Program Review – AAS in Computer Applications

Program Description

A. Role of the Program

a. The Computer Application program at Cankdeska Cikana Community College (CCCC) was designed to train aspiring administrative professionals in basic computer software installation and hardware maintenance. Students learn how to troubleshoot hardware and software issues, analyze data, complete basic programming tasks, and develop solutions to correct problems. The most recent curriculum for the AAS in Computer Applications was approved by the CCCC curriculum committee in December 2015 and has been in place since.

B. Current Staff

a. CCCC has one full-time faculty member that teaches a majority of the core courses under the Computer Applications program, Jenna Gillett. There are 2 core courses that are taught by Steven Smith, Business Administration program instructor.There are currently 2 core courses that are not being offered, as no one is teaching them. (CIS 160 Operating Systems and CIS 219 Micro-Computer Hardware)

C. Program Productivity Summary

a. Enrollment in the computer applications program has greatly declined the past 4 semesters. There has been 1 part-time student enrolled in the program the past 4 semesters, this student will be finishing up her degree by fall 2019. There are currently 2 core courses that are not being offered as no one is teaching them.

b. There have been 9 graduates in the past 5 years.

D. Program Revenue

a. The only revenue created by the Computer Application program has been the tuition and fees collected from the 1 part-time student.

b. There has been one student in the program the past 4 semesters, which has been the same student. She currently has 13 credits to complete her degree.

E. Program Budget

a. Although the Computer Applications program is a CTE approved program our NACTEP Grant does not support it financially.

F. Advisory Team

a. CTE Advisory Committee, which meets 2 times a year.

Program Self-Evaluation

A. Faculty

a. Curriculum was initially set up and approved by the CCCC curriculum committee.

b. Jenna Gillett and Steven Smith

B. Student Relations

a. There is currently 1 student in the Computer Applications program. She has one core course left to take and the rest are essential studies. The student and the instructor have worked together to accommodate her schedule so this course can be completed spring semester 2019.

C. Curriculum Content, Design, Delivery

a. The Computer Applications program faculty uses a variety of different content, textbooks, and instructional materials to meet up to date industry standards and practices. Students in Microsoft Office courses and information processing have access to take a national certified exam to become "specialists." The courses are at the purview of the individual instructor who works with outside sources to make sure the course content is creative, exciting, and relevant for today's workplace.

D. Institutional Support

a. Computer labs throughout the College support the computer applications program.

b. It is believed that CCCC does possess adequate facilities, equipment, and technology to maintain the effectiveness of its courses and programs at the current time. Adequate

whiteboard space, audiovisual equipment, including computer labs, smart boards, laptops, and software updates/replacements are provided. Technical support, when needed, is very helpful and timely. Cankdeska Cikana Community College also provides wireless Internet access in the facility.

c. The college offers many opportunities for learning for faculty, staff and community through events held at the college. Many of these events are culturally relevant which has significant implications for faculty. Cankdeska Cikana Community College has funds set aside for educational opportunities for its faculty. Administration supports and encourages all faculty and staff to attend conferences and workshops. Continuing education is also rewarded through college incentive programs.

APPENDIX A

Program Demographics

1. Program Faculty: Jenna Gillett, Steven Smith

2. Total Student Enrollment:

	# Enrolled in Program	Total Enrollment	Program % of Total Enrollment
Fall 2012	7	247	2.8%
Spring 2013	6	237	2.5%
Summer 2013	1	84	1.2%
Fall 2013	9	251	3.6%
Spring 2014	10	196	5.1%
Summer 2014	1	86	1.2%
Fall 2014	8	189	4.2%
Spring 2015	6	186	3.2%
Summer 2015	3	61	4.9%
Fall 2015	12	212	5.7%
Spring 2016	7	177	4.0%
Summer 2016	2	54	3.7%
Fall 2016	1	180	0.6%
Spring 2017	1	178	0.6%
Summer 2017	0	28	0.0%

3. Number of Graduates:

Program Graduates				
2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
3	1	1	4	0

4. Courses offered by semester: Five core classes during the fall semester, 4 core classes during the spring semester. There are 2 core courses that do not have an instructor.

5. Comparative Enrollment: No significant data

Program Evaluation and Review

Criteria	Program Exceeds Expectations	Program Meets Expectations	Program Needs Improvement	Program Does Not Meet Expectations
Sec II Enrollment	Increasing	Steady	Decreasing	Unsustainably Low
Sec III Quality of the Program as Determined from Assessment Information	The program's quality is substantial and notable.	The program's quality is substantial but could be strengthened through curricular and/or program enhancements, e.g. providing additional resources, adding or deleting courses	The program's quality could be strengthened through reconfiguration, e.g. substantial modification of the curriculum and the reorganization of faculty.	The program's quality and/or contribution to the institution is not substantial enough to justify its continuance
Sec IV Cost Effectiveness	Net Gain	Break Even	Net Loss	Unsustainable Losses
Sec IV Projected Occupational Need (Regional and State Level)	Large Need and Growth in This Area	Moderate Need	Minor or Low Need	No Clear Need for This Degree
Sec V Ability to positively impact CCCC's relationships, partnerships & alliances	Relationships are strong – benefits the overall mission of the college	Relationships, partnerships, and/or alliances could be developed to strengthen the program	Relationships, partnerships, and/or alliances need to be reconfigured in order to positively impact the college	Relationships, partnerships, and/or alliances are not positively impacting the college. The program's reduction or phase out would not adversely impact other programs.

The Curriculum Committee makes the following recommendation:

The program is outdated, and lack of funding sources and low enrollment will not allow the college to provide monies for instructors for the program.

The committee recommends that the program be furloughed.

Follow up actions and timeline:

Furlough effective immediately, allowing the one student enrolled to finish degree.

CANKDESKA CIKANA
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Spirit Lake Dakota Nation
Completed Program Reviews Verification

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Name of Program Reviewed: _____

Jennavinita _____   11-5-18
Director or Faculty of Record   Date of Review

Chi Dahl _____   11-5-18
Curriculum Committee Chair   Date of Review

Karen Saari _____   11/5/18
Academic Dean   Date of Review

Cynthia Lindquist _____   11-20-18
President (as appropriate)   Date of Review

_____   11/20/18
Chair CCCC Board of Regents (as appropriate)   Date of Review