

PROGRAM REVIEW REPORT

Sauk Valley Community College
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CROSS-DISCIPLINARY PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 – 2012

Discipline Area	General Education (General Education, Adult Education, Developmental Programs, Vocational Skills, Transfer Programs & Functions, and AGS degree)
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Improvements & Rationale for Action

The general education program at Sauk Valley College remains a financially viable and integral part of the mission. The review revealed concerns in course and program scheduling, specifically relating to diversity offerings and delivery methods. A two-year master schedule focusing on a consistently rotating body of offerings will be proposed in Spring of 2012 to remediate this concern. New diversity and non-western courses will be added to the general education curriculum in Spring of 2012. Program courses will be reviewed against new IAI standards for approval to ensure on-going compliance, as IAI approval remains the central transfer assurance for students.

Principle Assessment Methods Used in Quality Assurance for this Program

Standardized assessments (CAAP)

College Wide Assessments

Analysis of enrollment, demographic and cost data

Statewide Program Issues (if applicable)

None

ACADEMIC DISCIPLINE PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Discipline Area	Communications: English (AA 602)
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Improvements & Rationale for Action

The English department remains a critical and profitable part of the general education program at Sauk Valley. An increase in the number of students pursuing transfer degrees suggests a level need for the program, perhaps a slightly increasing need. A particular focus on the career potential of English as a pre-professional degree will help to increase the program profile in tightening economic conditions.

Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized research assessments
- Rubrics targeted for program level objectives measured against course-level artifacts.
- Portfolio evaluation
- Analysis of enrollment, demographic and cost data
-

Statewide Program Issues (if applicable)

The new Common Core Standards will create a new definition of the skills expected and acquired prior to college-level courses. This may significantly affect remedial instruction and course content in our basic composition courses. This may eventually change IAI definitions of basic composition and the current objectives for these courses.

ACADEMIC DISCIPLINE PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Discipline Area	Mass Communication (AA 614, AS 814)
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Improvements & Rationale for Action

The Mass Communication program was slightly outdated at the time of this review with enrollment in slight decline. A comprehensive redesign of the program to align with IAI and transfer school curriculum is underway, with target completion of Fall 2012. The program will focus on the journalism and news editing track, with a plan to expand into the multimedia track in 2012-2013.

Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments
- Writing samples
- Portfolio evaluation
- Analysis of enrollment, demographic and cost data
-

Statewide Program Issues (if applicable)

N/A

ACADEMIC DISCIPLINE PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Discipline Area	Speech (AA 610, AS 810)
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Improvements & Rationale for Action

The Speech department continues to fulfill its role as an integral and financially self-sustaining part of the general education program at Sauk Valley. The need for the program remains level. An overhaul and update of the major courses and degrees, including alignment with the IAI majors for Mass Communication and targeted internships should result in increased enrollment of majors and program completions.

Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized research assessments
- Rubrics targeted for program level objectives measured against course-level artifacts.
- Analysis of enrollment, demographic and cost data
-

Statewide Program Issues (if applicable)

N/A

ACADEMIC DISCIPLINE PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Discipline Area	Computer Information Systems Technical Track (AS 840) & Information Systems Track (AS 841)
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Improvements & Rationale for Action

We changed the sequencing of courses within the SVCC catalog to fit with when they are actually being offered at the college. We deleted two certificates and an AAS degree that no longer enhanced employability for students, and encourage students to work towards the AS degree instead.

Principle Assessment Methods Used in Quality Assurance for this Program

- Individual programming projects
- Group programming projects

Statewide Program Issues (if applicable)

N/A

ACADEMIC DISCIPLINE PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Discipline Area	Criminal Justice (AS 824)
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Improvements & Rationale for Action

To meet the demands of the criminal justice field, writing has become a strong emphasis of the curriculum, as well as public speaking. Speech and English composition courses are now required in all criminal justice degrees. Within the criminal justice courses, writing and personal presentations are now a strong part of the course requirements. The program will also continue to market itself to high school students, particularly non-traditional students. Due to the minimum age of 21 to enter the field, the program emphasizes transferring to four-year institutions.

Action

- Continued with minor improvements
- Significantly modified
- Discontinued/Eliminated
- Placed on inactive status
- Scheduled for further review
- Other, please specify:

Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized Assessments
- Certification and licensure examination results
- Writing samples
- Portfolio evaluation
- Course embedded questions
- Student surveys
- Analysis of enrollment, demographic and cost data
- Other, please specify:

Statewide Program Issues (if applicable)

With students requiring remedial courses in reading and writing, it is critical that those courses be offered and which require consistent funding in the future. To better prepare our graduates for the field, having strong communication skills will dictate their success. The program is continuing to be marketed to non-traditional students and focus on their completion rates, which will positively impact the statewide issues of increasing more non-traditional applicants in the field. Due to many students not being eligible for employment in criminal justice until the age of 21, many transfer to a 4-year institution before completing an associate's degree.

**CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW
SUMMARY REPORT**

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Program Identification Information

6-digit CIP	470105
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Degree Type 03 – AAS 20 – Certs. 30ch > 30 – Certs. <30ch	30
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Program Title	Certified Manufacturing Assistant (H71)
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Action

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- Discontinued/Eliminated
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Improvements & Rationale for Action

Additional training is necessary beyond the content of this certificate for employment opportunities to exist. The college is investigating the inclusion of soft skills training in other certificate and degree programs.

Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments
- Certification and licensure examination results
- Writing samples
- Portfolio evaluation
- Course embedded questions
- Student surveys
- Analysis of enrollment, demographic and cost data
- Other, please specify:

Statewide Program Issues (if applicable)

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**CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW
SUMMARY REPORT**

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Program Identification Information

6-digit CIP	521201
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Degree Type	30-Certs <30ch
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Program Title	Computer Information Systems: Management Information Systems (Cert B40)
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Action

- Continued with minor improvements

Improvements & Rationale for Action

Curriculum updated to reflect changing technologies in operating systems.

Principle Assessment Methods Used in Quality Assurance for this Program

- Portfolio evaluation

Statewide Program Issues (if applicable)

<i>None noted.</i>

**CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW
SUMMARY REPORT**

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Program Identification Information

6-digit CIP	110601
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Degree Type	03 AAS
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Program Title	Microcomputer Applications (AAS 076)
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Action

- Continued with minor improvements

Improvements & Rationale for Action

While this degree was designed to provide a graduate with skills in computer application software and business practices, it was lacking any in-depth exposure to hardware and hardware support. Course CIS 167 (A+), which gives entry-level skills in computer hardware support, was added to the curriculum and offered for the first time in the spring of 2010.
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Principle Assessment Methods Used in Quality Assurance for this Program

- Portfolio evaluation

Statewide Program Issues (if applicable)

<i>None noted.</i>

**CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW
SUMMARY REPORT**

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Program Identification Information

6-digit CIP	520407
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Degree Type	30 – Certs. <30ch
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Program Title	Microcomputer Applications Specialist I (Cert B32)
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Action

- Continued with minor improvements

Improvements & Rationale for Action

This certificate builds entry-level business computer applications skills and can be scaffolded to build the Microcomputer Applications Specialist II certificate, and on to the Microcomputer Applications A. A. S. Degree. Courses have been updated to remain current with popular Windows-based operating system and business application software.

Principle Assessment Methods Used in Quality Assurance for this Program

- Portfolio evaluation

Statewide Program Issues (if applicable)

<i>None noted</i>

**CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW
SUMMARY REPORT**

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Program Identification Information

6-digit CIP	520407
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Degree Type	30 – Certs. <30ch
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Program Title	Microcomputer Applications Specialist II (Cert B36)
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Action

- Continued with minor improvements

Improvements & Rationale for Action

This certificate builds advanced computer applications skills and can be scaffolded with general education credits to build the Microcomputer Applications A. A. S. Degree. Courses have been updated to remain current with popular Windows-based operating system and business application software.
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Principle Assessment Methods Used in Quality Assurance for this Program

- Portfolio evaluation

Statewide Program Issues (if applicable)

<i>None noted</i>

**CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW
SUMMARY REPORT**

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Program Identification Information

6-digit CIP	520407
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Degree Type	30 – Certs. <30ch
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Program Title	Web Design (Cert B37)
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Action

- Significantly modified

Improvements & Rationale for Action

For a certificate, a 3-credit JavaScript class was determined to not be necessary, and it was not available on our campus. Additionally, the program lacked in-depth study of photo editing software. Thus, a new course, Introduction to Photo Editing Software (2 credits) was created, and the JavaScript class was scaled back to a 1-credit, JavaScript Basics course. Credit hours did not change.

Principle Assessment Methods Used in Quality Assurance for this Program

- Portfolio review

Statewide Program Issues (if applicable)

<i>None noted</i>

**CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW
SUMMARY REPORT**

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Program Identification Information

6-digit CIP	111001
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Degree Type	30 – Certs. <30ch
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Program Title	Networking Administration (Cert B39)
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Action

Discontinued/Eliminated

Improvements & Rationale for Action

Classes were changed to suit a different certificate.

Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized Assessments
CISCO Certification Exams

Statewide Program Issues (if applicable)

<i>None noted</i>

**CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW
SUMMARY REPORT**

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Program Identification Information

6-digit CIP	111901
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Degree Type	30 – Certs. <30ch
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Program Title	Networking Professional (Cert B35)
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Action

- Continued with minor improvements

Improvements & Rationale for Action

Curriculum modified to remain current with industry-standard Cisco curriculum. This certificate can be scaffolded with the Networking Specialist Certificate and General Education courses to earn an AAS: Networking Specialist.

Principle Assessment Methods Used in Quality Assurance for this Program

Standardized Assessments

CISCO Certification Examinations

Statewide Program Issues (if applicable)

<i>None noted</i>

**CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW
SUMMARY REPORT**

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Program Identification Information

6-digit CIP	111002
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Degree Type	03 – A.A.S.
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Program Title	Networking Specialist (AAS 075)
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Action

- Continued with minor improvements

Improvements & Rationale for Action

Curriculum modified to remain current with industry-standard Cisco curriculum. Update general networking requirements from Novell, to vendor-neutral Net+ and A+ courses.

Principle Assessment Methods Used in Quality Assurance for this Program

Standardized Assessments

CISCO Certification Examinations

Statewide Program Issues (if applicable)

<i>None noted</i>

**CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW
SUMMARY REPORT**

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Program Identification Information

6-digit CIP	110901
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Degree Type	30 – Certs <30ch.
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Program Title	Networking Specialist (Cert B31)
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Action

- Continued with minor improvements

Improvements & Rationale for Action

Curriculum modified to remain current with industry-standard Cisco curriculum. This certificate can be scaffolded with the Networking Professional Certificate and General Education courses to earn an AAS: Networking Specialist.

Principle Assessment Methods Used in Quality Assurance for this Program

Standardized Assessments

CISCO Certification Examinations

Statewide Program Issues (if applicable)

<i>None noted</i>

**CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW
SUMMARY REPORT**

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Program Identification Information

6-digit CIP	110201
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Degree Type	03 – AAS
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Program Title	Programming (AAS 025)
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Action

- Discontinued/Eliminated
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Improvements & Rationale for Action

The AAS degree was eliminated because of the very low number of jobs in our area for programmers without a bachelor's degree. Instead we encourage students to pursue the AS in programming and transfer to a four-year institution.
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Principle Assessment Methods Used in Quality Assurance for this Program

- N/A

Statewide Program Issues (if applicable)

N/A

**CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW
SUMMARY REPORT**

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Program Identification Information

6-digit CIP	110201
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Degree Type	30 – Certs <30ch
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Program Title	Programming I (Cert B30)
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Action

- Discontinued/Eliminated
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Improvements & Rationale for Action

The certificate was eliminated because of the very low number of jobs in our area for programmers without a bachelor's degree. Instead we encourage students to pursue the AS in programming and transfer to a four-year institution.

Principle Assessment Methods Used in Quality Assurance for this Program

- N/A

Statewide Program Issues (if applicable)

N/A

**CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW
SUMMARY REPORT**

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Program Identification Information

6-digit CIP	110201
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Degree Type	30 – Certs <30ch
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Program Title	Programming II (Cert B38)
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Action

- Discontinued/Eliminated
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Improvements & Rationale for Action

The certificate was eliminated because of the very low number of jobs in our area for programmers without a bachelor's degree. Instead we encourage students to pursue the AS in programming and transfer to a four-year institution.

Principle Assessment Methods Used in Quality Assurance for this Program

- N/A*

Statewide Program Issues (if applicable)

<i>N/A</i>

CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Program Identification Information

6-digit CIP	430102
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Degree Type 03 – AAS 20 – Certs. 30ch > 30 – Certs. <30ch	AAS-03
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Program Title	Criminal Justice Justice Affairs (AAS 082)
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Action

- Continued with minor improvements
- Significantly modified
- Discontinued/Eliminated
- Placed on inactive status
- Scheduled for further review
- Other, please specify:

Improvements & Rationale for Action

To meet the demands of the criminal justice field, writing has become a strong emphasis of the curriculum, as well as public speaking. Speech and English composition courses are now required in all criminal justice degrees. Within the criminal justice courses, writing and personal presentations are now a strong part of the course requirements. The program will also continue to market itself to high school students, particularly non-traditional students.

Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized Assessments
- Certification and licensure examination results
- Writing samples
- Portfolio evaluation
- Course embedded questions
- Student surveys
- Analysis of enrollment, demographic and cost data
- Other, please specify:

Statewide Program Issues (if applicable)

With students requiring remedial courses in reading and writing, it is critical that those courses be offered, which require consistent funding in the future. To better prepare our graduates for the field, having strong communication skills will dictate their success. The program also is continuing to market itself to non-traditional students and to focus on their completion rates, which will positively impact the statewide issues of increasing more non-traditional applicants in the field.

CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Program Identification Information

6-digit CIP	430107
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Degree Type 03 – AAS 20 – Certs. 30ch > 30 – Certs. <30ch	AAS-03
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Program Title	Law Enforcement (AAS 081)
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Action

- Continued with minor improvements
- Significantly modified
- Discontinued/Eliminated
- Placed on inactive status
- Scheduled for further review
- Other, please specify:

Improvements & Rationale for Action

To meet the demands of the criminal justice field, writing has become a strong emphasis of the curriculum, as well as public speaking. Speech and English composition courses are now required in all criminal justice degrees. Within the criminal justice courses, writing and personal presentations are now a significant part of the course requirements. The program will also continue to market itself to high school students, particularly non-traditional students.

Principle Assessment Methods Used in Quality Assurance for this Program

- X Standardized assessments
- Certification and licensure examination results
- X Writing samples
- Portfolio evaluation
- X Course embedded questions
- Student surveys
- Analysis of enrollment, demographic and cost data
- Other, please specify:

Statewide Program Issues (if applicable)

With students requiring remedial courses in reading and writing, it is critical that those courses be offered and which require consistent funding in the future. To better prepare our graduates for the field, having strong communication skills will dictate their success. The program is continuing to be marketed to non-traditional students and focus on their completion rates, which will positively impact the statewide issues of increasing more non-traditional applicants in the field.

**CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW
SUMMARY REPORT**

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Program Identification Information

6-digit CIP	150303
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Degree Type 03 – AAS 20 – Certs. 30ch > 30 – Certs. <30ch	03
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Program Title	Electronics Electronic Engineering Technology (AAS 065)
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Action

- Continued with minor improvements

Improvements & Rationale for Action

The electronics curriculum has been re-evaluated and coordinated with the industrial technology area in order to increase enrollment and develop workers trained for the modern industrial workforce. Optional IS CET certification is planned to be implemented in 2012 as well as portfolio evaluation for graduates.

Principle Assessment Methods Used in Quality Assurance for this Program

- Certification and licensure examination results
- Portfolio evaluation
- Course embedded questions
- Student surveys
- Analysis of enrollment, demographic and cost data

Statewide Program Issues (if applicable)

Remedial course work is not currently funded by training programs. Most displaced workers entering the technology area for retraining are not prepared for college level work. The displaced worker must complete their program within two years which does not allow for remedial training to prepare them to successfully complete college-level coursework.
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**CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW
SUMMARY REPORT**

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Program Identification Information

6-digit CIP	470103
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Degree Type 03 – AAS 20 – Certs. 30ch > 30 – Certs. <30ch	30
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Program Title	Communication Electronics (Cert H63)
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Action

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- Discontinued/Eliminated
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Improvements & Rationale for Action

Employment opportunities no longer exist in the local area for the content of the certificate.
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Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments
- Certification and licensure examination results
- Writing samples
- Portfolio evaluation
- Course embedded questions
- Student surveys
- Analysis of enrollment, demographic and cost data
- Other, please specify:

Statewide Program Issues (if applicable)

n/a

**CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW
SUMMARY REPORT**

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Program Identification Information

6-digit CIP	470101
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Degree Type 03 – AAS 20 – Certs. 30ch > 30 – Certs. <30ch	20
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Program Title	Electronic Service and Repair (Cert H69)
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Action

- Continued with minor improvements

Improvements & Rationale for Action

The electronics curriculum has been re-evaluated and coordinated with the industrial technology area in order to increase enrollment and develop workers trained for the modern industrial workforce. Optional IS CET certification is planned to be implemented in 2012 as well as portfolio evaluation for graduates.

Principle Assessment Methods Used in Quality Assurance for this Program

- Certification and licensure examination results
- Portfolio evaluation
- Course embedded questions
- Student surveys
- Analysis of enrollment, demographic and cost data

Statewide Program Issues (if applicable)

Remedial course work is not currently funded by training programs. Most displaced workers entering the technology area for retraining are not prepared for college level work. The displaced worker must complete their program within two years which does not allow for remedial training to prepare them to successfully complete college-level coursework.
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CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Program Identification Information

6-digit CIP	470105
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Degree Type 03 – AAS 20 – Certs. 30ch > 30 – Certs. <30ch	30
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Program Title	Industrial Electronics (Cert H65)
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Action

- Continued with minor improvements

Improvements & Rationale for Action

The electronics curriculum has been re-evaluated and coordinated with the industrial technology area in order to increase enrollment and develop workers trained for the modern industrial workforce. Optional IS CET certification is planned to be implemented in 2012 as well as portfolio evaluation for graduates.

Principle Assessment Methods Used in Quality Assurance for this Program

- Certification and licensure examination results
- Portfolio evaluation
- Course embedded questions
- Student surveys
- Analysis of enrollment, demographic and cost data

Statewide Program Issues (if applicable)

Remedial course work is not currently funded by training programs. Most displaced workers entering the technology area for retraining are not prepared for college level work. The displaced worker must complete their program within two years which does not allow for remedial training to prepare them to successfully complete college-level coursework.

**CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW
SUMMARY REPORT**

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Program Identification Information

6-digit CIP	470104
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Degree Type 03 – AAS 20 – Certs. 30ch > 30 – Certs. <30ch	30
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Program Title	Microprocessor Maintenance (Cert H64)
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Action

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- Discontinued/Eliminated
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Improvements & Rationale for Action

Employment opportunities no longer exist in the local area for the content of the certificate.
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Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments
- Certification and licensure examination results
- Writing samples
- Portfolio evaluation
- Course embedded questions
- Student surveys
- Analysis of enrollment, demographic and cost data
- Other, please specify:

Statewide Program Issues (if applicable)

No issues

CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Program Identification Information

6-digit CIP	470105
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Degree Type 03 – AAS 20 – Certs. 30ch > 30 – Certs. <30ch	20
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Program Title	Industrial Maintenance Electrician (Cert H94)
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Action

- Continued with minor improvements

Improvements & Rationale for Action

The electronics curriculum has been re-evaluated and coordinated with the industrial technology area in order to increase enrollment and develop workers trained for the modern industrial workforce. Optional IS CET certification is planned to be implemented in 2012 as well as portfolio evaluation for graduates.

Principle Assessment Methods Used in Quality Assurance for this Program

- Certification and licensure examination results
- Portfolio evaluation
- Course embedded questions
- Student surveys
- Analysis of enrollment, demographic and cost data

Statewide Program Issues (if applicable)

Remedial course work is not currently funded by training programs. Most displaced workers entering the technology area for retraining are not prepared for college level work. The displaced worker must complete their program within two years which does not allow for remedial training to prepare them to successfully complete college-level coursework.

ACADEMIC DISCIPLINE PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Discipline Area	Office and Administrative Services (OAS) Administrative Assistant (AAS 023)
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Improvements & Rationale for Action

Administrative Services degree is expanding and growing in office environments. Administrative assistants are given more responsibility and need to have excellent computer skills to utilize word processing and the software needed for each specialized field of work. Courses are offered online, in open labs, and lecture. This seems to satisfy the needs for students to gain the skills needed for this degree. The ability to work at their own pace and move through the course material at their level is beneficial in a skills class. Having an instructor available to assist and answer questions seems to be helpful to student success. Employers are very satisfied with the training and professionalism students have after completing this program.

The pay scale is low for entry level positions and benefits usually are not available for part-time and some full-time positions. However, as students progress and gain experience, it doesn't take much time for them to move up to a more advanced position in their field.

As computer trends and software changes occur, SVCC stays current. Technology changes and office skills are complete and meet the needs of the business community and local offices.

Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments
- Writing samples
- Portfolio evaluation
-

Statewide Program Issues (if applicable)

no issues

**CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW
SUMMARY REPORT**

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Program Identification Information

6-digit CIP	520408
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Degree Type 03 – AAS 20 – Certs. 30ch > 30 – Certs. <30ch	30
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Program Title	Office and Administrative Services (OAS) Administrative Assistant (Cert B80 & Cert B81)
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Action

- Continued with minor improvements

Improvements & Rationale for Action

Administrative Assistant and Office Assistant certificates are expanding and growing in the office environment. Administrative assistants are given more responsibility and need to have excellent computer skills to utilize word processing and the software needed for each specialized field of work. Courses are offered online, in open labs, and lecture. This seems to satisfy the needs for students to gain the skills needed for these certificates. The ability to work at their own pace and move through the course material at their level is beneficial in a skills class. Having an instructor available to assist and answer questions seems to be helpful to student success. Employers are very satisfied with the training and professionalism students have after completing this program.

The pay scale is low for entry level positions and benefits usually are not available for part-time and some full-time positions. As students progress and gain experience, it doesn't take much time for them to move up to a more advanced position in their field.

As computer trends and software changes occur, SVCC stays current. Technology changes and office skills are complete and meet the needs of the business community and local offices.

Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments
- Writing samples
- Portfolio evaluation
-

Statewide Program Issues (if applicable)

no issues

**CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW
SUMMARY REPORT**

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Program Identification Information

6-digit CIP	100303
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Degree Type 03 – AAS 20 – Certs. 30ch > 30 – Certs. <30ch	30
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Program Title	Office and Administrative Services (OAS) Desktop Publishing Specialist (Cert B33)
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Action

- Continued with minor improvements

Improvements & Rationale for Action

Changes in software in the Desktop Publishing field are on-going. Basic publishing skills and computer knowledge are used in many offices for their marketing and promotion of products or services in the industry. Many certifications are available on-line to prove student knowledge of software and computer skills.

Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments
- Portfolio evaluation
-

Statewide Program Issues (if applicable)

The high cost of purchasing required software by students may prevent higher efficiency and usage.
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**CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW
SUMMARY REPORT**

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Program Identification Information

6-digit CIP	520408
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Degree Type 03 – AAS 20 – Certs. 30ch > 30 – Certs. <30ch	30
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Program Title	Office and Administrative Services (OAS) Financial Services Rep (Cert B84)
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Action

- Continued with minor improvements

Improvements & Rationale for Action

Professionalism and soft skills are qualities needed for this program. Software and training are available on-line for document processing allowing students to complete course work outside of class and in the open lab environment. Students are able to work at their own pace and develop their skills for the appropriate learning level.

Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments
-

Statewide Program Issues (if applicable)

Base pay for the financial service industry starts low. There are some certifications for banking and pre-testing that are necessary.

ACADEMIC DISCIPLINE PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Discipline Area	Office and Administrative Services (OAS) Legal Asst (AAS 026)
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Improvements & Rationale for Action

Software and training are available on-line for document processing allowing students to complete course work outside of class and in the open lab environment. Students are able to work at their own pace and develop their skills for the appropriate learning level. Professionalism and soft skills are qualities needed for the legal environment.

Much of the training for the legal field is on-the-job. There are many legal office techniques that are best learned on the job. Computer knowledge, office skills, and records management are required for this field. Legal terminology and business environment give background to legal terms.

Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments
- Writing samples
- Portfolio evaluation
-

Statewide Program Issues (if applicable)

Legal employers prefer that starting staff have legal experience. There are few training and internships that offer some exposure to the legal environment.

CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Program Identification Information

6-digit CIP	220301
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Degree Type 03 – AAS 20 – Certs. 30ch > 30 – Certs. <30ch	30
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Program Title	Office and Administrative Services (OAS) Legal Assistant (Cert B82)
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Action

- Standardized assessments
- Writing samples
- Portfolio evaluation

Improvements & Rationale for Action

Software and training are available on-line for document processing allowing students to complete course work outside of class and in the open lab environment. Students are able to work at their own pace and develop their skills for the appropriate learning level. Professionalism and soft skills are qualities needed for the legal environment.

Much of the training for the legal field is on-the-job. There are many legal office techniques that are best learned on the job. Computer knowledge, office skills, and records management are required for this field. Legal terminology and business environment give background to legal terms.

Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments
- Writing samples
- Portfolio evaluation
-

Statewide Program Issues (if applicable)

Legal employers prefer starting staff have legal experience. There is training and internships that offer some exposure to the legal environment.

ACADEMIC DISCIPLINE PROGRAM REVIEW SUMMARY REPORT

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Discipline Area	Office and Administrative Services (OAS) Medical Office Assistant (AAS 024)
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Improvements & Rationale for Action

The OAS Medical Office Assistant degree allows students to enter employment positions with basic computer, biology, and medical terminology. Part of the degree requirements are in place after collaborating with medical/hospital employers who felt there was a need for an employee in the medical field to have these basic skills. Computer software knowledge and transcription skills are needed for the medical office procedures.

There is some need for CAN background and basic medical assistant certification for students who are able to function in the office side and medical side of an office. At this time we do not require these as requirements for medical office.

Technology and computer skills are a crucial part of this career and students are successful upon completion of the program. Because of the background and experience in this field, it is sometime difficult to find employment without internship training/experience.

Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments
- Writing samples
- Portfolio evaluation
-

Statewide Program Issues (if applicable)

no issues

**CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW
SUMMARY REPORT**

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Program Identification Information

6-digit CIP	510716
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Degree Type 03 – AAS 20 – Certs. 30ch > 30 – Certs. <30ch	30
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Program Title	Office and Administrative Services (OAS) Medical Office Assistant (Cert B83)
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Action

- Continued with minor improvements

Improvements & Rationale for Action

The OAS Medical Office Assistant certificate allows students to enter employment positions with basic computer, biology, and medical terminology. Part of the degree requirements are in place after collaborating with medical/hospital employers who felt there was a need for an employee in the medical field to have these basic skills. Computer software knowledge and transcription skills are needed for the medical office procedures.

There is some need for CAN background and basic medical assistant certification for students who are able to function in the office side and medical side of an office. At this time we do not require these as requirements for medical office.

Technology and computer skills are a crucial part of this career and students are successful upon completion of the program. Because of the background and experience in this field, it is sometime difficult to find employment without internship training/experience.

Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments
- Writing samples
- Portfolio evaluation
-

Statewide Program Issues (if applicable)

No issues

**CAREER AND TECHNICAL EDUCATION PROGRAM REVIEW
SUMMARY REPORT**

Required ICCB Program Review Report

Sauk Valley Community College

Academic Year 2011 - 2012

Program Identification Information

6-digit CIP	110602
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Degree Type 03 – AAS 20 – Certs. 30ch > 30 – Certs. <30ch	30
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Program Title	Office and Administrative Services (OAS) Word Processing (Cert B23)
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Action

- Continued with minor improvements

Improvements & Rationale for Action

Software and training are available on-line for document processing allowing students to complete course work outside of class and in the open lab environment. Students are able to work at their own pace and develop their skills best for the learning level. Professionalism and soft skills are qualities need for word processing. The variety of skills and computer courses available for students prepare them for the various computer applications in the business industry.
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Principle Assessment Methods Used in Quality Assurance for this Program

- Standardized assessments
- Writing samples
-

Statewide Program Issues (if applicable)

no issues

**STUDENT & ACADEMIC SUPPORT SERVICES REVIEW
SUMMARY REPORT**

Required ICCB Report

Sauk Valley Community College

Academic Year 2010-2011

Service Area (Unit)	Business Office
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Major Findings and Improvements/Modifications

Since the past program review the Business Office has created a “team input” and “team output” segregation of duties to assuage the auditor’s internal control concerns. With the low number of employees in the Business Office it is difficult for us to have the proper controls in place to assure internal control recommendations. With the creation of the two team process in 2011 our auditors reported no deficiencies in internal control over financial reporting that they would consider to be a material weakness.

Statewide Program Issues (if applicable)

None

**STUDENT & ACADEMIC SUPPORT SERVICES REVIEW
SUMMARY REPORT**

Required ICCB Report

Sauk Valley Community College

Academic Year 2010-2011

Service Area (Unit)	Dual Credit
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Major Findings and Improvements/Modifications

We have gone through the Dual Credit/ Enrollment program and tightened up on the state guidelines, have made registration forms easier to understand and file and have made attempts to get information out the parents and students regarding the importance of dual credit as well as its long term benefits. We will be coordinating informational meetings for parents and potential dual credit students. The recruitment department has worked hard to improve the relationship between area high schools and SVCC as well as the relationship between our full time faculty and our dual credit instructors.

Statewide Program Issues (if applicable)

The recruitment office at Sauk Valley Community College would appreciate help from the state in the following areas:

- Have ICCB let high school instructors and administrators know of the importance of attending meetings about POS and PTR
- More training in areas such as Common Core and POS
- Informational meetings for high school instructors and administrators on the subject of changing state laws and regulations

SVCC will be impacted by several Illinois Education initiatives:

STEM: To create a new, innovative public-private education infrastructure that can advance college and career readiness in STEM disciplines by coordinating statewide networks of P-20 education partners, business, labor, and other organizations based on career clusters.

Pathways/ Programs of Study:
Illinois recognized that in order for Programs of Study to truly be viable for career and technical education reform, educational programs and services had to be developed and improved continuously.

Common Core: The Illinois State Board of Education has adopted new Math and English Language Arts standards for K-12 education known as the New Illinois State Learning Standards Incorporating the Common Core. The goal is to better prepare Illinois students for success in college and the workforce in a competitive global economy.

**STUDENT & ACADEMIC SUPPORT SERVICES REVIEW
SUMMARY REPORT**

Required ICCB Report

Sauk Valley Community College

Academic Year 2010-2011

Service Area (Unit)	Office of Student Activities
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Major Findings and Improvements/Modifications

- In following students' suggestions from the previous program review, Saukapalooza was created to offer a welcoming atmosphere that provides food, entertainment, community information, and a student organizational fair for students.
- Based on student/staff suggestion for more social/leisure-time activities for students and more "7 o'clock" performances, comedian and mentalist presentations have been offered on Thursday nights attracting about 180-190 students and community members per event. Day events range from 50 to 120 attendees per event.
- The Student Activities Office will continue to work closely with the Marketing/Public Relations and Print Shop Department to advertise events.
- The Student Activities Office will continue to increase its focus on educational programs by obtaining student and faculty input and collaboration.

Statewide Program Issues (if applicable)

None

BEST PRACTICES REPORT

Optional ICCB Program Review Report

Sauk Valley Community College

Academic Year 2010 – 2011

Title of Best Practice

Technical Report Writing Improvement

Programmatic Area

- Academic Discipline
- Career and Technical Education
- Cross-Disciplinary
- Student & Academic Support Services

Description of the innovation/best practice (150 word limit)

Students are now required to write technical reports in the field, such as an investigative police report. Students analyze a mock crime scene, process the evidence within the scene, and listen to role players who provide statements as a victim or witness to the crime. Students take notes during this interactive assignment and then complete a full narrative report on their findings and observations.

What are the results/measurable outcomes?

The assignment assesses how well the students can apply the content of the course, as well as their reading and writing and skills. Listening skills are also measured, which are critical in this assignment, as well as the field. A student's success on this assignment is based on how well they listened, observed, and documented their findings.

Contact Information

Sauk Valley Community College
Name & Title: Jon Mandrell, Assistant Professor of Criminal Justice
Phone Number: (815) 835-6344
E-mail Address: mandrej@svcc.edu

BEST PRACTICES REPORT
Optional ICCB Program Review Report

Sauk Valley Community College

Academic Year 2010 – 2011

Title of Best Practice

The Horton Award

Programmatic Area

X Academic Discipline

Career and Technical Education

Cross-Disciplinary

Student & Academic Support Services

Description of the innovation/best practice (150 word limit)

Each year the department gives a cash award to the best narrative/descriptive and the best expository papers written in first-year composition. Students are celebrated at the end of the year leadership awards ceremony and published in the college literary magazine.

What are the results/measurable outcomes?

Celebrating superior student academic work reinforces the liberal arts ideal of a culture of learning. By publishing students' work in the literary magazine, we reinforce that academic writing is valuable, that it can be interesting and creative, and we provide students with excellent models.

Contact Information

Sauk Valley Community College

Name & Title: Tom Irish

Phone Number: 815-288-5511

E-mail Address: irisht@svcc.edu

BEST PRACTICES REPORT
Optional ICCB Report

Sauk Valley Community College

Academic Year 2010 – 2011

Title of Best Practice

Tips for Low-Cost, High-Touch Recruiting

Programmatic Area

- Academic Discipline
- Career and Technical Education
- Cross-Disciplinary
- Student & Academic Support Services

Description of the innovation/best practice (150 word limit)

- Enlist the help of campus ambassadors
- Take advantage of the career center's campus insight and connections to students, student organizations, faculty members, academic departments, and administrators
- Host students in our offices
- Hold educational seminars for students on site
- Take your educational programming and recruiting techniques virtual
- Create a listserv for interested students
- Give students access to an organizational e-mail account set up for recruiters to monitor---then make sure to check the inbox and respond to all inquiries with a personalized note
- Participate in virtual career fairs. Some offer employers free participation and allow the chance to interact with students through instant messaging

Program Review 5 Year Schedule

Type of Review	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
CROSS DISCIPLINARY INSTRUCTION	<ul style="list-style-type: none"> ○ General Education 	<ul style="list-style-type: none"> ○ Adult Education 	<ul style="list-style-type: none"> ○ Developmental Studies (GSP) ○ Personal and Professional Development (includes Vocational Skills and CDL Cert=T10) 		<p>Transfer functions and programs including the AA, AS, AAT, AES, other specialized transfer degree programs and the ALS degree program</p> <ul style="list-style-type: none"> ○ Math Ed (AAT=686) ○ Special Ed (AAT=687) <p><u>PRE-PROFESSIONAL</u></p> <ul style="list-style-type: none"> ○ Pre-Physical Therapy/ Occupational Therapy Program (AS=830) ○ Pre-Professional Medical Program (AS=510)
ACADEMIC DISCIPLINES (AA & AS DEGREES)	<p><u>WRITTEN & ORAL COMMUNICATIONS:</u></p> <ul style="list-style-type: none"> ○ English (AA=602) ○ Mass (AA=614, AS=814) ○ Speech (AA=610, AS=810) <p><u>COMPUTER SCIENCE:</u></p> <ul style="list-style-type: none"> ○ Technical Emphasis (AS=840) ○ Information Systems Emphasis (AS=841) ○ Criminal Justice (AS=824) 	<p>Mathematics</p> <ul style="list-style-type: none"> ○ Mathematics (AS=416) 	<p>Business</p> <ul style="list-style-type: none"> ○ Business (AS=210) ○ Business Accounting (AS=220) <p><u>PHYSICAL AND LIFE SCIENCES:</u></p> <ul style="list-style-type: none"> ○ Athletic Training (AS=835) ○ Biology (AS=413) ○ Chemistry (AS=414) ○ Physics (AS=417) ○ Physical Education (AS=891) <p>Engineering</p> <ul style="list-style-type: none"> ○ Engineering (AES=320) 	<p><u>HUMANITIES & FINE ARTS:</u></p> <ul style="list-style-type: none"> ○ Art (AA=601, AFA=150) ○ Foreign Language (AA=603) ○ Music (AFA=160) ○ Theatre Arts (AA=611) <p><u>NURSING:</u></p> <ul style="list-style-type: none"> ○ Nursing (AS=825) 	<p><u>EDUCATION:</u></p> <ul style="list-style-type: none"> ○ Early Childhood Ed (AA=681) ○ Elementary Ed (AA=680) ○ Secondary Ed (AA=685, AS=885) ○ Special Ed (AA=690) <p><u>SOCIAL & BEHAVIORAL SCIENCES:</u></p> <ul style="list-style-type: none"> ○ Economics (AA=651, AS=851) ○ History (AA=652, AS=852) ○ Political Science (AA=653, AS=853) ○ Psychology (AA=655, AS=855)

Type of Review	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
					<ul style="list-style-type: none"> o Social Work (AA=620) o Sociology (AA=656, AS=856)
CAREER & TECHNICAL EDUCATION (AAS DEGREES & CERTIFICATES)	<ul style="list-style-type: none"> o Certified Manufacturing Assistant (Cert=H71) <p><u>COMPUTER INFORMATION SYSTEMS:</u></p> <ul style="list-style-type: none"> o Management Information Systems (Cert=B40) o Microcomputer Applications (AAS=076) o Specialist I (Cert=B32) o Specialist II (Cert=B36) o Web Design (Cert=B37) o Networking Administration (Cert=B39) o Networking Professional (Cert=B35) o Networking Specialist (AAS=075 & Cert=B31) o Programming (AAS=025) o Programming I (Cert=B30) o Programming II (Cert=B38) 	<ul style="list-style-type: none"> o Digital Media Arts (Cert=B24) o Radiologic Technology (AAS=051) 	<ul style="list-style-type: none"> o Accounting (AAS=021 & Cert=B90) <p><u>HEATING, REFRIGERATION, AIR CONDITIONING:</u></p> <ul style="list-style-type: none"> o Heating, Refrigeration, Air Conditioning (AAS=067) o Entry Level Technician (Cert=H84) o Refrigeration (Cert=H81) o Lean Manufacturing (Cert=H72) o Warehousing & Distribution Specialist (Cert=H70) <p><u>WELDING:</u></p> <ul style="list-style-type: none"> o Entry Level (Cert=H48) o Advanced (Cert=H49) o Pipe Welding (Cert =H47) 	<p><u>BUSINESS:</u></p> <ul style="list-style-type: none"> o Management (AAS=022 & Cert=H93) o Supervisory Management (Cert=B97) o Marketing (AAS=020 & Cert=B92) <p><u>NURSING:</u></p> <ul style="list-style-type: none"> o Nursing Hybrid On-Line NIOIN (AAS=053) o A.D.N. (AAS=052) o L.P.N. (Cert=E91) o Nurse Assistant (Cert=E93) <p><u>Environmental Controls</u></p> <ul style="list-style-type: none"> o Sustainable Technology (AAS = 070) o Solar Energy (Cert=H80) o Wind energy: Basic (Cert=H85) o Wind energy: Advanced (Cert=H86) 	<p><u>EDUCATION:</u></p> <ul style="list-style-type: none"> o Early Childhood Ed (AAS=042) o Basic Early Childhood Ed (Cert=F15) o Advanced Early Childhood Ed (Cert=F16) o Paraprofessional Educator (AAS=041) <p><u>EMERGENCY MEDICAL TECHNICIAN:</u></p> <ul style="list-style-type: none"> o Basic (Cert=E95) o Paramedic (Cert=E97) o Emergency Medical Service (AAS=054) <p><u>Truck Driving</u></p> <ul style="list-style-type: none"> o Truck Driving (Cert = T10) <p><u>Social Services:</u></p> <ul style="list-style-type: none"> o Human Services (AAS 089)

Type of Review	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
CAREER & TECHNICAL EDUCATION, (AAS DEGREES & CERTIFICATES) continued	<p><u>CRIMINAL JUSTICE:</u></p> <ul style="list-style-type: none"> ○ Criminal Justice (AAS=082) ○ Criminal Justice/Law Enforcement (AAS=081) <p><u>ELECTRONICS:</u></p> <ul style="list-style-type: none"> ○ Electronic Engineering Technology (AAS=065) ○ Communication Electronics (Cert=H63) ○ Electronic Service & Repair (Cert=H69) ○ Industrial Electronics (Cert=H65) ○ Microprocessor Maintenance (Cert=H64) ○ Industrial Maintenance Electrician (Cert=H94) <p><u>OFFICE AND ADMINISTRATIVE SERVICES:</u></p> <ul style="list-style-type: none"> ○ Administrative Assistant (AAS=023 & Cert=B81 & Cert=B80) ○ Desktop Publishing Specialist (Cert=B33) ○ Financial Services Representative (Cert=B84) ○ Legal Assistant (AAS=026 & Cert=B82) <p>(continued)</p>				

Type of Review	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
	<ul style="list-style-type: none"> ○ Medical Office Assistant (AAS=024 & Cert=B83) ○ Word Processing (Cert=B23) 				
STUDENT & ACADEMIC SERVICES	<ul style="list-style-type: none"> ○ Business Office ○ Dual Credit ○ Student Activities 	<ul style="list-style-type: none"> ○ Admissions and Records ○ Athletics 	<ul style="list-style-type: none"> ○ Information Services ○ Instructional Technology Center ○ Learning Resource Center (Library) ○ Learning Assistance Center 	<ul style="list-style-type: none"> ○ Financial Assistance ○ Career Services ○ Business & Community Ed 	<ul style="list-style-type: none"> ○ Counseling/Advising ○ Special Needs

* In 2012, the college removed Buildings & Grounds, Security, Human Resources, Foundations & Grants, Institutional Research & Planning, and Public Relations from the Program Review list as it is not required by ICCB to review Student Service areas if they do not support instruction. The list above is our current list of student service areas SVCC will review in the upcoming years.

**Agribusiness (AS 112) & Agriculture (AS 110) are offered through the University of Illinois who should be reviewing those degrees as necessary.