Program: Occupational Health and Safety (OSH) and Radiation Safety (RAD)
Division: MSEPS
Date: 10-26-18
Writer(s): Steve McConnell/Nan Ho
SLO/SAO Point-Person: TBD

Audience: Deans, Vice Presidents of Student Services and Academic Services, All Planning and Allocation Committees. This document will be available to the public.

Uses: This Program Review will be used to inform the campus and community about your program. It will also be used in the processes of creating Division Summaries, determining College Planning Priorities and allocating resources. A final use is to document fulfillment of accreditation requirements.

Time Frame: This Program Review should reflect on program status during the 2017-18 academic year. It should describe plans starting now and continuing through 2018-19. This document also provides the opportunity to describe more long-term plans (optional).

Sections: The first section of this Program Review focuses on general program reflection and planning. The second section has specific questions to be filled out by all programs this year. The third section is an SLO/SAO update. The fourth section is a review of curriculum. Only programs with curriculum need to complete Section 4.

Topics: A list of topics of particular interest to Program Review readers can be found here: https://goo.gl/23jrxt

Help: Contact Karin Spirn: kspirn@laspositascollege.edu

Instructions:

1) *Please respond to each question as completely as possible.*

2) *If the requested information does not apply to your program, write "Not Applicable."*

3) *Optional: Meet with your dean to review this document before 10/22.*

4) *Send an electronic copy of this form to Karin Spirn and your Dean by 10/22.*

Links:

Program Review Home Page: https://goo.gl/XATgjJ

Fall 2017 Program Review Updates : https://goo.gl/pkv76m

Frequently Asked Questions: https://goo.gl/iIhRtt

No Significant Changes Option

☐

Contact person: _____

By marking an X in the box above, the writers of this Program Review indicate that there have been no significant changes to their program or their program's needs in the past year. In this case, programs may opt not to complete Program Review Section One: Program Snapshot. **Programs must still complete all other sections (as applicable).**

Please note: Choosing this option means that your program's information may not be included in the yearly Division Summary.

The No Significant Changes Option may only be used for two years in a row; after two years, programs must complete a full Program Review including the Program Snapshot. Our program's most recent Program Review was submitted in the following semester: Fall 20_____.

A. Program Description: Briefly describe your program, including any information or special features of your program that will provide helpful context for readers of this Program Review.

The Associate in Science degree and the Certificates of Completion in Occupational Safety and Health are designed for direct job entry and/or career enhancement. Many of our students work in health and safety positions, the skilled trades, as nurses, engineers – any field that might require exposure to occupational hazards. Course work is designed to provide students a comprehensive background in occupational safety and health; including skills that will help them be successful in current or future positions.

Faculty for the Core classes associated with the Associate in Science and Certificate programs are professional level health and safety practitioners and integrate real life experience with assigned course work.

B. Changes to Program and Needs: Describe any significant changes to your program or your program's needs since the previous Program Review Update (Fall 2017).

Efforts continue to move the program toward an online degree program option. All 4 OSH course outlines have been approved for DE delivery. The goal is for the OSH 67 class to be offered online in

Spring 2019; at minimum as a hybrid version of an online class. This will be a significant change to the Program. Expectations include increased enrollment in the Program because of increased flexibility for students. There is a need to advertise the DE program between now and Fall 18.

It remains important to sustain offering classes regularly so students can finish the program in a reasonable time period. The labor market indicates the need for graduating students is needed to fill anticipated retirements and new positions in health and safety. Funding for the transformation to DE learning directly supports LPC planning priorities and helps the program utilize current technologies.

OSH/RADS instructors require professional development to develop and implement online classes. This is a challenge for part-time faculty.

Additional instructors should be identified to ensure qualified staff can meet future needs. The program is reliant on a small set of instructors.

Mark an X before each area that is addressed in your response.			Definitions of terms: https://goo.gl/23jrxt		
X	Community Partnerships/Outreach		Facilities, Supplies and Equipment, Software	X	LPC Planning Priorities		Services to Students
X	Curriculum committee items		Financial/Budgetary		LPC Collaborations		SLO/SAO Process
X	Enrollment Management		Human Resources		Pedagogy	X	Technology Use
X	External Factors		Learning Support		Professional Development		

C. **Reflection: What plans from the 2017 Program Review or any previous Program Reviews/Updates have been achieved and how? You may also describe achievements that were not planned in earlier Program Reviews.**

Work toward development of the online degree. The 4 OSH courses have been approved to be delivered as DE courses. At this time, while in progress, implementation has not been developed/completed.

Offering the RADS 40A, B, C classes to enable students to complete the degree Program requirement. The College enrollment management committee approved offering the RADS classes.

Student Learning Outcomes will be aligned the SLO Handbook.

The ES&H Advisory Board will provide recommendations on how often the OSH and RADS classes should be offered.

Additional industry-partner members need to be identified for Board membership. Once identified, the Board should be convened.

Enrollment in the OSH/RADS classes remains between 15-20 students. Offering classes once per week in the evening may be linked to lower than desired enrollment levels. Students have expressed frustration with getting to class after working their day jobs. Online offerings and targeted advertisement of the Certificate/Degree programs may help increase enrollment.

Mark an X before each area that is addressed in your response.			Definitions of terms: https://goo.gl/23jrxt		
X	Community Partnerships/Outreach		Facilities, Supplies and Equipment, Software	LPC Planning Priorities	**X**	Services to Students
X	Curriculum committee items		Financial/Budgetary	LPC Collaborations		SLO/SAO Process
x	Enrollment Management		Human Resources	Pedagogy	**X**	Technology Use
	External Factors		Learning Support	**x**	Professional Development	

D. **IR Data Review: Describe any significant trends in your program's data from the office of Institutional Research and Planning. (Note: Not all Programs have IR data packets available; if your program does not have a data packet, you may note that in the response box). You may also discuss any other data generated for your program by the Office of Institutional Research and Planning.**

IR Data packets are available here: http://www.laspositascollege.edu/research/progrev.php

Course Success Rates Dashboard can be found at the bottom of this page: http://www.laspositascollege.edu/research/outcomes.php

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Review of Spring and Fall data did not identify any significant trends. The program continues to demonstrate high success rates among students, averaging more than 90% in the last 3 year period.

Other notes of interest:
- The typical student:
  - Is a continuing student attending school part-time
  - Is White or Latino
  - Is a Freshman in their 30's or 40's
  - Is not participating in DE (typically under 20%)
- Class fill rates tend to be at the 50% level

Fall Data
http://www.laspositascollege.edu/research/docs/program-review/2017-18/discipline/fall/f13-f17/F13-17_OSH.pdf

Spring Data
http://www.laspositascollege.edu/research/docs/program-review/2017-18/discipline/spring/sp14-18/Sp14-18_OSH.pdf

Check out your program set standards using this interactive tool. You can play around and review success rates, program success, demographics, even the success rates for each class http://www.laspositascollege.edu/research/outcomes.php#Tableau-Dash

Mark an X before each area that is addressed in your response.		Definitions of terms: https://goo.gl/23jrxt		
	Community Partnerships/Outreach	Facilities, Supplies and Equipment, Software	LPC Planning Priorities	Services to Students
	Curriculum committee items	Financial/Budgetary	LPC Collaborations	SLO/SAO Process
x	Enrollment Management	Human Resources	Pedagogy	Technology Use
	External Factors	Learning Support	Professional Development	

E. Other Data Review (Optional): Describe any significant findings based on other data regarding your program. Possible sources of relevant information might include, but are not limited to, the following:

- Data generated by your program
- CEMC Data
- Labor Market Data

N/A				
Mark an X before each area that is addressed in your response.		Definitions of terms: https://goo.gl/23jrxt		
	Community Partnerships/Outreach	Facilities, Supplies and Equipment, Software	LPC Planning Priorities	Services to Students
	Curriculum committee items	Financial/Budgetary	LPC Collaborations	SLO/SAO Process
	Enrollment Management	Human Resources	Pedagogy	Technology Use
	External Factors	Learning Support	Professional Development	

F. Impacts to Students (Optional): Discuss at least one example of how students have been impacted by the work of your program since the last Program Review Update (only if you did not already answer this in Questions B-E).

Students in the OSH Degree Program have been given the opportunity to complete a requirement of the Program; RADS 40A, B, C. These classes are currently being offered on a frequency of 2 years.

Students have been given the opportunity to earn 2 Certificates; Occupational Safety (9 units) and Occupational Safety and Health (16-17 units). The certificates serve to help the student build their resumes in Occupational Safety and Health while they continue to work toward the degree program.

During the past 5 year period, students have earned the following:
- Associates Degree = 9
- Certificates = 18

The Dean's office has provided a template for use by faculty in helping students better understand the OSH degrees and certificates that they might be able to earn while attending Las Positas College. The templates illustrate how often the classes required for each certificate and degree have been offered in the past which will help us determine what to offer in the future. The template can be shared with students to help them understand when certain required courses will be offered. This tool may help build enrollment in the program.

	Mark an X before each area that is addressed in your response.			Definitions of terms: https://goo.gl/23jrxt		
	Community Partnerships/Outreach		Facilities, Supplies and Equipment, Software	LPC Planning Priorities		Services to Students
X	Curriculum committee items		Financial/Budgetary	LPC Collaborations		SLO/SAO Process
x	Enrollment Management		Human Resources	Pedagogy		Technology Use
	External Factors		Learning Support	Professional Development		

G. Obstacles: What obstacles has your program faced in achieving plans and goals?

The Program continued with two part-time faculty members for the OSHA courses. The lead instructor, a Certified Safety Professional was asked to teach OSH 60 Elements of Industrial Hygiene when the previous instructor (a Certified Industrial Hygienist) moved out of the area.

The program has struggled to develop partnerships with industry.

	Mark an X before each area that is addressed in your response.			Definitions of terms: https://goo.gl/23jrxt		
X	Community Partnerships/Outreach		Facilities, Supplies and Equipment, Software	LPC Planning Priorities		Services to Students
X	Curriculum committee items		Financial/Budgetary	LPC Collaborations	X	SLO/SAO Process
	Enrollment Management	X	Human Resources	Pedagogy		Technology Use
	External Factors		Learning Support	Professional Development		

H. Short Term Planning: What are your most important plans (either new or continuing) for next year? Describe plans starting now and continuing through AY 2018-19.

Continue to support the work toward developing an online degree, with curriculum updates of OSH 50, 60, 62, 67, and RADS 40A, B, and C and their move through the curriculum committee. Offer OSH 67 online, at minimum as a hybrid class, when it is offered in Spring 2019. Complete DE development of all the OSH and RADS courses to support the online degree program.

Determine the frequency of offering RAD 40A, B, C.

Investigate patterns of offering OSH and RADS classes; consider how completion of the program can be accelerated. Opportunities include:
- Face to face
- Fast track
- Online
- Hybrid

Explore options for field trips and guest speakers.

Encourage OSH and RADS faculty to input SLO data.

Consider the need to request additional FTE Faculty to deliver this program.

Identify and develop industry partnerships for ES&H Advisory Board membership.

Mark an X before each area that is addressed in your response.				Definitions of terms: https://goo.gl/23jrxt		
	Community Partnerships/Outreach		Facilities, Supplies and Equipment, Software		LPC Planning Priorities	X	Services to Students
X	Curriculum committee items		Financial/Budgetary		LPC Collaborations		SLO/SAO Process
X	Enrollment Management		Human Resources		Pedagogy	X	Technology Use
x	External Factors	X	Learning Support		Professional Development		

I. Long Term Planning (Optional): Please detail any long-term plans for the next 3-5 years. (Only if you have significant plans, such as implementation of a grant project, creation of long-term initiatives including those using restricted funds such as Equity or SSSP, construction and outfitting of a new building).

Professional Development: expand DE capability by sharing technology with other faculty in the program.

Training in the use of the Canvas application to support the transition to DE.

Consistent completion of annual Program reviews.

Maintaining Student Learning Outcomes aligned with the SLO Handbook.

Development of partnerships with industry.

Identification of additional part-time faculty for future needs.

Consider the need for a lab component associated with classes, or Occupational Safety & Health/Radiation Safety demonstration equipment for use by students.

Mark an X before to each area that is addressed in your response.				Definitions of terms: https://goo.gl/23jrxt		
X	Community Partnerships/Outreach		Facilities, Supplies and Equipment, Software		LPC Planning Priorities	X	Services to Students
	Curriculum committee items		Financial/Budgetary		LPC Collaborations		SLO/SAO Process
	Enrollment Management	X	Human Resources	X	Pedagogy	X	Technology Use
	External Factors		Learning Support	X	Professional Development		

Section Two: Current Topics (Required for All Programs)

A. **Educational Master Plan: A list of goals and strategies appears on page ii of the Educational Master Plan, which can be accessed here:**

http://www.laspositascollege.edu/about/assets/docs/LasPositas_Ed_Master_Plan.pdf

If applicable, describe how your program's upcoming plans reflect the goals described in the college's Educational Master Plan (your plans are described in Section 1, Questions H-I, or on a previous program review if you did not complete this year's Program Snapshot).

> Program plans reflect the goals described in the college's Educational Master Plan in various ways, including:
> - A1 – A7
> - B2 – B4
> - C3 – C4
> - D3, D5

B. **Program-Set Standard (Instructional Programs Only): Did your program meet its program-set standard for successful course completion? __X__yes _____no**

Program-set standard data can be found on this page:
http://www.laspositascollege.edu/research/outcomes.php

If your program did not meet your program-set standard, discuss possible reasons and how this may affect program planning or resource requests.

> **N/A**

C. **Facilities: Do you have any facilities needs that are currently unmet? If yes, please describe.**

> No unmet facility needs identified.

D. **Professional Development**

Section 87153 of California Education Code specifies the type of Professional Development activities that may be funded by the Community College Professional Development Program. You can review these activities here: https://goo.gl/w8sqBM

D1. Summarize the aspects of professional development that have been working well for your program. This might include the process of obtaining funds, the types of training your program members have been attending, etc.

Additional training on online class design and instruction is needed for faculty in this program. Part-time faculty, with day jobs have a difficult time attending professional development in this subject area.   .

D2. Summarize any needs, desires and visions your program has regarding professional development, as well as any challenges.

Vision: all faculty achieves competency in on-line class implementation.

E. Program Review Suggestions (optional): What questions or suggestions do you have regarding the Program Review forms or process?

N/A

Section Three: SLOs/SAOs (Required for All Programs)

A. In the box below, copy and paste your "Plans for Analysis of SLO/SAO Data" from last year's Program Review. This plan can be found in the [2017 Program Review](#) Section 1 Question L.

(If discussing multiple PSLO/SAOs copy the box below as needed.)

Circle One:
(CSLO)   PSLO   SAO
Course, Program Name, or Student Service Area: RADS 40A, B, C
Text of CSLO/PSLO/SAO: Instructors of the RADS classes need to develop SLO's.
If you plan on analyzing a PSLO, identify the CSLOs that feed into the PSLO that will need to be assessed.

B. Below, report on your program's progress on the plan described in Question (A) above.

Text of CSLO/PSLO/SAO:
Occupational Safety and Health   **CSLO**   OSH50 - Intro Occupational Safety/Health   • Implement an injury and illness prevention program similar to the models supplied by both Federal OSHA and Cal/OSHA and evaluate the program in terms of this model.   OSH60 - Elements of Industrial Hygiene   • Recognize workplace hazards which are of Industrial Hygiene interest in a variety of workplaces.   OSH62 - Physical Hazards   • Explain and illustrate methods of control of hazards with particular reference to regulatory standards.   OSH67 - Comp Regulatory Requirements   • Students will explain the role of human factors in safety and accident prevention.   Occupational Safety and Health   **Occupational Safety and Health - AS**   • Apply a working knowledge of mathematics and the sciences to conduct experiments and to analyze and interpret data to solve safety and health related issues   • Design programs to control, eliminate, and prevent disease or injury caused by chemical, physical, radiological, and biological agents or ergonomic factors as well as prepare an emergency response plan.   **Occupational Safety and Health - Certificate of Achievement**   • Design programs to control, eliminate, and prevent disease or injury caused by chemical, physical, radiological, and biological agents or ergonomic factors as well as prepare an emergency response plan.
SLOs: Assessment data collected from _____ sections over _____ semesters.

SAOs: Assessment data collected from _____ students over _____ semesters.
Describe the quantitative or qualitative results:
Discuss and reflect upon student achievement for this CSLO/PSLO/SAO. Discuss any actions taken so far (and results, if known) and your action plan for the future: Student achievement relative to SLO's for OSH classes has been successful. Several students have obtained positions in the health and safety field upon exiting the program; some have reported promotions and increased responsibilities to faculty.
What changes in student achievement are evident across the semesters you analyzed? What are some possible explanations for these changes? Student performance remained mostly similar.
DO you plan to continue tracking this SLO in the next year? Explain. **Yes**

C. Planning: What are your future plans (either new or continuing) for SLO/SAO analysis for next year?   Identify the PSLOs, CSLOs, or SAOs that your program plans to focus on the upcoming year with subsequent analysis (next year's program review). (Copy the box below as needed.)

Circle One: CSLO   (PSLO)   SAO
Course, Program Name, or Student Service Area: **OSH 67**
Text of CSLO/PSLO/SAO: • Understand OSHA's Hierarchy of Controls and how to appropriately apply them to work situations to minimize risk in the workplace
If you plan to analyze a PSLO, identify the courses that are mapped to the PSLO. OSH 67

D. SLO/SAO Suggestions (optional): What questions or suggestions do you have regarding SLO/SAO planning, assessment and reporting?

N/A

Section Four: Curriculum Review
(Programs with Courses Only)

The following questions ask you to review your program's curriculum. To see the last outline revision date and revision due date:

> **1. Log in to CurricUNET**
> **2. Select "Course Outline Report" under "Reports/Interfaces"**
> **3. Select the report as an Excel file or as HTML**

Curriculum Updates

A. Title V Updates: Are any of your courses requiring an update to stay within the 5 year cycle? List courses needing updates below.

> The OSH classes are current. The RADS courses need an update; Craig is working directly with Greg and Philip (instructors).

B. Degree/Certificate Updates: Are any degrees/certificates requiring an update to do changes to courses (title, units) or addition/deactivation of courses? List needed changes below.

> **N/A**

C. DE Courses/Degrees/Certificates: Detail your department's plans, if any, for adding DE courses, degrees, and/or certificates. For new DE degrees and/or certificates (those offered completely online), please include a brief rationale as to why the degree/certificate will be offered online.

> The Program is progressing toward adding DE courses to the Program. OSH 67 is currently being worked as the first course for online delivery. DE courses are expected to increase enrollment in the program.