

Section 1 and 3 - Analysis of Unit PIE & Updates on Goals

PIE - Business Division Manager

2019-20

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Division Mission Statement: The mission of the Business Division is to provide quality instruction and to encourage and empower students to achieve their career and educational goals.

Summary of Notable Achievements: The Business Division continues to be a top producers of program completers representing approximately 27% of all college awards in 2019-20.

- 1- During the past year the division had a 1,570 program completers.
- 2- Success rate was 87.45% (2.32% increase)
- 3- Retention rate was 93.35% (3.98% increase)
- 4- Three new programs were submitted to the LAOCRC for recommendation (Cloud Computing for Amazon Web Services, Fashion Historical Costuming, and Artificial Intelligence in Business).
- 5- The CIS Department debuted their Big Data program that was a huge success. The very first year the two-semester program ran and with a strong enrollment the program had approximately 80 students complete the courses to earn a certificate in Spring 2020.
- 6- Cafe 91: The Culinary program was able to open the long-awaited student run restaurant, Café 91. The café received it's health permit and was open for lunch Wednesday through Friday with full reservations many days.
- 7- The CTE Transitions High School Articulation program completed their 2018-19 cycle with a record number of participation and improved pass rates. With over 231 agreements, 1,790 students receiving 7,790.5 credits.
- 8- Work Experience enrollments increased by 29% from 2018-19. Additionally, 34 new Work Experience sites were added and 43 students secured employment.

Closing the Loop - Analysis of Progress on College Goals: **STUDENT SUCCESS:** The success and retention data clearly indicates that our division's efforts have been successful with regards to this particular goal. With the phenomenal effort invested by our faculty coupled with the funding provided through the district and various grants, we have been able to see a marked improvement towards this goal.

PROFESSIONAL DEVELOPMENT: Support for conference and travel continues to be requested by faculty. The difference is that due to Covid-19 there isn't any travel currently authorized, which may provide an opportunity for more faculty to engage in professional development. Another area that faculty continue to request funding for is individual professional memberships, which the college does not permit. Currently only institutional and affiliate memberships are permitted.

EDUCATIONAL TECHNOLOGY: The Division received some funds to maintain and improve our computer facilities; however, we will continue to request that this becomes an on-going allotment. As a result of the stay-at-home order, the Business Division Computer Lab as well as several BCT computer classrooms are being utilized to provide access to specialized software from multiple divisions through virtualization.

OUTREACH & ENROLLMENT: The annual High School Outreach (HSO) event as well as the support provided by our CTE Marketing Project Specialist have yielded positive results as program awareness among the local high-schools continues to build. However, as we transitioned to an online mode due to Covid-19, we will need to reassess how we will continue to market our programs to new students. We need on-going funds to support our marketing efforts.

External and Internal Conditions Analysis: The global pandemic has had a mixed impact on the Business Division. Many of our faculty were able to transition to teaching online fairly quickly when the stay-at-home order was issued; however, we still have a few who still need to go through FOMAR training. The biggest negative impact has been to programs in our division that have lab components that are not able to transition online (Interior Design, Fashion, and Culinary Arts). We have also had many work experience sites closing down due to the stay-at-home order resulting in a 33% drop rate for Spring 2020. Additionally, students who began the process for enrollment have had to withdraw due to illness. On a positive note, offering classes online makes them accessible to more students who would otherwise be restricted due to time and location.

Program Planning (Equity, Retention and Success): Our division contributes to the overall achievement of equity, retention and success of our students through thoughtful use of data analysis and collaboration with faculty and staff to determine the resources needed towards that effort. For example, it was determined several years ago that more students would be more successful if they had access to specific discipline related software. Consequently, our division implemented a virtualization server through our Computer Lab to make these software available to students from any location and at anytime. Students were no longer limited by finances, physical locality, or Computer Lab hours to gain access to instructional software. In essence, by providing virtualization we removed several barriers to success. We've extended the use of our virtualization servers to other divisions as well, so the Business Division has become a key contributor to addressing some of the equity challenges campus-wide, not only within our division.

Additionally, faculty also determined that providing tutors for specific disciplines would help bridge the equity gap and increase success and retention. As a result, we secured funds to provide tutoring support for students in several disciplines. Since the stay-at-home order, we began providing tutoring online through Zoom.

Analysis of Division's Plans, Activities, Resources and Critical Decisions: Our plans are being adapted to an online environment in order to meet the current realities imposed by Covid-19. Some of these activities include, but are not limited to:

1. Securing funding to support on-going program marketing efforts.
2. Promoting division programs and services in order to strengthen recruitment and increase recognition through targeted marketing.
3. Provide appropriate staffing levels in all classifications to deliver quality service within the Business Division.
4. Provide latest technology , equipment, and maintenance to instructional and support areas.

We expect to make some critical decisions during the 2020-2021 academic year depending on how things change with Covid-19. Unfortunately, this places us in a reactive mode rather than a proactive one. While we may be able to engage in some level of planning, our efforts will be dictated to a great extent by external conditions and the college's ability to respond and provide a safe environment for all employees and students.