is a significant need to add a F/T faculty or align the program with another program. Students are enrolling in the new courses that were established and require continued support.

Electronic Systems Technology

Hiring a F/T ESYS instructor is critical to the successful continuance of the program. In lieu of a F/T instructor to assume the necessary administrative tasks of program support, a part-time ESYS administrator is needed. In lieu of a F/T instructor, another adjunct instructor is needed to join our other ESYS adjuncts to teach all of our ESYS course scheduled annually.

Entrepreneurs hip

The Regional JV has not met my expectations. My main reason for participating was so our students would have access to capital. However, participating in the program meant offering our classes at zero cost to students. While we have ZTC books, we were unable to find a way to waive the tuition costs. The non-credit classes would allow us to offer the classes at zero cost, however, my faculty senate obligations this past semester were significant, and I was unable to begin the curriculum process. The non-credit classes are built and need to be entered into Meta.

As the completion of the new fire training center nears, we are doing better in acquiring the equipment and initial supply resources to support the Chabot College operations. Also, the fire faculty are doing their best to collaborate where possible to support each other toward completion of program objectives and outcomes.

The challenges toward meeting and completing our program goals (including basic coordination activities) are due to a combination of factors. The delayed fulfillment of the essential classified support (required for our program accreditation), the delayed fulfillment of the Fire/EMS lab technician to handle basic equipment support for students, and the lack of a full-time Fire Academy instructor (required per State Fire Training) to handle the daily operations of the 6-day per week Fire Academy force the Fire Technology Program Instructor/Coordinator to perform all of these responsibilities at the deficit of the program as a whole. The domino effect from the aforementioned delays and lack of second full-time faculty position is the lack of availability of the full-time program instructor/coordinator to respond to basic administrative operations in a timely manner while keeping the fire academy and the rest of the program running on a daily basis. Further compounding our ability to address and meet goals are the delayed access to the PAR and META training until weeks into the semester, making our ability to address program review and curriculum entries more challenging based on the shared governance timelines for submissions. If the single instructor/coordinator is expected to continue to perform the jobs of 4 full-time positions at 6.5 days per week, the goals that need the coordinator's attention will continually be delayed because the focus of the instructor's time must be first on the student and instructor needs in the classroom. Although the program goals are eventually achievable, the current performance demands upon the single instructor/coordinator is significantly reducing the productivity potential of the program as we undergo reaccreditation with State Fire Training and work with the Hayward Fire Department to bring the new facility online in the next few months.

Industrial
Technology

Enrollment is improving with enhanced outreach.

Machine
Tool
Technology

Goal 1: The MTT department's updated certificates have just become active. No data currently exists as a comparison for evaluation the effect of these updated certificates.
Goal 2: The ad buys have just recently completed and had significant difficulty reaching target audiences with appropriate messaging. The data for Spring '22 enrollments does not show a positive affect on enrollment, but the programs needs more time an improvement to offer reliable data of the outcomes of the ads.

Paralegal
Studies

Despite launching at the start of the pandemic, the PLGL program is thriving. Paralegal classes are regularly filling and we are experiencing a significant increase in student enrollment, and our first graduating class have earned certificates. We collaborate regularly with ADMJ, holding joint events and workshops and cross-listing courses. We also coordinate classes so they do not overlap. We would like to coordinate more with Fire Technology and EMS. Challenges are the lack of staffing support. We need a full-time paralegal faculty member, as well as a public safety senior administrator or coordinator to support the influx of students. This field in particular requires internships/work experience and we do not have the staffing to meet this need, which is critical for job preparation.

Real Estate The program enrollments are going well and acceptance of the program in the student population is going well. The increase of courses submitted to and aligned with State of California online program needs to be advanced.

Welding Student completion of degrees and certificates has continued to increase and enrollment is now at record numbers. The flexibility of a hybrid model seems to give students the flexibility they need to handle school and outside responsibilities. Producing quality material for Canvas is labor intensive, but is less demanding as perennial items that can be used across courses are developed. A challenge we faced this year was the sudden departure of an experienced part-time Instructor, increasing our workload and professional subject development. We have pivoted, but still need to fill the position with a dedicated and experienced person. Our goal to diversify got a boost this year when we partnered with Urban Cowgirl Ranch, increasing our access and visibility to populations that we have been struggling to attract. Producing more students with a diversity of related skills required by local industry is a newer goal that requires a large amount of time and labor upgrading and revising the layout of the Weld Lab. Our current space is becoming small, and we are depending on storage to handle equipment that needs to rotate in and out of the shop area.

Rationales for Resource Requests

12 Responses

Program/Area Name	Which of your PAR goals, plans for improving student learning, and/or plans for reaching SAOs will need augmented or new resources?
Administration of Justice	<p>We have required courses that are not offered every semester, which makes it difficult for students to complete the certificates and/or degrees in a timely fashion. We attempt to communicate course offerings via the department website, social media and flyers as to which classes will be offered and when. We would love to have access to a publicly available online database in order to share the above information. Additionally, there is discussion about creating a Public Safety pathway/division, which we strongly support. We believe this support and guidance would prove highly beneficial for student success. (THIS SHOULD HAVE BEEN INSERTED WITH HOW ARE DISCIPLINE IS DOING WITH REGARDS TO PLANS/ACTIONS - PREVIOUS QUESTION BOX).</p> <p>The biggest challenge is the lack of full-time staffing. We do not have enough staff to support the sheer volume of students, adjuncts, sections, nor do we have enough FTEF to offer enough courses to meet student demand, so that students can complete their degrees/certificates in a timely fashion. ADMJ during fall semester alone has a total of FTEF of 17.75 and ONE full-time faculty member splitting time with Paralegal Studies. We also have hundreds of Academy students and over one hundred adjunct faculty members. We cannot adequately support these numbers with one full-time faculty member straddling two departments and a public safety outreach specialist</p>
Automotive Technology	We need to hire one more full-time lab technician
Business	N/A

Computer Application Systems	Allowing capstone or advances courses to run with lower enrollment when students are in need in the specific semester. Also keep software programs available to students and better advertising.
Electronic Systems Technology	<p>Type of Request = Human Resource</p> <p>Project Name = ESYS Faculty</p> <p>Request Ranking = 2</p> <p>Classification of Position Requested = Full-Time Faculty</p> <p>Position Title = ESYS Lead Instructor</p> <p>A full time instructor also assumes all associated administrative tasks for the ESYS program such as Program Review, Advisory Committee, Degree/Certificate counseling. No such administrative tasks are in the job descriptions for Adjuncts. An ESYS Lead Instructor would have these responsibilities. Having no F/T instructor will lead to the demise of the program.</p>
Entrepreneurship	I wish we were farther along. As previously stated, my faculty senate obligations have been extensive and as a result, I've had less time to focus on developing my program. As this is my final year, I look forward to spending more time developing, improving, and expanding the ENTR program.

Fire
Techn
ology

Improving student learning in Fire Technology lab courses begins with having the right safety equipment for all students participating in these courses. In the past two years, we are seeing an increase in students of different heights and sizes, but have a limited amount of safety equipment to fit them all. We will be asking for more fire fighting personal protective equipment (PPE) for structure and wildland operations to ensure we can outfit all students. We will also apply for more Self-Contained Breathing Apparatus and air cylinders to meet current safety standards so that we can retire the outdated equipment (over 20 years old) that we are struggling to keep operational. We are also seeking more immersive learning technology involving simulators that can engage students in more realistic experiences for fire before putting them in actual fire scenarios. We are also replacing a variety of equipment that has worn out through regular use over time. As the new facility nears completion, and Chabot Fire Technology and EMS programs prepare to move to the facility, there will be additional storage and moving costs that we do not have accurate cost estimates for at this time. The contract with the City of Hayward requires a shared cost for a facility scheduler, but no cost estimate is currently available to determine which agency provides the scheduler, nor the actual cost contribution for the facility.

We will need to utilize smart screen systems and hyflex technology resources such as the OWL for courses at the new facility where they will have the most effect. These technological resources will help deliver training to in-person and online students synchronously.

An essential administrative resource will be clerical assistant to track Instructional Service Agreement documentation and Continuing Education course support for the fee-based courses to be delivered at the training center.

Indust
rial
Techn
ology

None

Machi
ne
Tool
Techn
ology

While SLOs for some MTT courses have been updated, several more still need modernization. There is also a call for additional classes to increase the dept and scope or MTTs courses at Chabot. This work should be eligible for additional funding through CE sources (SWP, Perkins)

We do not have a dedicated full-time faculty member to support our students and we are unable to regularly offer students the requisite courses. 8 courses are required to complete the certificate and we do not have enough FTEF. To date we have been received approximately .40 FTEF, so students are unable to complete the certificate in a timely fashion. required We attempt to communicate course offerings via the department website, social media and flyers as to which classes will be offered and when. We would love to have access to a publicly available online database in order to share the above information. Additionally, there is discussion about creating a Public Safety pathway/division, which we strongly support. We believe this support and guidance would prove highly beneficial for student success.

Paralegal Studies

The biggest challenge is the lack of full-time staffing. We do not have enough staff to support the sheer volume of students, adjuncts, sections, nor do we have enough FTEF to offer enough courses to meet student demand, so that students can complete their degrees/certificates in a timely fashion. 88% of Paralegal courses are taught by adjuncts, ADMJ during fall semester alone has a total of FTEF of 17.75 and ONE full-time faculty member splitting time with Paralegal Studies. We also have hundreds of Academy students and over one hundred adjunct faculty members. We cannot adequately support these numbers with one full-time faculty member straddling two departments and a public safety outreach specialist

Real Estate

No resources needed at this time.

Welding

In order to better align student skills with local industry, the addition of dimensioned layout tables and accessories will allow students to practice assembly and precision building skills. This will also serve the Pipe Welding program.

Our PLO goals for the Welding and Inspection program will require some professional development for at least one Full-Time Instructor. Having lost our most experienced Instructor in pipe welding, we have been able to continue the program, but not at the level we would like. In order to expand the welding area to accommodate students and equipment, we will need two portable fume extractors.

Service and Instruction Mode of Delivery (Optional Question)

12 Responses

Program/Area Name	As Chabot evolves our operating procedures in response to the Covid-19-pandemic: what does your program/area believe is important to keep in mind regarding online vs. hybrid vs. face-to-face instruction, service delivery, and working environments?
Administration of Justice	The biggest challenge is the lack of full-time staffing. We do not have enough staff to support the sheer volume of students, adjuncts, sections, nor do we have enough FTEF to offer enough courses to meet student demand, so that students can complete their degrees/certificates in a timely fashion. ADMJ during fall semester alone has a total of FTEF of 17.75 and ONE full-time faculty member splitting time with Paralegal Studies. We also have hundreds of Academy students and over one hundred adjunct faculty members. We cannot adequately support these numbers with one full-time faculty member straddling two departments and a public safety outreach specialist.
Automotive Technology	Due to the nature of the subject, our program cannot benefit from purely online instruction. Ideally, it must be purely face-to-face, but some implementation of hybrid can be achieved.
Business	N/A
Computer Application Systems	N/A

Electronic Systems Technology	ESYS Labs are critical to be maintained as face-to-face instruction as hands-on skills can only be effectively developed for our students while under the careful eye of an in Lab Instructor. Naturally, proper PPE and other safety protocols remain for the mutual safety of students and instructor.
Entrepreneurship	N/A
Fire Technology	Each of these learning modalities has its value, but the face-to-face instruction has proven the most consistently successful delivery method for all students compared to the others. Fire Technology will continue to offer courses in online, hybrid, and face-to-face. Active duty first responders will need the option for online instruction when they cannot leave their on-duty position to attend classes. The technology needs to be reliable and up-to-date. Pre-employment students may need hot spots and laptops with web cameras to complete their assignments including authentic assessment testing.
Industrial Technology	N/A
Machine Tool Technology	Most MTT courses require face-to-face instruction. However, COVID-19 has allowed the department to observe our students' interest in utilizing more flexible delivery systems. Some MTT courses have instituted a hybrid format that allows students to complete work as their schedule permits. This has been largely successful in allowing students to more easily participate in Chabot courses while maintaining full time work schedules. Keeping labs face-to-face allows students easy access to immediate assistance with coursework.
Paralegals	Our students have made it clear that flexibility is key. They prefer to have various instructional modalities available and repeatedly request that sections be offered in multiple formats.

Real
Estate

N/A

Weldi
ng

Face-to-face Instruction is critical in the Applied Tech division for laboratory exercises. We cannot reasonably deliver our curriculum otherwise, as experienced in the Spring of 2020. A hybrid model allows for more schedule flexibility for students and has increased enrollment. Still, the labor required to deliver lecture curriculum effectively, and the lack of accountability in online assessment continue to be an issue. Student participation in lecture material is lower than in person.