



Welcome to Program Review

Merritt College - 2019

RLEST - Instruction

Annual Program Update

Program Overview

Please verify the mission statement for your program. If your program has not created a mission statement, provide details on how your program supports and contributes to the College mission.

The major in Real Estate provides excellent preparation for the broker's or salesperson's license and contributes to efficiency in many related professions. In addition, the courses provide important information and training for professionals interested in investing in real estate, including those in government and non-profit corporations working with real property. The program not only has all the courses for salesperson/broker licensing, but also all the classes you need to take the state exam to become a state-licensed trainee appraiser. Most of all, career paths include developers, appraisers, title officers, property managers, and mortgage brokers and bankers.

Program Total Faculty and/or Staff

Full Time

Full time: Manford Forkner

Part Time

Part Time: Carl Ogden, Joanne Ratkovich, Ronald Grant

The Program Goals below are from your most recent Program Review or APU. If none are listed, please add your most recent program goals. Then, indicate the status of this goal, and which College and District goal your program goal aligns to. If your goal has been completed, please answer the follow up question regarding how you measured the achievement of this goal.

The real estate program goal is primarily to assist students in their preparation for the salesperson and broker California State licencing exams, by teaching the courses required by the State and by providing student with access to a network of potential employers. Students become eligible for the Salesperson exam after completion of the designated 9 units and eligible for the Broker exam after completion of the designated 24 units plus 2 years of employment as a sales agent.

Status

In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

College Goal

Equity: Reduce the achievement gaps for African-American, multiethnic and male students.

District Goal

Advance Student Access, Equity, and Success

Describe your current utilization of facilities, including labs and other space

We currently use one classroom. It is a Smart-classroom that accommodates 75 students (S-449). The classroom is used 5 days a week: Mo-Th 6pm – 10pm & Sat 8am to 4:30pm (12 weeks).

Program Update

Semester End Enrollment/Usage Pattern

Review your Semester End Enrollment by setting the filter to your college and subject



Using the dashboard, review and reflect upon the data for your program. Describe any significant changes and discuss what the changes mean to your program. Consider whether performance gaps exist for disproportionality impacted students. Focus upon the most recent year and/or the years since your last comprehensive program review. Cite data points from the dashboard to support your answer.

Year	Merritt Completion	Rlest Completion	Merritt Retention	Rlest Retention
2016-2017	69%	77%	78%	88%
2017-2018	70%	80%	78%	87%
2018-2019	70%	79%	79%	86%

The Real Estate program's completion is much above the overall campus one in about 10% above.
The Real Estate program's Retention rate is also 10% above the overall campus one.

Describe the department's progress on Student Learning Outcomes (SLOs) and/or Administrative Unit Outcomes (AUOs) since the last Program Review/APU. If your discipline offers a degree or certificate, please describe the department progress on Program Learning Outcomes (PLOs).

All SLOs of all courses were assessed by Fall of 2018. The program is up to date in their SLO assessment.

Describe the outcomes and accomplishments from previous year's funded resource allocation request.

Brief description of funded request	Source (any additional award outside your base allocation)	Total Award Amount	Outcome/Accomplishment
n/a. No resources received. Requesting again in this APU.			

In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section. If there are no improvement actions or resource requested in this area, leave blank.

Improvement Actions Improvement Action

Improvement Action

Action Item	Description	To be completed By	Responsible Person
Continue to create the "CREATE Fellows" program	16-week, 2 hr sessions (1 per week) where commercial property managers and asset managers train our Rlest students in their areas of expertise.	12/15/2019	Guy Forkner

Resource Request

Personnel	Classified Staff		
% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs
50	-Classified staff: for data entry and communication with the Rlest industry, creating files, tracking data, etc. 35K -2 student assistants: to answer phone calls, mail outs, filing, etc. 10K	45000	4000
Total Costs			
49000			

Resource Request

Professional Development	Department-wide PD needed
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Description/Justification	Estimated Cost
Conference fees, travel and stipends for activities related to the industry	9000

Resource Request

Technology and Equipment	New
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Description/Justification	Estimated Cost
Need office with desk, computer, printer and telephone, also a file cabinet and a photocopier. For students we need 2 tables and 8 chairs plus a white board	87000

Resource Request

Supplies	Noninstructional Supplies and Materials
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Description/Justification	Estimated Cost
File folders, binders, paper	3000

Resource Request

Facilities	Offices
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Description/Justification	Estimated Cost
Need office for program Chairs, classified staff and student assistants to perform their duties	10000

Improvement Action

Action Item	Description	To be completed By	Responsible Person
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Resource Request

Choose an Option

Improvement Action

Action Item	Description	To be completed By	Responsible Person
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Resource Request

Choose an Option

Resource Request Summary

Total Cost: \$158000
 Total Resource Request: 5

Program Update					
Personnel					
Type	% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs	Total Costs
Classified Staff	50	-Classified staff: for data entry and communication with the Rlest industry, creating files, tracking data, etc. 35K-2 student assistants: to answer phone calls, mail outs, filing, etc. 10K	45000	4000	49000
Sub-Total: \$49000					
Professional Development					
Type	Description/Justification		Estimated Cost		
Department-wide PD needed	Conference fees, travel and stipends for activities related to the industry		9000		
Sub-Total: \$9000					
Technology and Equipment					
Type	Description/Justification		Estimated Cost		
New	Need office with desk, computer, printer and telephone, also a file cabinet and a photocopier. For students we need 2 tables and 8 chairs plus a white board		87000		
Sub-Total: \$87000					
Supplies					
Type	Description/Justification		Estimated Cost		
Noninstructional Supplies and Materials	File folders, binders, paper		3000		
Sub-Total: \$3000					
Facilities					
Type	Description/Justification		Estimated Cost		

Offices	Need office for program Chairs, classified staff and student assistants to perform their duties	10000
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Sub-Total: \$10000

Library
No Resources found for this category

Other
No Resources found for this category

Sign and Submit

Please provide the list of members who participated in completing this program review.

Guy Forkner
Carl Ogden

Please enter the name of the person submitting this program review.

Guy Forkner