Academic Program Review Committee

Program: Automotive Technology

Date Reviewed: 12/07/17

Resubmittal Date:

Please use these notes along with the comments from APRC members and your dean when revising this document.

General Comments: Thorough and comprehensive; ***add brief title for each recommendation*** in sections 2 – 9; ***prioritize recommendations*** (indicate when "mission critical") and ***provide cost estimate***, where applicable; ***note Advisory Committee support and/or recommendations*** where applicable throughout document.

1. Overview of the Program	Comments
a) Provide a brief narrative description of the current program, including the program's mission statement and the students it serves.	• As this section represents an "executive summary" for the program, emphasize program ***highlights*** (e.g., new building; increase in 2016-2017 degrees; only program of its kind in immediate area; program content prepares students for ASE certification -- *include link to ASE website*; seeking NATEF certification) • Introduce program's ***key needs***/***recommendations*** in this section (e.g., ongoing need to update equipment and modernize facilities in response to rapidly evolving technology) • Suggestion for organization (less focus on the industry, and more focus on the program): ○ *Who you are* – emphasize program highlights (see first bullet point) ○ *Where you are going* – summarize key elements of program's direction/vision (e.g., seeking NATEF certification; new curriculum under consideration [BAR-approved smog course; hybrid/electrical/fuel-cell vehicles; alternative fuel vehicles]). ○ *What you need to get there* – present the program's needs (e.g., industry-standard machines/equipment; sealing of shop floor; staffing needs)

b) Describe the degrees and/or certificates offered by the program.	• P. 4 – CORRECT the dangling fragment in line 8 ("r students to select …")
c) Explain how the program fulfills the college's mission and aligns with the strategic initiatives. (see Appendix A)	•
d) Discuss the status of recommendations from your previous program review.	• P. 13 – Elaborate on recommendation status (e.g., where in process when "Active;" rationale and timeline when "On Hold")

2. Analysis of Research Data (include data provided by Institutional Research & Planning)

Provide and <u>analyze</u> the following statistics/data	Comments
a) Head count of students in the program	•
b) Course grade distribution	•
c) Success rates (Discuss your program's rates in light of the college's success rate standard. Set a standard for your program.)	• P. 19 – Provide statement regarding how program is addressing (or will address) any performance gaps or other equity issues, as applicable (Carolyn Pineda will forward disaggregated data related to success and retention rates.
d) Retention rates	
e) A comparison of success and retention rates in face-to-face classes with distance education classes	•
f) Enrollment statistics with section and seat counts and fill rates	•
g) Scheduling of courses (day vs. night, days offered, and sequence)	•
h) Improvement rates (if applicable)	•
i) Additional data compiled by faculty	•
j) List any related recommendations.	• ADD brief title for each enumerated recommendation; prioritize and provide cost estimates, as applicable

3. Curriculum Review	Comments
a) Provide the curriculum course review timeline to ensure all courses are reviewed at least once every 6 years.	•
b) Explain any course additions to current course offerings.	•
c) Explain any course deletions and inactivations from current course offerings.	•
d) Describe the courses and number of sections offered in distance education. (Distance education includes hybrid courses.)	•
e) Discuss how well the courses, degrees, or certificates are meeting students' transfer or career training needs:	•
1. Have all courses that are required for your program's degrees and certificates been offered during the last two years? If not, has the program established a course offering cycle?	•
2. Are there any concerns regarding program courses and their articulation?	•
3. How many students earn degrees and/or certificates in your program? Do students take licensure exams? If so, what is the pass rate? If few students receive degrees or certificates or if few students pass the licensure exam, should the program's criteria or courses be re-examined? Set an attainable, measurable goal	•
f) List any related recommendations.	• ADD brief title for each enumerated recommendation; prioritize and provide cost estimates, as applicable • ADD item regarding plans to review ATEC 23-26 for alignment of instructional hours between morning and evening sections

4. Assessment and Student and Program Learning Outcomes (SLOs & PLOs)	Comments
a) Provide a copy of your alignment grid, which shows how course, program, and institutional learning outcomes are aligned.	•
b) Provide a timeline for course and program level SLO assessments.	•
c) State the percent of course and program SLO statements that have been assessed.	•
d) Summarize the SLO and PLO assessment results over the past four years and describe how those results led to improved student learning. Analyze and describe those changes. Provide specific examples.	• P. 33 (D – PLO#1, line 3 of 2nd square bullet point under ATEC 33) - "… full readiness for ~~is~~ the …"
e) Describe how you have improved your SLO process and engaged in dialogue about assessment results.	•
f) Discuss any findings from SLO/PLO assessments that help to justify recommendations.	•
g) List any related recommendations.	• ADD brief title for each enumerated recommendation; prioritize and provide cost estimates, as applicable
5. Analysis of Student Feedback	**Comments**
a) Describe the results of relevant surveys in each of the following areas:	
i. Student Support	•
ii. Curriculum	•
iii. Facilities, Equipment, and Technology	•
iv. Program Objectives	•
b) Discuss the implications of the survey results for the program.	• P. 46, 3rd bullet point – indicate the sealing of the shop floor as a separate item (#1), as there are implications for health and safety. Clearly note that this matter has been (will be?) escalated to the Office of Safety and Health.

c) Discuss the results of other relevant surveys.	•
d) List any related recommendations.	• ADD brief title for each enumerated recommendation; prioritize and provide cost estimates, as applicable • MOVE the 2nd bullet point on p. 49 to appear as the foremost recommendation, as there are implications for health and safety. Indicate explicitly that the division leadership has escalated (will escalate?) this matter to the Office of Safety and Health. **SAMPLE LANGUAGE** for recommendation: ***Seal the shop floor to promote safety, cleanliness, and efficiency***. *The shop floor must be sealed using industry-standard technology to ensure health and safety, particularly as relates to the management of hazardous waste (e.g., absorption into floor).*
6. Facilities and Equipment	**Comments**
a) Describe and assess the existing program facilities and equipment.	•
b) Explain the immediate (1-2 years) needs related to facilities and equipment. Provide a cost estimate for each need and explain how it will help the program better meet its goals.	• Include any warranties, maintenance agreements, etc.
c) Explain the long-range (2-4+ years) needs related to facilities and equipment. Provide a cost estimate for each need and explain how it will help the program better meet its goals.	• Include any warranties, maintenance agreements, etc.
d) List any related recommendations.	• ADD brief title for each enumerated recommendation; prioritize and provide cost estimates, as applicable • MOVE the 2nd bullet point on p. 53 to appear as the foremost recommendation, as there are implications for health and safety. Indicate explicitly that the division leadership has escalated (will escalate?) this matter to the Office of Safety and Health.

	SAMPLE LANGUAGE for recommendation: ***Seal the shop floor to promote safety, cleanliness, and efficiency***. *The shop floor must be sealed using industry-standard technology to ensure health and safety, particularly as relates to the management of hazardous waste (e.g., absorption into floor).* • Consider exploring with industry partners the possibility of borrowing equipment, leasing equipment, or serving as a test site.
7. Technology and Software	**Comments**
a) Describe and assess the adequacy and currency of the technology and software used by the program.	•
b) Explain the immediate (1-2 years) needs related to technology and software. Provide a cost estimate for each need and explain how it will help the program better meet its goals.	• Include any warranties, maintenance agreements, etc.
c) Explain the long-range (2-4+ years) needs related to technology and software. Provide a cost estimate for each need and explain how it will help the program better meet its goals	• Include any warranties, maintenance agreements, etc.
d) List any related recommendations.	• ADD brief title for each enumerated recommendation; prioritize and provide cost estimates, as applicable
8. Staffing	**Comments**
a) Describe the program's current staffing, including faculty, administration, and classified staff.	• P. 47 – in item #7 of first paragraph, replace *12,000 hours* with ***20,000 hours*** • P. 47 – in item #1 of second paragraph, include the current full-time to part-time ratio
b) Explain and justify the program's staffing needs in the immediate (1-2 years) and long-term (2-4+ years). Provide cost estimates and explain how the position/s will help the program better meet its goals.	• Add the need for an additional full-time faculty position
c) List any related recommendations.	• ADD brief title for each enumerated recommendation; prioritize and provide cost estimates, as applicable

9. Future Direction and Vision	Comments
a) Describe relevant changes within the academic field/industry. How will these changes impact the program in the next four years?	•
b) Explain the direction and vision of the program and how you plan to achieve it.	•
c) List any related recommendations.	• ADD brief title for each enumerated recommendation; prioritize and provide cost estimates, as applicable
10. Prioritized Recommendations	**Comments**
a) Provide a single, prioritized list of recommendations and needs for your program/department (drawn from your recommendations in sections 2-8). Include cost estimates and list the college strategic initiative that supports each recommendation (see Appendix A). Use the following chart format to organize your recommendations.	• MOVE recommendation #6 on p. 61 to the #1 spot, as there are implications for health and safety. Indicate explicitly that the division leadership has escalated (will escalate?) this matter to the Office of Safety and Health. **SAMPLE LANGUAGE** for recommendation: ***Seal the shop floor to promote safety, cleanliness, and efficiency***. *The shop floor must be sealed using industry-standard technology to ensure health and safety, particularly as relates to the management of hazardous waste (e.g., absorption into floor).* • ADD any additional recommendations from previous sections. **NOTE**: The number of recommendations is ***not*** limited to the number of spaces presented in the template.
b) Explain why the list is prioritized in this way.	•

CTE Supplemental Questions:

P. 83 – Consider reformatting the committee membership list for ease of identifying the title and organizational affiliation of the members.