College of San Mateo

Business and Technology Division

Division Program Review

Fall 2014 to Spring 2015

Submitted by: Kathleen Ross, Dean
Date: May 22, 2015

PROGRAM/PROJECT/INITIATIVE	ACCOMPLISHMENTS	GOALS	NOTES/INST PRIORITIES, 2013-2016
Business/Accounting Course and Program Development	Revised course in taxation to stay current with recent IRS changes. Initiated discussion, research and development of an Entrepreneurship Program within Bus. Dept. Held three Career Mixers with local accounting firms and all accounting students to encourage retention/completion. Utilized the Business Labs for support beyond original BUSW courses and engaged students across Division (increasing usage of lab).	Complete development of Entrepreneurship Program and make plans to partner with the SBDC in developing work-based learning experiences for students. Explore developing pathway with HS for business and/or accounting majors.	1.1, 2.2, 3.1, 3.3*
Administration of Justice Curriculum improvement	The year was focused on revision of the curriculum for the major. This was a continuation of a project from last year. Case-based decisions from the court system have altered some interpretation,	The continued rebuilding of the Modular Program will take about 18 – 24 months due to the complexity of meeting the state requirements for each segment and the need to arrange	1.1, 2.2, 3.1*

	procedures and laws. Initiated the beginnings of rebuilding the modular program for pre-academy students. This will fulfill part of the POST requirements for police officer qualifications.	facilities for the facilities intensive portions such as firing ranges, driving courses, etc. In addition, we are seeking to rebuild our adjunct instructor staff due to retirements.	
Computer Information and Science Meeting employer demand and developing curriculum for high wage jobs	Developed curriculum for new degree and certificate in Web and Mobile Application Development. Received state approval and will offer courses in next year. Built stronger ties to industry partners on Advisory Council through this development.	Recruit new adjuncts with current industry experience involving the development of mobile applications. Design outreach to business enterprises that have need of entry employees to program in mobile app area. Begin research on industry demand for employees with Cyber Security credentials for possible next new degree.	1.1, 2.2, 3.1*
Electronics Revise curriculum Collaboration with targeted industry partners	Lead faculty spent the summer in an externship with a major industry partner. The work-based experience has led to a decision to revise some of the curriculum to bring it closer to actual usage in industry (less theoretical). This will improve student performance in employment testing and selection for high wage employment. The department has close collaboration with industry partners for both curriculum review and job placement. Current placement is high within the utility and transportation industries (a	The dept. wants to diversify across more industries. According to an analysis of the curriculum by the International Society of Automation Engineers these skills are applicable in 11 different industries. Outreach across more enterprises is a goal for next year. The depart. faculty are working on the curriculum for an advanced certificate and a degree (currently only offer certificates).	1.1, 2.2, 3.1*

	dozen students at PG&E and more than 25 at Tesla). The placement for students in jobs using these skills is close to 100%.		
Cosmetology Revise curriculum Outreach to High School students	The state of California revised their licensing requirements (effective December 2015). This program prepares students for the state licensing exam and it was critical that the faculty initiate a revision of those parts of the curriculum. The faculty believed they had capacity for additional enrollment now that they have a new position that provides administrative support. Outreach plans have been made for the next year.	Using the administrative support person to reduce "desk-time", the faculty will focus on spending more time on the lab floor supporting students and clients. The behavioral issues are expected to decrease while the client satisfaction results are expect to incease.	1.1, 2.2, 3.1*

*Institutional Priorities, 2013-2016

Dean's comments:

Resources Requested (Non-Duplicates with Individual Program Reviews)

Classified Staff

 None

Student Assistants

      None

Faculty Needs

      None

Facilities

      None

Equipment and Technology

Request	Number and Description	Cost
No Request		

Please attach additional pages as needed