This Annual update is due on March 25th of each year that your three year Program review and planning document is not due. Please email a copy of this to your Division dean, the VP of Instruction and the Academic Senate President.

1. What is the name of your Department and/or Division?

> *Microcomputer Applications Program--Business/Technology*

2. List the names of everyone who participated in developing this annual update.

> *Patricia Brannock; Darrel Dorsett; Russell Cunningham*

3. Based on the elements in your Annual Update Data Sheet (Provided by IRP to your dean) and goals stated in your most recent Program Review, please identify any key successes and challenges.

> *Key successes of '07-08: good percentage of completion "success" in the 30-40 year old student populace—probably working and interested in Vista and Office 2007 updates which we began offering in Spring 2007.*
> *Key challenges of '07-08: reasons for "non-success" for all groups, but especially the 19 and less group, who, in our experience, often fail because they forget to withdraw as opposed to doing failing work; marketing efforts to increase enrollment; enrollment and LOAD are always challenges. We are hoping that upgrading to the new MS Office 2007 and Windows Vista in Fall 2008, reducing the numbers of class sections and the retirement of one F/T teacher will improve those numbers by the '09-10 review.*

4. Are you on track for meeting the goals/targets that your program identified in its most recent Program Review? If not, please explain possible reasons why. If needed, update your goal/targets based on these reason.

> *The department accomplished eight of its nine 2007-2008 "New Goals", which included the successful conversion to a completely new computer program version (MS Office 2007) and operating system platform (vista). The ninth goal was to increase the marketing of our program with new brochures and a department website. These developments got delayed until the CSM Marketing Dept. completed its reorganization and work on CSM marketing.*

5. Have you identified any new goals or projects for the program to focus on during this next year? Please explain (grants, stipends, initiatives, etc.)

> *The main new goals for 2009-2010 are to increase marketing of our programs; implement a website for the department; research new classes or programs; research possibility of adding "green" aspects to existing classes or to new classes.*

6. Are there any critical issues you expect to face in the coming year? How will you address those challenges?

> *Increasing and sustaining enrollment is always a critical issue. We will address by researching new populations, such as adults who can no longer take ROP classes; increasing marketing to attract and retain existing populations; creating new classes; combining classes where practical and reducing class sections if necessary. (ref. to #3 and #4)*

7. Student Learning Outcome and Assessment focus for this year:

   a. Academic areas: Identify at least one course SLO in on which to focus. Describe the assessment strategies you will use and your method of reflection and documentation for this cycle.

An SLO for all classes: "Do you know if the class you are taking has a part II or follow-up class?" We are using Scantrons and questionnaires to assess our classes and program. The results in the fall questionnaire indicated the increased need for <u>marketing</u> of our classes. This is the same need that a Spring'08 survey of Business Students indicated.

   b. Student services areas: TBD

Input text here

8. **SUMMARY OF RESOURCES NEEDED TO REACH PROGRAM ACTION STEPS** *(Data resources: Educational Master Plan, GE-SLOs, SLOs; department records; Core Program and Student Success Indicators; previous Program Review and Planning reports)*

   a. In the matrices below, itemize the resources needed to reach program action steps and describe the expected outcomes for program improvement.* Specifically, describe the potential outcomes of receiving these resources and the programmatic impact if the requested resources cannot be granted.

   Note: Whenever possible, requests should stem from assessment of SLOs and the resulting program changes or plans. Ideally, SLOs are assessed, the assessments lead to planning, and the resources requested link directly to those plans.

Full-Time Faculty Positions Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
None	Input text here.	Input text here.

Classified Positions Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
None	Input text here.	Input text here.

b. For instructional resources including equipment and materials, please list the exact items you want to acquire and the total costs, including tax, shipping, and handling. Include items used for <u>instruction</u> (such as computers, furniture for labs and centers) and all materials designed for use by students and instructors as a learning resource (such as lab equipment, books, CDs, technology-based materials, educational software, tests, non-printed materials). Add rows to the tables as necessary. If you have questions as to the specificity required, please consult with your division dean. Please list by priority.

Resources Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
Item: *Scanner* Number: *G4050 Photo Scanner* Vendor: *Hewlett Packard* Unit price: *$179.99* Total Cost: *???* Status*: *Replacement*	*Power Point students will be able to scan photos for projects as they would in industry. Lacking the scanner would leave students with only clip art to complete their projects.*	Input text here.

* Status = New, Upgrade, Replacement, Maintenance or Repair.

_____
Primary faculty contact   *Date*

_____
Additional faculty   *Date*

_____
Additional faculty   *Date*