

PROGRAM REVIEW
Southern West Virginia Community and Technical College
Board of Governors

Program with Special Accreditation

Program without Specialized Accreditation

Program: A.A.S., Occupational Development
Degree and Title

February 2014
Date

INSTITUTIONAL RECOMMENDATION

The institution is obligated to recommend continuance or discontinuance for each program reviewed and provide a brief rationale for its recommendation.

- X 1. Continuation of the program at the current level of activity without corrective action;
- 2. Continuation of program with corrective action (specify required action - e.g., reducing the range of optional tracks or other corrective action);
- 3. Identification of the program for further development;
- 4. Development of a cooperative program with another institution or sharing of courses, facilities, and/or faculty, and the like;
- 5. Discontinuance of the program in accordance with provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 11, *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs.*

Rationale for Recommendation:

The Occupational Development A.A.S. Program meets all the standards for a viable program as set forth by the West Virginia Council for Community and Technical College Education. The program is required to meet the educational needs of those in registered apprenticeship programs through the Bureau of Apprenticeship and Training.

<u>Dr. Pamela L. Alderman</u> Signature of person preparing report if other than Department Chair	<u>3-10-14</u> Date
<u> </u> Signature of Department Chair	<u> </u> Date
<u>Dr. Pamela L. Alderman</u> Signature of Dean	<u>3-10-14</u> Date
<u> </u> Signature of Vice President for Academic Affairs	<u>3-24-14</u> Date
<u> </u> Signature of President	<u>4/22/14</u> Date
<u>Thomas A. Wood</u> Signature of Chair, Board of Governors	<u>4/22/14</u> Date

PROGRAM REVIEW
Southern West Virginia Community and Technical College
Programs WITHOUT Specialized Accreditation
Occupational Development
Summary of Findings
2013-2014

Program Name: Occupational Development

Hours Required for Graduation: 60

I. Synopsis of significant findings, including findings of external reviewer(s)

Program Review Components

A. Adequacy

1. The curriculum meets the needs of the adult population it was designed to serve.
2. Entrance abilities for the students are within community college standards.
3. Current resources are sufficient to sustain the program.

Conclusion: The program meets the minimum adequacy requirements.

B. Viability

1. No students have enrolled in this program over the last five years.
2. There have been no graduates from this program in the last five years.
3. There are not any validated articulation agreements in place for this program.
4. This program is designed to provide for cooperatively sponsored opportunities, leading to an associate degree, for students in approved apprenticeship training programs.

Conclusion: Although there has been no enrollment or graduates, this program is needed to meet future industry demands.

C. Necessity

1. There is no other program within the immediate area.
2. The program provides a degree completion program for registered apprentices.

Conclusion: The program is necessary.

D. Consistency with Mission

1. The program does support the institutional mission.

Conclusion: The program is consistent with the Mission of the college.

Rationale for Recommendation

Continuation of the program at the current level of activity. The Associate in Applied Science Occupational Development Degree is a program required by the Community and Technical College System of West Virginia. This program has been listed on Southern's official degree inventory since June 1987. Two specific programs exist for the Occupational Development Associate of Applied Science degree, Childhood Development Specialist (ACDS) and Fire Fighter Emphasis. The program is designed to provide cooperatively sponsored educational opportunities, leading to associate degrees, for students in approved apprenticeship training programs. Specific courses of study are determined by the agreements between Southern and the training sponsor. Mandatory components of the programs include general education courses, classroom/laboratory training, and on-the-job experiences.

Collaborative agreements are in place with the United States Department of Labor Bureau and Southern. The Associate in Applied Science Occupational Development Degree is a program required by the State of West Virginia to meet the educational needs of apprentices.

Program: Occupational Development
Last Review: 2008-2009

I. Program Description

The Associate in Applied Science in Occupational Development is an approved apprenticeship training program available for persons who work as aides in the Head Start program or in paid positions as firefighters. Under the guidelines of the Associate in Applied Science in Occupational Development, a participant in a registered apprenticeship program (RAP) may combine the classroom training and on-the-job experience gained through the RAP with a well-defined general education curriculum of the College to earn an associate degree.

II. Specialized Accreditation

The Associate in Applied Science in Occupational Development has no specialized accreditation.

III. Program Statement on Adequacy, Viability, Necessity, and Consistency with College Mission

A. Adequacy

- 1. Curriculum:** The curriculum is made up of three components-general education, support courses, and on-the-job training (Appendix I).
- 2. Faculty:** There are no full-time faculty assigned to this program. Instruction is provided through the general education, the support courses, and the supervisor at the jobsite.
- 3. Students:** In addition to the institution's admission standards, students must be enrolled in a registered apprentice program (RAP).

B. Exit Competencies

- 1. Childhood Development Specialist:** In addition to the 24 credit hours of general education and support courses; 16 credit hours directly related to early childhood education; and 4000 hours of on-the-job experience required by the ACDS program. Upon completion of the 4000 hours students will be awarded 20 credit hours.
- 2. Fire Fighter Emphasis:** Students will complete 17 credit hours of general education and support course; 450 hours of classroom occupational training for a minimum of 30 credit hours; and complete a minimum of three years of full-time apprenticeship employment, which will equate to 6,000 clock hours of on-the-job training.

IV. Resources

A. Financial

No institutional funds are specifically allocated for this program.

B. Facilities

No specialized facilities are required for this program.

V. Assessment Information

A. Assessment Data

No assessment data exists due to the lack of students and graduates. The lack of students is due to the transient nature of the population and of the program itself. Students interested in the program must be employed in the field and actively participating in an apprenticeship program.

B. Assessment Tools and Data for the Last Five Years

None

C. Graduate and Employer Satisfaction

None

VI. Previous Program Reviews

Only one previous program review has been conducted, 2008-2009. The program was recommended to continue with no corrective action.

VII. Advisory Committee

There is no local advisory committee for this program.

VIII. A. Strengths/Weaknesses/Viability/Necessity/Consistency

1. Strengths

- a. The program is flexible and geared toward adults.
- b. Focus is to increase the employability of individuals by providing them a credential.
- c. Assist working adults in meeting their individual educational goals.
- d. No cost associated with this program.
- e. Alternative avenues allow students to earn college credit through experiential and nontraditional means.

2. Weaknesses

- a. No students or graduates over the past five years.
- b. No assessment data.
- c. No faculty, currently responsibility for the program lies with the Vice President for Academics and Student Services.
- d. No advisory committee.

B. Viability

1. Program Enrollment for the Previous 5 Years

None

2. Program Course Enrollments

None

3. Service Courses

None

4. Off Campus Distance Delivery

None

5. Articulation Agreements

None

C. Necessity

The Associate in Applied Science Occupational Development Degree is a program required by the Community and Technical College System of West Virginia.

1. Placement Rates

None

2. Salary

a. Child Development Specialist

According to O*Net, 2012, the median salary was \$13.04 per hour, \$27,130 annual across the nation. In West Virginia the median salary is \$11.93 per hour, \$24,800 annually.

b. Fire Fighter

In 2012 the median national salary was \$21.75 per hour, \$45,250 annually according to O*NET. In West Virginia the median salary was \$15.01 per hour, \$31,200 annually.

D. Consistency with Mission

The Associate in Applied Science Occupational Development program provides an avenue for working adults to gain a degree. This is in keeping with the College's mission statement "Southern West Virginia Community and Technical College provides accessible, affordable, quality education and training that promotes success for those we serve."

E. Recommendation

Continuation of the program without corrective action.

APPENDIX I

Occupational Development

Child Development Specialist Emphasis

Associate in Applied Science
60 Credit Hours

Purpose

The Apprenticeship for Child Development Specialist (ACDS) is an approved apprenticeship training program now available for persons who work as aides in the HeadStart program. Under the guidelines of the Associate in Applied Science in Occupational Development, a participant in a registered apprenticeship program (RAP) may combine the classroom training and on-the-job experience gained through the RAP with a well-define general education curriculum of the College to earn an associate degree. The Associate in Applied Science in Occupational Development, Child Development Specialist Emphasis, consists of three Components.

Component I - General Education Core: 24 Credit Hours

Communications/Humanities - 13 credit hours

EN 101 English Composition I	3 credit hours
EN 102 English Composition II	3 credit hours
MU 103 Preschool Music, Movement, and Art	3 credit hours
OR 110 Orientation to College	1 credit hour
SP 103 Speech Fundamentals	3 credit hours

Computer Literacy - 1 credit hour

CS 103 Introduction to Applications	1 credit hour
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Quantitative Skills/Laboratory Science - 7 credit hours

MT 121 College Math for General Education	3 credit hours
¹ Laboratory Science Elective	4 credit hours

Social Sciences - 3 credit hours

PY 201 General Psychology	3 credit hours
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Component II - Classroom Training: 16 hours

ED 115 Early Childhood Health, Safety, and Nutrition	3 credit hours
ED 120 Approaches to Discipline	3 credit hours
ED 212 Principles and Theories	3 credit hours
ED 214 Child Development	3 credit hours
ED 215 School Readiness	3 credit hours
ED 235 Praxis I	1 credit hour

Component III - On-the-Job Experience: 20 hours

Upon successful completion of the 24 credit hours required in Component I, the 16 credit hours required in Component II, and the 4000 hours of on-the-job experience required by the ACDS program, the student will be awarded 20 hours of credit (at 200:1 ratio) provided through the ACDS on-the-job experience component. This credit will be listed on the College transcript as ACDS On-the-Job Experience, 20 credit hours with a grade of CR after payment of the \$10 per credit hour administrative fee (\$200). The credit will only be awarded to those who have successfully completed all college credit hours, the classroom training component, and the on-the-job experience component of the program, present the nationally recognized certificate issued by the U.S. Department of Labor and meet all graduation requirements for the Associate in Applied Science in Occupational Development Program, Child Development Specialist Emphasis.

¹Choose from: BS 101, BS 102, BS 118, BS 124, BS 125, BS 199, BS 216, CH 203, CH 204, CH 213, CH 214, CH 223 w/CH 224, CH 225 w/CH 226, GL 110, IS 200, IS 210, SC 109, SC 110, PH 200, PH 210, PH 212, PH 220, or PH 222.

Occupational Development

Fire Fighter Emphasis

Associate in Applied Science 60 Credit Hours

Purpose

The Apprenticeship for Associate in Occupational Development with a Fire Fighter Emphasis is consistent with standards established by the US Bureau of Apprenticeship and Training (BAT). Under the guidelines of the Associate in Applied Science in Occupational Development, a participant in a registered apprenticeship program (RAP) may combine the classroom training and on-the-job experience gained through the RAP with a well-defined general education curriculum of the College to earn an associate degree.

Component I - General Education Core: 17 hours

Communications/Humanities - 6 credit hours

BU 205 Communications in Business	3 credit hours
EN 101 English Composition I	3 credit hours

Computer Literacy – 1 credit hour

CS 103 Introduction to Applications	1 credit hour
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Quantitative Skills/Laboratory Science - 7 credit hours

BU 115 Business Mathematical Applications	3 credit hours
¹ Laboratory Science Elective	4 credit hours

Social Science - 3 credit hours

PY 222 Processes of Dying and Grief	3 credit hours
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Component II - Classroom Instruction in Fire Fighter: 30 credit hours

While actual hours of training may vary, all students will receive a minimum of 450 hours of classroom occupational training for a minimum of 30 credit hours (150 per year (minimum) x 3 years converted on a ratio of 15:1 contact hours yield 30 hrs.)

Component III-On-the-Job Training in Fire Fighter: 13 credit hours

The program requires a minimum of three years of full-time apprenticeship employment. This equates to 6,000 hours of on-the-job of on-the-job training. By agreement, a maximum of 2,600 contact hours may be converted to credit hours on a ratio of 200:1.

¹Choose from: BS 101, BS 102, BS 118, BS 124, BS 125, BS 199, BS 216, CH 203, CH 204, CH 213, CH 214, CH 223 w/CH 224, CH 225 w/CH 226, GL 110, IS 200, IS 210, SC 109, SC 110, PH 200, PH 210, PH 212, PH 220, or PH 222.