Academic Program Review



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| **ACADEMIC YEAR** | 2014-2015 | Basic Skills Transfer Career Technical Education (CTE) |
| **PROGRAM** | Industrial Technology | |
| **DESCRIPTION/PURPOSE** | The Automotive Technology program at IVC emphasizes a real world approach to diagnostic  skill building and a thorough understanding of system theory and operations. This is accomplished through the use of computer programs, audiovisuals, and hands-on experience with mockups and modern vehicles. Automotive fundamentals are developed with a generalist approach emphasizing independence in self-directed learning. Professionalism, workplace skills, and responsibilities are stressed along with safety and an awareness of hazardous materials control. The Automotive Department encourages both men and women to participate in this rewarding profession. | |
| **DIVISION** | Workforce Development | |
| **DEPARTMENT** | Automotive Technology | |
| **SUBMITTED BY:** | Ricardo Pradis/Jose Lopez | |

# INSTITUTIONAL GOALS

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| **INSTITUTIONAL GOAL 1** | **INSTITUTIONAL GOAL 2** | **INSTITUTIONAL GOAL 3** | **INSTITUTIONAL GOAL 4** |
| **INSTITUTIONAL MISSION AND**  **EFFECTIVENESS** – The College will maintain programs and services that focus on the mission of the College supported by data-driven assessments to measure student learning and student success.   * 1. Develop systems and procedures that establish the mission of the college as the central mechanism for planning and decision making.   2. Develop an institutional score   card to assess student learning that drives integrated planning and resource allocation.   * 1. Develop systems and   procedures to ensure that the college maintains a collegial and self-reflective dialogue that improves effectiveness.   * 1. Develop systems that are inclusive, cyclical, and understood by all stakeholders. | **STUDENT LEARNING PROGRAMS AND**  **SERVICES** – The College will maintain instructional programs and services which support student success and the attainment of student educational goals.   * 1. Ensure that all instructional programs, regardless of location or means of delivery, address and meet the current and future needs of students.   2. Review program learning outcomes annually (or biennially) to assure currency, improve teaching and learning strategies, and raise student success rates.   3. Ensure that all Student Services programs, regardless of location or means of delivery, address and meet the current and future needs of students.   4. Ensure that all Student Services programs engage in a process of sustainable continuous quality improvement by annual review of Service Area Outcomes, and annual Program Review.   5. Ensure that the Library meets as closely as possible that “Standards of Practice for California Community College Library Faculty and Programs” of the Academic Senate for California Community Colleges.   6. Ensure that instructional labs continue   to collaborate in sharing financial and human resources, thus maintaining continuous quality improvement. | **RESOURCES** – The College will develop and manage human, technological, physical, and financial resources to effectively support the College mission and the campus learning environment.   * 1. Develop and implement a resource allocation plan that leads to fiscal stability.   2. Implement a robust technological infrastructure and the enterprise software to support the college process.   3. Build new facilities and modernize existing ones as prioritized in the facility master plan.   4. Design and commit to a long-term   professional development plan.  3.5 Raise the health awareness of faculty, staff, and students. | **LEADERSHIP AND GOVERNANCE** – The  Board of Trustees and the Superintendent/President will establish policies that assure the quality, integrity, and effectiveness of student learning programs and services, and the financial stability of the institution.   * 1. Review all Board policies annually to ensure that they are consistent with the College mission statement, that they address the quality, integrity, and effectiveness of student learning programs and services, and that they guard the financial stability of the institution.   2. Maintain a clearly defined Code of Ethics that includes appropriate responses to unprofessional behavior.   3. Ensure that the Board of Trustees is informed and involved in the accreditation process.   4. Ensure that processes for the evaluation of the Board of Trustees and the Superintendent/President are clearly defined, implemented, and publicized.   5. Establish a governance structure, processes, and practices that guarantee that the governing board, administration, faculty, staff, and students will be involved in the decision making process. |

# PROGRAM GOALS

## PAST – EVALUATION OF PREVIOUS CYCLE OBJECTIVES/PROGRAM GOALS (SET IN PREVIOUS YEAR)

List your previous objectives/goals and associated Institutional Goals. All program goals must address at least one of the institutional goals.

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| **1** | **PAST PROGRAM GOAL #1** | | **INSTITUTIONAL**  **GOAL(S)**  (Select one primary goal.) |
| **Identify Program Goal and Budget request, if any, from the Program Review completed in 2013-2014**  **(Section II C):**  Met Partially Met Not Met  **Describe how this program goal increased student achievement and/or program effectiveness in 2014- 2015:**  The Automotive Department provides education that combines structure on-the-job training with classroom instruction and responds to labor market needs and maintain objectivity of degrees and | | | Mission & **Effectiveness**   * 1. 1.3   2. 1.4  Student Learning Outcomes  * 1. 2.4   2. 2.5   3. 2.6  Resources |
|  |  |  |  |
| certificate programs. This will assure our students, employers, and the community that our programs will 3.1 3.4  fit and meet the requirements of today's technology. 3.2 3.5  The automotive program is fully certified by the National Automotive Technicians Education Foundation 3.3  (NATEF). This certification ensures the student will receive training in automotive repair that meets **4 Leadership**  automotive industry standards. Our goal is to continue with requirements for National Automotive **& Governance**  4.1 4.4  Technicians Education Foundation (NATEF) accreditation. These achievable goals will bring the 4.2 4.5  Automotive Technology Department to the forefront of automotive technology education. 4.3 | | | |

**2 PAST PROGRAM GOAL #2**

**Identify Program Goal and Budget request, if any, from the Program Review completed in 2013-2014 (Section II C):**

Met Partially Met Not Met

### Describe how this program goal increased student achievement and/or program effectiveness in 2014- 2015:

The Automotive Program is in the process of updating its curriculum. Developing new certificates of achievement will provide student retention, completion and success rates.Curriculum update has been recommended by the advisory committee.The mission of the Automotive Technology department is to train future automotive technology students for job entry positions and provide upgrade training for experienced technicians. Success rate is impacted by students leaving early with job opportunities. Although the majority of students intend to earn a certificate or degree, many gain employment after enrolling in only one or two classes and are therefore not tracked nor identified as program completers

### INSTITUTIONAL GOAL(S)

(Select one primary goal.)

### Mission & Effectiveness

* 1. 1.3
  2. 1.4

### Student

**Learning Outcomes**

|  |  |
| --- | --- |
| 2.1 | 2.4 |
| 2.2 | 2.5 |
| 2.3 | 2.6 |

1. **Resources**

|  |  |
| --- | --- |
| 3.1 | 3.4 |
| 3.2 | 3.5 |
| 3.3 |  |

1. **Leadership**

**& Governance**

|  |  |
| --- | --- |
| 4.1 | 4.4 |
| 4.2 | 4.5 |
| 4.3 |  |

**3 PAST PROGRAM GOAL #3**

**Identify Program Goal and Budget request, if any, from the Program Review completed in 2013-2014 (Section II C):**

Met Partially Met Not Met

### Describe how this program goal increased student achievement and/or program effectiveness in 2014- 2015:

Diesel Technology Program has been recommended and approved by the advisory committee due to a

high demand for diesel skilled technicians in the valley. Curriculum has been submitted to curriculum committee for approval.

### INSTITUTIONAL GOAL(S)

(Select one primary goal.)

### Mission & Effectiveness

* 1. 1.3
  2. 1.4

### Student

**Learning Outcomes**

|  |  |
| --- | --- |
| 2.1 | 2.4 |
| 2.2 | 2.5 |
| 2.3 | 2.6 |

1. **Resources**
2. **Leadership**

|  |  |
| --- | --- |
| 3.1 | 3.4 |
| 3.2 | 3.5 |
| 3.3 |  |

**& Governance**

|  |  |
| --- | --- |
| 4.1 | 4.4 |
| 4.2 | 4.5 |
| 4.3 |  |

* 1. **PRESENT – DATA ANALYSIS AND PROGRAM HEALTH – ACCREDITATION**
     1. Summarize and analyze all disaggregated data by day, evening, gender, ethnicity, and distance education. Narrative only. ***Submit electronic excel file with graphs or trend data***.

### Enrollment and Fill Rates

Discuss the trends in enrollment and fill rate for each program by day and evening at the program level.

Enrollment and fill rate for our day section have been steady from 84% to 96% with a drop on fall 2012 of 76%. Evening enrollment and fill rate ranges from 75% to 85% with the lowest also on fall 2012 with 72%. In the past we had a counselor that helped us reached different high schools in the valley specially seniors students to let them know about our program. This outreach has stop since fall 2011. We need to establish communication with counselors to find new means of outreach within the valley high schools. Also the program enrollment fluctuates inversely to the state and local economic health.

### Productivity

What are the trends in productivity? 1

The mission of the Automotive Technology department is to train future automotive technology students for job entry positions and provide upgrade training for experienced technicians. Enrollment in career and technical education courses shall not exceed the number of individual work stations. Career and technical education laboratory classes which use equipment that has been identified by the U.S. Department of Labor for hazardous occupations shall be limited to a maximum of 20 students per laboratory.

### Success and Retention

Discuss the success and retention rates by day, evening (extended day), and online classes in each program and identify gaps.

Success and retention rate is impacted by students leaving early with job opportunities. Although the majority of students intend to earn a certificate or degree, many gain employment during the course and leave school and are therefore not tracked nor

1 (WSCH/FTEF) The goal is 525 as per state guidelines. A low number means that we are below target levels for productivity. For example, in a small class that has a mandated cap of 15 students, the fill rate may be 100% but the productivity number (WSCH/FTEF) will be very low. A class with a cap of 40 students with a 100% fill rate will have a productivity number close to or above 525.

identified as program completers. Success and retention rate for day section total average is 72.74% success and 88.45% retention and night sections total average is 61.40% success and 85.45% retention.

### Success and Retention by Ethnicity

Discuss the success and retention rates by demographic diversity of students.

IVC reflects the Communities Ethnicity and the Automotive Program reflects IVC ethnicity for Hispanic Students.

### Degrees and Certificates

Discuss the trends in the number of degrees and/or certificates awarded.

Success rate is impacted by students leaving early with job opportunities. Although the majority of students intend to earn a certificate or degree, many gain employment after enrolling in only one or two classes and are therefore not tracked nor identified as program completers. Tracking of students is almost none existent and ineffective, once students leave the school. Students move, change phone numbers and do not up-date their information to the school. Some students will occasionally keep in verbal contact, but most do not. Training also prepares students to pass the Automotive Service Excellence (ASE), a national automotive technician certification, recognized by the automotive industry and gives credibility to our trained students.

The Automotive Program is in the process of updating its curriculum that will provide student retention, completion and success rates. These courses are in the process and completion is anticipated.

### Program Changes

What program changes, if any, do you expect to have a positive effect on students?

Established additional certificates, for students who do not complete all the courses but choose to specialize in one of the eight areas of the automobile, the department is in the process of developing certificates of achievement. Procure new tools and equipment to provide a safe and efficient learning environment. Tools and equipment will integrate and represent the latest technology and meets NATEF requirements, continue with professional development to stay abreast of technology and the new diesel program will bring enrollment, fill rate and more chances for student employment.

* + 1. Summarize revisions, additions, deletions, and alternate delivery methods to courses and/or program based on the last program review.

The Automotive Program is in the process of updating its curriculum. Developing new certificates of achievement will provide student retention, completion and success rates. Curriculum update has been recommended by the advisory committee. Updating our curriculul will give the student more skills and more chances of employment opportunities in the automotive industry and the addition of the new diesel program.

* + 1. Evaluate the program’s viability by addressing program completion, size (FTES), projections (growing/stable/declining), and quality of outcomes.

The Automotive Department provides education that combines structure on-the-job training with classroom instruction and responds to labor market needs and maintain objectivity of degrees and certificate programs. This will assure our students, employers, and the community that our programs will fit and meet the requirements of today's technology.

The automotive program is fully certified by the National Automotive Technicians Education Foundation (NATEF). This certification ensures

the student will receive training in automotive repair that meets automotive industry standards. Upon completion of the program a student will be prepared for an entry-level position in the automotive industry. The program is established on a firm foundation of fundamentals. Preparing students to be lifelong learners is essential to success in the automotive industry.

The primary reason students attend the automotive program is to gain the skill needed to get a job in the automotive industry. Success rate is impacted by students leaving early with job opportunities. Most students start at job entry levels at independent and dealership shops. Eventually, some students start their own auto business. These include but are not limited to repair shops, consulting, parts department, specialized areas such as vehicle inspection and evaluation. Women have been trained by this program and have secured employment. Although the majority of students intend to earn a certificate or degree, many gain employment after enrolling in only one or two classes and are therefore not tracked nor identified as program completers. Tracking of students is almost none existent and ineffective, once

students leave the school. Students move, change phone numbers and do not up-date their information to the school. Some students will occasionally keep in verbal contact, but most do not. Training also prepares students to pass the Automotive Service Excellence (ASE), a national automotive technician certification, recognized by the automotive industry and gives credibility to our trained students. A Diesel Technology program is underway recommended by the advisory committee due to the high demand for skilled diesel technicians in the valley.

* 1. **FUTURE – LIST OF “SMART” (SPECIFIC MEASURABLE ATTAINABLE RELEVANT TIME-LIMITED) PROGRAM OBJECTIVES FOR NEXT ACADEMIC YEAR TO ADDRESS PROGRAM IMPROVEMENT, GROWTH, OR UNMET NEEDS/GOALS. ALL PROGRAM GOALS MUST ADDRESS AT LEAST ONE OF THE INSTITUTIONAL GOALS.**

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| **FUTURE PROGRAM GOALS**  (Describe future program goals. List in order of budget priority.)  You are not required to list 3 goals. Only list/identify goals that are viable in one year’s time or can be carried over a number of program cycles. | | | | | | | **INSTITUTIONAL**  **GOAL(S)**  (Select one primary institutional goal) |
| **1** | **2015-2016 PROGRAM GOAL #1**  Budget Priority #1 | | | | | | **INSTITUTIONAL**  **GOAL(S)** |
| **Identify Future Global Goal:**  Maintain the Automotive program to industry standards | | | | | | | Mission & **Effectiveness**   * 1. 1.3   2. 1.4  Student Learning Outcomes  * 1. 2.4   2. 2.5   3. 2.6  Resources  * 1. 3.4   2. 3.5   3.3 Leadership **& Governance**   * 1. 4.4   2. 4.5   4.3 |
| **Objective:** The automotive program is fully certified by the National Automotive Technicians Education  Foundation (NATEF). This certification ensures the student will receive training in automotive repair that meets automotive industry standards. Upon completion of the program a student will be prepared for an entry-level position in the automotive industry. The program is established on a firm foundation of fundamentals. Preparing students to be lifelong learners is essential to success in the automotive industry. | | | | | | |
| **RESOURCE PLAN**  (Check all that apply.) | | | | | | |
| Facilities | Marketing | Technology | | Professional Development | | Staffing |
| **Task(s)** The Automotive Program is undergoing a compliance review at 2 ½ year anniversary of the program  accreditation. It attests to the fact that the program continues to comply with NATEF standards. | | | | | | |
| **A.** Maintenance of the facilities:  The physical facilities must be adequate to permit achievement of the program goals and performance objectives. | | | | | | |
| **Timeline:** 2014/2015 | | | | | | |
| **Expense Type** | | | **Funding Type** | | **Budget Request** | |

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| One-Time  Recurring | | General District  Categorical (Specify) Perkins | | **$\_ 7,000**  **\_** |  |
| **B.** Tools and Equipment:  Equipment and tools used must be of the type and quality found in the repair industry and must also be the type needed to provide training to meet the program goals and performance objectives. | | | | |
| **Timeline:** 2014/2015 | | | | |
| **Expense Type** | **Funding Type** | | **Budget Request** | |
| One-Time  Recurring | General District  Categorical (Specify) Perkins | | **$\_\_6,000** | |
| **C.** Professional Development:  Faculty members must have technical competency and must attend a minimum of 20 hours of technical update training each year by NATEF standards. | | | | |
| **Timeline:** Summer**-**fall 2015 | | | | |
| **Expense Type** | **Funding Type** | | **Budget Request** | |
| One-Time  Recurring | General District  Categorical (Specify) Perkins | | **$\_\_5,000** | |
| **How will this objective be measured?** The automotive program is fully certified by the National Automotive Technicians Education  Foundation (NATEF). This certification make sure that our program meets the highest standards. Our goal is to continue with requirements for National Automotive Technicians Education Foundation (NATEF) accreditation. | | | | | |
| **How will the completion of tasks identified improve student/program success?** The automotive program is fully certified by the  National Automotive Technicians Education Foundation (NATEF). This certification ensures the student will receive training in automotive repair that meets automotive industry standards. | | | | | |
| **Who are the responsible party(ies) and assigned user(s)? Jose Lopez/Ricardo Pradis** | | | | | |

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| **FUTURE PROGRAM GOALS**  (Describe future program goals. List in order of budget priority.)  You are not required to list 3 goals. Only list/identify goals that are viable in one year’s time or can be carried over a number of program cycles. | | | | | | | | **INSTITUTIONAL**  **GOAL(S)**  (Select one primary  institutional goal) |
| **2** | **2015-2016 PROGRAM GOAL #2**  Budget Priority #1 | | | | | | | **INSTITUTIONAL**  **GOAL(S)** |
| **Identify Future Global Goal:**  Curriculum Update | | | | | | | | Mission & **Effectiveness**   * 1. 1.3   2. 1.4  Student Learning Outcomes  * 1. 2.4   2. 2.5   3. 2.6  Resources  * 1. 3.4   2. 3.5   3.3 Leadership **& Governance**   * 1. 4.4   2. 4.5   4.3 |
| **Objective:** The Automotive Program is in the process of updating its curriculum. Developing new certificates of achievement will provide student retention, completion and success rates | | | | | | | |
| **RESOURCE PLAN**  (Check all that apply.) | | | | | | | |
| Facilities | Marketing | Technology | | Professional Development | | | Staffing |
| **Task(s)** Waiting for approval from chancellor’s office. | | | | | | | |
| **A**. | | | | | | | |
| **Timeline:** | | | | | | | |
| **Expense Type** | | | **Funding Type** | | | **Budget Request** | |
| One-Time  Recurring | | | General District  Categorical (Specify) | | | **$\_** | |
| **B.** | | | | | | | |
| **Timeline:** | | | | | | | |
| **Expense Type** | | **Funding Type** | | | **Budget Request** | | |
| One-Time  Recurring | | General District  Categorical (Specify) | | | **$\_** | | |

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| **C.** | | | |  |
| **Timeline:** | | | |
| **Expense Type** | | **Funding Type** | **Budget Request** |
| One-Time  Recurring | | General District  Categorical (Specify) | **$\_** |
| **How will this objective be measured?** Updating our curriculul will give the student more skills and more chances of employment  opportunities in the automotive industry. | | | | |
| **How will the completion of tasks identified improve student/program success?** Developing new certificates of achievement will provide student retention, completion and success rates. Curriculum update has been recommended by the advisory committee. | | | | |
| **Who are the responsible party(ies) and assigned user(s)? Jose Lopez/Ricardo Pradis** | | | | |
| **FUTURE PROGRAM GOALS**  (Describe future program goals. List in order of budget priority.)  You are not required to list 3 goals. Only list/identify goals that are viable in one year’s time or can be carried over a number of program cycles. | | | | **INSTITUTIONAL**  **GOAL(S)**  (Select one primary  institutional goal) |
| **3** | **2015-2016 PROGRAM GOAL #3**  Budget Priority #1 | | | **INSTITUTIONAL**  **GOAL(S)** |
| **Identify Future Global Goal:** | | | | 1. **Mission &**   **Effectiveness**   * 1. 1.3   2. 1.4  Student Learning Outcomes  * 1. 2.4   2. 2.5   3. 2.6  Resources |
| **Objective:** | | | |
| **RESOURCE PLAN**  (Check all that apply.) | | | |
| Facilities Marketing Technology Professional Development Staffing | | | |
| **Task(s)** | | | |
| **A.** | | | |

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|  | | | | | * 1. 3.4   2. 3.5   3.3 Leadership **& Governance**   * 1. 4.4   2. 4.5   4.3 |
| **Timeline:** | | | | |
| **Expense Type** | | **Funding Type** | | **Budget Request** |
| One-Time  Recurring | | General District  Categorical (Specify) | | **$\_** |
| **B.** | | | | |
| **Timeline:** | | | | |
| **Expense Type** | **Funding Type** | | **Budget Request** | |
| One-Time  Recurring | General District  Categorical (Specify) | | **$\_** | |
| **C.** | | | | |
| **Timeline:** | | | | |
| **Expense Type** | **Funding Type** | | **Budget Request** | |
| One-Time  Recurring | General District  Categorical (Specify) | | **$\_** | |
| **How will this objective be measured?** | | | | | |
| **How will the completion of tasks identified improve student/program success?** | | | | | |
| **Who are the responsible party(ies) and assigned user(s)?** | | | | | |