



Career & Technical Education Coordinating Committee (CTECC) PROGRAM ADVISORY COMMITTEE SELF EVALUATION

Program Advisory Committee Name: BUSINESS

Advisory Committee Members

Community Advisory Committee Chair: Lori Kievith with City of Eugene

Lane Advisory Committee Coordinator: Sharon Kimble

Program Division/Dept Dean: Larry Scott

Committee Review Date and Time: January 19, 2011 at 7:15 am

Instructions: Please fill in your response to each question in the yellow section (short bullet points are best). The yellow sections will expand to accommodate the data you type in. When the form is completed please forward by e-mail, at least one week prior to the committee interview, to Phoebe Anderson in Cooperative Education at andersonp@lanecc.edu. Thank you. We look forward to meeting with you and your committee.

Rating Scale: (To be completed by the CTECC)

E=Excellent ME=Meets Expectations NI=Needs Improvement

NA=Not Applicable +*=Performance deemed exemplary by Committee

E

1. Committee Accomplishments

- 1 A. *1) Describe your advisory committee and what types of businesses or organizations are represented in your committee. 2) How many are in your committee? 3) How often do you meet?*
- We have diverse member representation ranging from government, school district, legal, medical, agriculture and private consulting
 - Approx 8 active members with some recent turn over to be addressed
 - Formal meetings 4x year and informal gatherings 2-3x year
- 1 B. *What are 3-5 outcomes that have been accomplished by your committee?*
- Curriculum Development (new technology, paperless office, etc.)
 - Data Analysis (interest in student success and retention data)
 - Updated goal setting and sub-committee work interest currently underway which includes the committee aligning with the school's new strategic planning goals
- 1 C. *How did your advisory committee help with achieving those goals?*
- Many meaningful discussions during committee meetings providing feedback to current business practices of technology (Wikki, laserfiche, google calendar etc.)
 - Developing sub-committee for data analysis so the whole committee can review reports and see trends and issues
 - 6 goals developed for this year alone
- 1 D. *Describe your committee efforts in developing and generating community support.*
- During our regular employment networking members discuss LCC's objectives and progress with community members. We also try to recruit part-time professors for needed subject areas. A new objective of the committee is to guest speak in courses related to our area of expertise, thus bridging the education process with community businesses.
- 1 E. *What do you think are the committee members' strengths and weaknesses?*

- The strength of the committee is the consistency of Sharon Kimble and Jeff Cook on the committee which provides a structure for the group.
- A new strength to the committee is more meetings on the schedule to allow better engagement, sub-committees to allow time to do background work, and the addition of some very engaged new members with ideas and follow-through. One new committee member has already produced graphs and charts from data, and another one has hosted a potluck at his home for the committee. These are all new energies infused into our committee.
- The turn-over of division chair three times during a two-year period showed that the committee could go on with leadership changes, however Larry Scott will be a tremendous asset to the group, bringing the much requested data analysis element to the committee. His regular attendance to the meetings and knowledgeable additions to the conversation will also assist the developing team.

E 2. Committee Involvement in Planning and Design

- 2 A. *What is the committee's involvement for keeping your program "state of the industry?"*
The committee is made up of organizations currently doing innovative programs. The feedback of what is "out there" to the curriculum development is creating the type of partnership this committee was designed for. In addition, the new focus on matching Economic Forecasts locally will assist in keeping up with the state of the industry.
- 2 B. *What staff development does the committee suggest your staff needs to meet future program skill needs?*
We are far more concerned with LCC reaching a higher level of FTE for the business program to match the registration demands, than we are for staff development. The decline in FTE as retirements have occurred replaced by part-time staffing will not provide the ongoing quality of education that the committee proposes. The attention to resources needs to be directed at FTE replacement.
- 2 C. *What is your committee's involvement in planning and design of the program?*

ME 3. Gender, Disability Adaptation, and Diversity

- 3 A. *What is the gender balance and diversity in your program student population? (Data for your consideration is available through IRAP. Contact Craig Taylor at 5364 or taylorc@lanecc.edu.)*
- Gender: Female 55%, Male 44%, Unknown 1%
 - Diversity: White 58%, Hispanic 5%, Asian 4%, Alaskan/Native Amer 2%, black 2%, Unknown 29%
- 3 B. *How has your committee encouraged gender balance and diversity in your student population? What future plans do you have?*
In this current school year the committee will begin to discuss these issues and how we can be involved. There was no prior focus on this issue.
- 3 C. *How does your committee assist students with special needs to successfully reach program outcomes?*
There has been no focus in this area. If we were given direction, we could make efforts.

E 4. Program Demand / Enrollment

- 4 A. *1) What does your committee think of regional projections and how are you dealing with this? 2) What does your committee say about these and local needs? 3) What is the committee doing to get the word out to the broader community?*

- 1) In our understanding, enrollment has gone up, retirement has gone up, and FTE count has declined.
- 2) Our concern is for the quality of the education to remain high by having the school addresses long term staffing needs. Part time instructors can only bridge the gap for so long.
- 3) The Economic crisis of the past two years has taken care of enrollment increases. People have lost their jobs and gone back to school!

4 B. *Describe the enrollment trends and capacity in your program?*

See data sheets that I will include. Enrollment has gone up considerably in the last 3 years. Capacity has decreased considerable in the past 3 years.

ME

5. Placement / Employment

5 A. *How would your committee rate the exit math, writing, and interpersonal skills of students who complete your program?*

Data not available to answer this.

5 B. *How does your committee know that the students are graduating with the appropriate skills and level needed by the employers?*

Data not available to answer this. Possibly from instructor feed back or follow-up.

5 C. *How does your committee follow-up with your graduates or transfers?*

Not sure.

5 D. *1) What are the outcomes (placement rate, transfer, etc.) of those students who participate in your program? 2) How is your advisory committee involved?*

On average 90% of students transfer or are placed upon completion of the program. The committee is recently reviewing this information.

5 E *1) What is the outlook for jobs in this career field? 2) What is the typical wage range and demand for jobs? (Please refer to data for your program industry at <http://www.qualityinfo.org>)*

A standard job classification of Management Analyst shows this to be a growing field with an average annual salary of \$70,000.

E

6. Secondary / Postsecondary Connections

6 A. *1) How does your program connect with high schools? 2) Is your committee involved?*

- College now involvement
- Several high school instructors on committee
- Committee has had discussion about increased involvement

6 B. *How do you align, articulate, and develop a program of study that links between high school, community college, and 4 year institutions?*

- Our avenue at this time is through the committee members who work at the schools and the LCC Faculty who has school connections.

7. Questions for the CTECC Interview Committee

7 A. *1) What questions do you have for us? 2) How can we support you?*

- 1) How can the Business Advisory Committee best influence LCC decision making for better FTE replacement upon retirement? 2) Having Jeff Cook as a liaison to the CTECC has been helpful for information sharing.