Academic Program Review Recommendations:
2023-24 Annual Progress Report

The purpose of the Annual Progress Report is to facilitate the tracking of progress made on program recommendations/goals and to identify and explain the addition of any new program goals not listed in the most recent Review.

1. Name of Program: Pre-College
2022 Pre-College Program Review
2022-23 Pre-College/ABE Update

2. List goals from most recent Program Review and report on progress for each goal. For goals that have not yet been met, please describe your department's plans for moving those goals towards completion. (Label each goal as Completed, Ongoing, Cancelled, or Postponed [include anticipated term/year for resuming activity]): 2022 goals

1. **Bring percentage of GED graduates and student enrollment up to pre pandemic levels.**
Rationale: As noted in the Program Review levels and percentages are still quite low along with the rest of the state.

2022-23 Update- GED graduates are similar to 19/20 levels and are on track to increase significantly in 23/24. GED enrollment has increased steadily.

2023-24 Update - GED graduates increased from 20 in 22/23 to 38 in 23/24 even though enrollment numbers did not increase. By implementing a GED study lab for students with high CASAs scores, we were able to retain and matriculate more students. Many of these students were not enrolled in official GED classes, but we were able to count them for our Title II grant. I am working to try to find out how we can enroll them in the lab and get college FTE for their participation. **-Ongoing.**

2. **Hire one full time faculty member.**
Rationale: A FT faculty member of ESOL/PC, is important in order to build out career pathways for both ESOL and Precollege classes. Precollege has struggled to build strong, sustainable pathways to CGCC in the past largely due to lack of commitment by adjuncts to do the work, which tends to be done in a piecemeal fashion and not attractive to staff due to low pay. With greater focus on our department by CGCC to transition PC students, it is essential that we bring on a FT faculty member to consistently build these transition programs that are mutually beneficial to our department and the college. Additionally, a ft faculty member would ensure consistency in education. Raising the bar for standards to be met, a ft faculty member could create Professional Learning Communities (PLCs) which share current research in order to improve teaching practices.

2022-23 Update- We were not able to hire a full time faculty member, but hope that it will be possible to include in the budget for 23/24. By increasing our GED/ESOL enrollment and improving our benchmarks for the state funding formula, we hope to justify additional funding for Pre-college programs.

2023-24 Update - We have not been able to hire a full time faculty member for Pre-College. **-Ongoing.**

3. **Increase student transitions from ESOL and Precollege into college credit classes and programs. Improve tracking and reporting of these students.**
Rationale:
 ●   Expand WCP class to include Precollege students, ESOL students and students already enrolled in credit bearing classes. While enrollment has struggled with this class, its potential grows. Many students can benefit from this class and it is the hope of the PCD that it continues to gain traction.
 ●   Create at least one more IET path such as Medical Assisting or Construction Technology. New pathways for IETs in addition to WCP might prove to be better received. PCD has already met with faculty members in Construction and Welding Technology. Soon, PCD will meet with faculty in Medical Assisting. Once a clear vision for an IET can be seen, the PCD would like to create a new robust pathway

2022-23 Update - Writing for College Prep is not on the schedule for 23/24 at this time. We did not have the budget to teach the class this term. IET planning and discussions are continuing with training this fall for relevant staff and faculty to implement a robust IET pathway at CGCC.
An ESOL instructional assistant has been hired to help improve tracking, testing and communication with these students.

2023-24 Update - Writing for College Prep is not on the schedule for 23/24 at this time. We are working on hiring an IET coordinator to help support and recruit IET students for ECE and Medical Assisting. By increasing the number of GED graduates, we have had more students able to transition to credit classes at CGCC. **-Ongoing.**

4.   **Improve faculty development process in order to improve teaching practices and increase MSGs. This process will begin starting with a conference being attended in April 2022 and will continue through the next review cycle. It will begin by requiring a written report of a conference attended. Additional actions will be considered.**

2022-23 Update - Conference was attended by the GED Advisor and an Instructor and information was shared with other instructors and staff. ESOL faculty have attended training for the ESOL instruction software, (Burlington English) used statewide for instruction. The Database Administrator attended a conference put on by CASAs to improve her understanding of best practices for testing and tracking student progress.

2023-24 Update - New instructors participated in OACCRS and OAELPS , CASAs and Burlington English trainings as required. Existing instructors attend statewide PLCs and report back to their peers to share what they have learned. The director and a pre-college math instructor attended a conference with credit staff to learn about statewide math pathways**. -Ongoing.**

5. **Increase participation in committee work, interdepartmental collaboration and institutional initiatives. The PCD is continually committed to the college's mission as a whole and will make a stronger effort to be more involved in decision making for the benefit of all.**

 2022-23 Update- Title Director has been added to multiple committees to increase interdepartmental collaboration and institutional initiatives.

2023-24 Update - The Pre-College Director has been added to Instructional Council and Leadership Council. **-Completed.**

3. List any additional goals added since the most recent Program Review, include the rationale for each new goal, and describe any actions taken or planned to be taken in the pursuit of each new goal. (Label each goal as Completed, Ongoing, Cancelled, or Postponed [include anticipated term/year for resuming activity]):

1. Hire IET Coordinator to implement ECE and/or Medical Assiting IET program. **- Ongoing**
2. Create a mid-term entry option for GED students, particularly for Fall term. **- Ongoing**