Automotive Collision Repair / Painting
Program Review

Fall 2008

Dr. Kenneth Zion

Table of Contents

I. Overview

A. Description of Program

The Automotive Collision Repair / Painting program prepares students for employment in the field and provides upgrades opportunities for currently employed personnel. By completing the degree requirements, students will gain proficiency in industry repair standards, vehicle identification and construction, estimating, body repairs, frame repairs, vehicle alignment, welding, and vehicle painting. In addition, completing the certificate requirements prepares students for employment in the fields of automotive insurance investigation, vehicle accident reconstruction, automotive collision repair, or automotive painting. Overall, the Automotive Collision Repair / Painting program provides support, through its course offerings, for the mission and institutional goals of the College. Classes provided in the Automotive Collision Repair / Painting program involve a combined lecture / laboratory setting to offer the students the greatest exposure to an actual industry experience

B. Status of Previous Recommendations

In an effort to determine the status of Automotive Collision Repair / Painting program previous recommendations, a search was completed of all the available documents. In addition, several inquiries were made to the administration for any evidence of previous recommendations. To date, no Automotive Collision Repair / Painting program previous recommendations have been identified or provided. As such, the status of previous recommendations is unknown.

II. Program Statistics

A. Demand: FTES by Course/Program

Instructions: Analyze the **FTES by Course/Program** using 1st census data and answer the following questions. At a minimum, your analysis must include a 3-year cycle comparing like semesters.

Course	Year 1 (Term and year)	Year 2 (Term and year)	Year 3 (Term and year)
ACR/P 1A	21	14	14
ACR/P 1B	5	10	16
ACR/P 4abcd	20	18	20

1. Given the data, can you recognize any trends in course demand in any of the Program's courses?

   All the classes have strong enrollment consistent with available program equipment and resources.

2. What are you doing to respond to trends?

   No negative trends are observed, thus no related actions are planned.

3. Should a recommendation be written addressing the data? _____ Yes __X__ No

B. Offerings: Fill Rate*

Instructions: Review and analyze the **fill rate data** (including the fill rate per course for both day and evening), provided by Institutional Research for this program for a three year cycle and answer the following questions:

Average fill rate of courses in program: How does this program compare to:

	Year 1 (Term and year)	Year 2 (Term and year)	Year 3 (Term and year)
Day classes	101.9 %	78.8 %	56.6 %
Evening classes	63.4 %	58.5 %	40.2 %

1. Given the data, is the program in a growth mode? _____ Yes ___X__ No

   The data displays a typical cyclical fill rate pattern which has existed since the Automotive Collision Repair / Painting program began in 1949.

2. What adjustments are indicated?

   No adjustments are necessary.

3. Should a recommendation be written that addresses the data? ____ Yes _X__ No

* Percent of fill of each classes at census.

C. Scheduling: Student Satisfaction with Scheduling

Instructions: Complete the chart below. Indicate the time when sections of courses in the program are currently scheduled to start. Analyze the data provided by Institutional Research on student satisfaction with scheduling in the program and answer the questions.

Course	During the early morning before 10 am	During the late am/early pm 12pm –5:00 pm	During the evening 6:00 & later	During the Winter inter session	During the summer	During the weekend
ACR/P 1A	46%	57 %	72%	76 %	80 %	48 %
ACR/P 1B	46%	57 %	72%	76 %	80 %	48 %
ACR/P 4abcd	46%	57 %	72%	76 %	80 %	48 %
ACR/P 5abcd	46%	57 %	72%	76 %	80 %	48 %

1. What (if anything) is indicated by the student satisfaction with scheduling?
2. *Summer classes, with an 80% positive response rating, is by far the most popular program scheduling. Evening, with 72%, is a close second place and winter scheduling appears to be third.*

3. Are there time periods of high student demand which are not being addressed? _X_ Yes __ No

   How could such demand be addressed?

   Based upon the data, response to the afternoon time slot (12pm –5:00 pm) was 57%, indicating a strong student interest.

3. Should a recommendation be written addressing this area? __X__ Yes _____ No

   The Automotive Collision Repair / Painting program should consider scheduling classes for the afternoon.

D. Retention and Success

1. Retention

Instructions: Review and analyze the data on **retention (course completion with a grade other than W)** over a three-year cycle comparing day to evening classes, term to term (e.g. fall to spring, spring to summer, etc.), and course levels.

1. Given the data, what trends are observed?

   A slight rise in overall retention is noted.

2. Should a recommendation be written addressing the data? _____ Yes ___X__ No

2. Success Rate

Instructions: Review and analyze the data on **success rate (students who earned a grade of A,B,C, or Credit)** over a three-year cycle comparing day to evening classes, term to term (e.g. fall to spring, spring to summer, etc.), and course levels and answer the following questions:

1. What trends are observed?

   A slight rise in overall success rates were noted.

2. Should a recommendation be written addressing the data? _____ Yes __X___ No

III. Curriculum
A. Course and Content

1. Courses Not Offered

Instructions: Indicate the total number of courses in the program and list all courses in the program which are in the catalog but have not been offered in the last three years. Refer to this list to answer the following questions:

Total number of courses in the Automotive Collision Repair / Painting program: 17

Automotive Collision Repair / Painting classes which are in the catalog but have not been offered in the last three years:

Automotive Collision Repair / Painting 2A
Automotive Collision Repair / Painting 2B
Automotive Collision Repair / Painting 2C
Automotive Collision Repair / Painting 3A

1. Given the data, are there courses that should be inactivated? _____ Yes __X__ No

2. If there are courses not offered in the last three years that you do not wish to inactivate, what reasons are there to keep them active?

The Automotive Collision Repair / Painting 2A, 2B and 2C classes form the core of the afternoon painting program which was suspended with the departure of the afternoon instructor. If funding is reestablished, the Automotive Collision Repair / Painting program would hire a replacement instructor for the afternoon painting program which would utilize the Automotive Collision Repair / Painting 2A, 2B, 2C, and 3A classes. Based upon the survey results, the need for an afternoon program exists.

3. Should a recommendation be written addressing the data? ___X__ Yes _____ No

Provide funding to replace the afternoon Automotive Collision Repair / Painting instructor. Once the position is funded, the afternoon Painting program can be reinstated. Once the program is reinstated, the Automotive Collision Repair / Painting 2A, 2B, 2C, and 3A classes would be offered.

2. Course Revisions and Additions

Instructions: Utilize the Course Review Chart from the Curriculum Office to answer the following:

1. Are there course outlines that should be revised? __X___ Yes _____No
   Automotive Collision Repair / Painting 2A, 2B and 2C should have technical updates, the foundation of the classes is solid.

2. Are there courses inconsistent with current practice in the field? __X_ Yes ___ No

   Automotive Collision Repair / Painting 2A, 2B and 2C should have technical updates, the foundation of the classes is solid.

3. Should new courses to be added to the program? ___X__ Yes _____ No

   The survey results clearly display a need for the Automotive Collision Repair / Painting Program to offer a classes in Antique / Classic car restoration and Custom painting.

4. Are adjustments necessary to the conditions of enrollment (Prerequisite, Corequisite, Recommended Preparation, and Enrollment Limitations) for a specific course to increase student success?
   ____ Yes __X__ No ____ Uncertain

5. If the program offers a degree and/or certificate, list them and indicate when the requirements were last reviewed?

   Associate Science degree: 2007
   Certificate of Competence: 2007
   Certificate of Completion: 2007

6. Are these degree and/or certificate requirements inconsistent with current practice? ___ Yes _X_ No

7. Is there a need to create or delete a degree and/or certificate? ____ Yes _X__ No

8. Should any recommendations be written that address the above responses? _____ Yes __X__ No

B. Articulation

Instructions: Articulation is the process by which courses taken at ECC can be used to satisfy subject matter requirements at another college or university. This is important in the transfer process for students. To help you in this area, you can review articulation agreements at www.assist.org, the California Articulation Number Guide or meet with the Articulation Officer, Lori Suekawa (ext. 3517).

1. Are there any courses in your curriculum which are part of a lower division preparation for the major that are not articulated with our major transfer institutions?

   No.

2. What problems, if any, are there in articulating these courses?

   None.

3. Should a recommendation be written addressing above responses? _____ Yes __X__ No

C. Instruction and Assessment

1. Learning Methods

1. What learning methods are incorporated inside and outside the classroom in the program to promote student success?

   Classroom delivered lectures
   Laboratory demonstrations and exercises
   Handout materials
   Video and PowerPoint presentations
   Guest Lecturers
   One on One student assistance

2. Should a recommendation be written addressing above response? _____ Yes __X__ No

2. Assessment

1. How do you evaluate the extent to which the learning objectives, skills, and competencies are being met?

   A) Courses
   B) Program

Student success is of prime importance to the Automotive Collision Repair / Painting Program. Student job placement plays a critical role in the overall Program evaluation. Successful students translates into success of the Program. We also maintain an Industry internship program with a major vehicle manufacturer. As evidence by the student survey, 87 % of the respondents indicated "The quality of the Automotive Collision Repair / Painting Program is excellent". In addition, 88 % of the respondents indicated "I am satisfied with the Automotive Collision Repair / Painting Program". The Automotive Collision Repair / Painting advisory committee also provides input regarding industry standards, skills, and competencies needed for an entry level position within the Automotive Collision Repair industry.

2. How do you use the results of the above evaluation to improve student learning and the quality of the program?

   Class and program content are modified accordingly.

3. Should a recommendation be written addressing this area? _____ Yes __X__ No
   (If yes, list.)

IV. Program Requirements
A. Instructional Support

1. Identify key instructional support areas used by the program.

Based upon the results of the student survey and Program practices,, the following support areas are utilized:

Libraries & Programs:

X	Library	X	Special Resource Center	X	Basic Skills Study Center	X	Library Orientation
X	Music Library	X	Puente Program	X	Health Center	X	Writing Lab
X	EOP&S Tutoring	X	Basic Skills Study Center	X	Counseling		
X	EOP&S/CalWORKS	X	Learning Communities	X	First Year Experience		
	Learning Communities		Project Success		Honors Transfer Program		

Computer Labs & Tutoring:

	LMTC Computer Commons		SRC High Technology Center		Other Computer Lab: Please list.		Writing Center
	CAI MAC Lab		Writing Lab				LRC Tutorial Program
	CAI Windows Lab	X	Math & Science Lab			X	Math Tutoring
	TOP Lab		Keyboarding Center				SRC Tutorial Program
	Hawthorne BTC					X	EOP&S Tutoring
	Inglewood Center						

Faculty Support Services:

	Graphic Arts		Copy Center		Distance Education		Other (Please list.)
	Media Services AV Production		Tech Services Help Desk		Teleconferences		
X	Media Services AV Equipment Distribution		Support Staff		Webconferences		
	ECC Vehicles		ECC hosted Websites		Staff Development		
X	ECC E-mail						

2. Do you have some instructional support needs that are not being met? ____ Yes __X_ No

3. Should a recommendation be written to address your needs? ____ Yes __X_ No

B. Facilities and Equipment

1. Does the program make effective use of its facilities and equipment?

   Yes, the Automotive Collision Repair / Painting Program does make effective use of its facilities and equipment.

2. Are adequate facilities, equipment and supplies available for the program? _X__ Yes ____ No

3. Are the facilities and equipment adequately maintained? ____ Yes __X__ No

   Until a few years ago, the Automotive Collision Repair / Painting Program had a full time toolroom technician, now we have several part time personnel. The lack of a full time technician creates prolonged delays and is very disrupted to the Automotive Collision Repair / Painting Program.

4. Should a recommendation be written addressing the data? __X__ Yes _____ No

A replacement fulltime Automotive Collision Repair / Painting Program tool room technician should be hired.

C. Staffing

Instructions: Analyze the data on **FTEF, adjunct FTEF, and the FT/PT ratio** for the most recent fall semester and answer the following questions:

FTEF (full-time equivalent faculty): # ___2_____

Number of full-time FTEF: #____1____ **Number of adjunct FTEF**: # ____2_____

FT/PT load ratio: ___50%_____

1. How do the program numbers compare to a like semester (Fall to Fall) three years ago or the previous program review?

   They are the same.

2. What do the program data indicate? Comment on any trends or unusual data.

   No trends are apparent.

3. How does the FT/PT ratio benefit or harm the program?

   I do not know. I do know we need a second full time instructor for the program.

4. Do you have a faculty mentoring program? _____ Yes ___X__ No

5. How do faculty maintain currency in their field?

   Various training programs are completed, including manufacturer, jobber, CA Air Resource Board, and summer employment in the industry.

6. Fill in the faculty status data below and answer the questions that follow.

Name	Reassigned time (how much in %)	Currently on leave (check)	Retired in last 2 years (check)	FT hired last 3 years (check)
Dr. Kenneth Zion	*none*	*N/A*	*N/A*	*N/A*
Bernardo Rodriguez – P.T.	*none*	*N/A*	*N/A*	*N/A*

6a. How does this data impact the program?

We need a second full time instructor for the program. The Program suffers from the lack of a second fulltime instructor.

6b. Will this data affect the program in the future?

The Program suffers from the lack of a second fulltime instructor.

7. From this information, can you identify present and future staffing needs? __X__ Yes ____ No

We need a second full time instructor and a full time tool room technician for the program. The The program suffers from the lack of a second fulltime instructor and a full time tool room technician.

8. What is the department doing to address any future staffing needs?

Request have been made numerous times.

9. Should a recommendation be written addressing the data? __X__ Yes _____ No

A replacement (second) fulltime Automotive Collision Repair / Painting Program instructor should be hired.

D. Planning

1. Do the program faculty and other personnel have a clear idea of what is happening in the program, where it is headed, what external changes are affecting it, and what changes need to be made in order to enable the program to adapt and continue to be successful?

   The Automotive Collision Repair / Painting faculty have a clear understanding of the program, where it is headed, and the dynamics of potential changes surrounding it. The two overriding constraints which significantly hinder the program's ability to adapt and grow are:

   1. Lack of a replacement / second full time instructor.

   2. Lack of a replacement / full time tool room technician.

2. What data, not currently provided, would be needed in order to improve planning for the development of the program?

   Unknown.

3. What major external changes or trends do you expect to be of particular relevance to your discipline in the next five years?

   Several, including a national shift to water borne paint products, and the increased inclusion of on-board vehicular electronics.

4. What will the implications of these changes or trends be for the program and how will the program need to respond?

   The Automotive Collision Repair / Painting Program will have to adapt its current oil based paint equipment to water base technology. The faculty should continue to complete manufacturer training programs.

5. Based upon the information above, how would you like the program to evolve within the next five years?

   I would like to see the Automotive Collision Repair / Painting Program be allowed to hire a replacement / second full time instructor and hire replacement / full time tool room technician.

6. Should a recommendation be written addressing the data? __X__ Yes _____ No

   A replacement (second) fulltime Automotive Collision Repair / Painting Program instructor should be hired. A replacement fulltime tool room technician should be hired.

V. Conclusion

1. Prioritized Recommendations:

   1. A replacement (second) fulltime Automotive Collision Repair / Painting Program instructor should be hired.

   2. A replacement fulltime Automotive Collision Repair / Painting Program tool room technician should be hired.

2. Major Needs:

   1. A replacement (second) fulltime Automotive Collision Repair / Painting Program instructor should be hired.

   2. A replacement fulltime Automotive Collision Repair / Painting Program tool room technician should be hired.

3. Strategies:

   I honestly do not know what else I can do in the way of formulating any strategies regarding the hiring of a fulltime instructor and a fulltime tool room technician. Our Advisory Committee has made theses recommendations on numerous occasions. I have written several proposals and sat through countless meetings all related to the proposed positions. The instructor position was approved a few years back and then administration support was withdrawn.