**Palomar College – Program Review and Planning**

**Instructional Programs**

**YEAR 1**

**Academic Year** **2010-11**

**Purpose of Program Review and Planning:** The institution assesses progress toward achieving stated goals and makes decisions regarding the improvement of institutional effectiveness in an on-going and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. Evaluation is based on analyses of both quantitative and qualitative data (ACCJC/WASC, Standard I, B.3.)

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| **Discipline: Automotive Technology** | **03/09/2011** |
| **Instructional Discipline Reviewed (Each discipline is required to complete a Program Review)** | **Please Add Date (00/00/2011)** |

**STEP I. ANALYSIS**

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|  |  |  |  |  | **<<Prelim>>** | ◄▬ Preliminary Fall 2010 data are as of 1/30/2011 |  |
|  |  | **Fall 2007** | **Fall 2008** | **Fall 2009** | **Fall 2010** | **Definitions** | |
| **Enrollment at Census** | | 582 | 559 | 765 | 821 | *Self Explanatory* | |
| **Census Enrollment Load %** | | 116.17% | 119.44% | 123.39% | 126.70% | Enrollment at Census Divided By Sum of Caps (aka "Seats") | |
| **WSCH** | | 1,759 | 1,774 | 2,145 | 2,347 | Weekly Student Contact Hours | |
| **FTES** | | 58.63 | 59.13 | 71.49 | 78.23 | One Full-Time Equivalent Student = 30 WSCH | |
| **Total FTEF** | | 3.56 | 3.55 | 4.06 | 4.33 | Total Full-Time Equivalent Faculty | |
| **WSCH/FTEF** | | 495 | 499 | 529 | 542 | WSCH Generated per Full-Time Equivalent Faculty Member | |
| **Full-time FTEF** | | 1.60 | 1.60 | 1.60 | 2.00 | FTEF from Contract Faculty | |
| **Hourly FTEF** | | 0.28 | 0.83 | 1.33 | 1.30 | FTEF from Hourly Faculty | |
| **Overload FTEF** | | 1.67 | 1.12 | 1.12 | 1.03 | FTEF from Contract Faculty Overload | |
| **Part-Time FTEF** | | 1.95 | 1.95 | 2.45 | 2.33 | Hourly FTEF + Overload FTEF | |
| **Part-Time/(Total FTEF) %** | | 54.88% | 54.89% | 60.53% | 53.78% | Percent of Total FTEF Taught By Part-Time Faculty | |
| Student Achievement: **Non Distance Education Courses** | | | |  |  | Those NOT taught via Distance Ed (see below) methods of instruction | |
| **● Retention Rate** | | 96.06% | 94.93% | 97.34% | 97.59% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades | |
| **● Success Rate** | | 64.55% | 62.09% | 67.87% | 69.80% | A,B,C,CR/P Grades Divided By A,B,C,CR/P,D,F,FW,NC/NP,W Grades | |
| Student Achievement: **Distance Education Courses** | | | |  |  | Those taught via Internet, TV or non line-of-sight interactive methods | |
| **● Retention Rate** | | - | - | - | - | Non-W Eligible Grades (see next line) Divided by All Eligible Grades | |
| **● Success Rate** | | - | - | - | - | A,B,C,CR/P Grades Divided By A,B,C,CR/P,D,F,FW,NC/NP,W Grades | |
| **Degrees Awarded** | | 2 | 5 | 10 | N/A\* | Degree Counts Are for the Full Academic Year (thus, \*N/A for 2010-11) | |
| **Certificates Awarded:** | | 12 | 5 | 7 | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2010-11) | |
| **- Under 18 Units** | | - | - | - | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2010-11) | |
| **- 18 or More Units** | | 12 | 5 | 7 | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2010-11) | |

| **I. A. Reflect upon and provide an analysis of the four years of data above (for a sample analysis see** <http://www.palomar.edu/irp/11PRYear1/sampleforIA.pdf>) |
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| **Fall 2010 numbers indicate that enrollment for the Automotive discipline is at an all-time high. We have met this extrordinary student demand by increasing part-time and overload instructor hours. Our FTEF is now at 4.33, the highest it has been in many years. These high numbers have put a strain on the facility, equipment, and support systems of our discipline. Thankfully, We will be moving into a new facility in the spring of 2012. Some new equipment will come with this move but this will not meet all of our equipment needs. We have now achieved the highest enrollment ever, the most instructors, a new facility, some new equipment, and no full-time support ( T/A) to facilitate the lab operation and tool room. This is something our discipline desperately needs.** |

| **I. B. Please summarize the findings of a Course or Program SLO assessment conducted by your discipline. (For examples, see** <http://www.palomar.edu/irp/11PRYear1/PRPsloExamples.pdf>) |
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| **AT 210 Specialized Auto Electronics: Student Learning Outcome (SLO) states that "Student will be able to calculate the resistance, voltage and amperage in a series/parallel circuit." The class was given pre test to determine level of understanding entering the class. The class received instruction and bi-weekly homework assignments to increase level of understanding. The students also were given pop quizzes to hold them accountable for their individual learning. The criterion for success of this SLO was to have 70 percent of student successfully calculate series/parallel circuits correctly. The criterion was not met.** |

| **I. C. Reflect upon the SLO assessment findings in Box B above. Discuss overall observations and any areas of concern or noteworthy trends.**  **(For examples of such analysis, see** <http://www.palomar.edu/irp/11PRYear1/PRPsloExamples.pdf>) |
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| **Reflecting on the SLO assessment findings, many students (not all) entering our program have limit mathematical skills. This impedes their ability to think analytically. Math and it's importance in automotive skills will have to be emphasized throughout our program, from the beginning to the end.** |

| **I. D. For Career Technical disciplines only, please provide a brief summary of the labor market outlook. This data can be found at** [**http://www.labormarketinfo.edd.ca.gov/**](http://www.labormarketinfo.edd.ca.gov/) **Please include job projections and trends that may influence major curriculum revisions.** |
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| **In San Diego County, the number of Automotive Service Technicians and Mechanics is expected to grow slower than average growth rate for all occupations. Jobs for Automotive Service Technicians and Mechanics are expected to increase by 7.4 percent, or 520 jobs between 2006 and 2016. Only those students trained in the latest technologies will have the advantage in gaining employment.** |

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| **STEP II. PLANNING**  **Reflecting on the 4-year trend data, the SLO assessment results, and the college’s** [**Strategic Plan 2013**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**, describe/discuss the discipline planning related to the following: (For sample reflections, see** <http://www.palomar.edu/irp/11PRYear1/samplesforII.pdf>) |

| **II. A. Curriculum, programs, certificates and degrees (consider changes due to Title 5 or other regulations, CSU/UC transfer language updates, articulation updates, student retention or success rates, workforce and labor market projections, certificate or degree completions, etc.)** |
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| **The Auto Body certificate program is being transitioned into the automotive discipline. This program will be located in part of the new IT facility. Curriculum has been added to the Automotive discipline to reflect this change.**  **Although the total degrees and certificates awarded are highest at 24, we would still like to see more improvement in this area.** |

| **II. B. Class scheduling (consider enrollment trends, growth, course rotation, sequencing, Center/Site offerings, comprehensiveness, etc.)** |
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| **Budgets have restriced any growth in class offerings, however our enrollment load is at 126.7%. We have tried to meet our students needs by allowing more students into the existing class offerings. We look forward to the opportunity to offer more class sections.** |

| **II. C. Faculty (Briefly discuss the faculty hiring needs for this discipline. This discussion does not replace the requirement to submit a Rationale Form for Faculty Hiring to IPC.)** |
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| **We are currently hiring a full-time instructor to fill the Auto Body position. If enrollment continues to grow, an additional full-time Automotive instructor may be required in the future.** |

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| **STEP III. RESOURCE REQUESTS FOR DISCIPLINE:** |
| **III. A. Describe the resources necessary to successfully implement the planning described above. Provide a detailed rationale for each request by referring to the analyses of data and SLO assessment results in Step I and/or to any other evidence not apparent in the data or SLO Assessment** results.  NOTE: Do **NOT** include Resource Requests that duplicate requests from other disciplines In your department. Place requests common to two or more disciplines on the form: ACADEMIC DEPARTMENT RESOURCE REQUESTS. |

| **a. Equipment (per unit cost is >$500) *Enter requests on lines below.*** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | **Prioritize these requests**  **1,2,3, etc.** | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **a1.** | **Sunnen CV 616 Cylinder Honer** | **1** | **Goal 2** | **This machine will provide an updated process for the machining and engine rebuilding classes to keep our shop current and provide our students with the latest job skills.** | **$22,000** | **One-time** | **No** |
| **a2.** | **CDX Video Training Software** | **2** | **Goal 2** | **This software will provide students with an indepth visual representation of automotive systems and how they function. Frequently, actual automotive systems that the students are learning is not available live and in real time. The CDX software bridges that gap and help the students continue with their understanding, therefore the learning process. This software has been a part of planning for the last 5 years.** | **$10,000** | **One-time** | **No** |
| **a3.** | **Telescoping oil drain containers** | **1** | **Goal 2** | **These oil draining containers mirror industry equipment which the student will use upon employment in the automotive field. This equipment as part of our Strategic Plan and SLO's will keep our program in the forefront of industry standards** | **$8,000.00** | **One-time** | **No** |
| **a4.** |  |  |  |  |  |  |  |
| **a5.** |  |  |  |  |  |  |  |

| **b. Technology (computers, data projectors, document readers, etc.) *Enter requests on lines below.*** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | **Prioritize these requests**  **1,2,3, etc.** | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **b1.** | **20 Laptop computers** | **1** | **Goal 2** | **The 20 laptop computers used in room T-13 are reaching their 5 year service life point. They are now out of warranty and IS reccommends their replacement.** | **$40,000** | **one-time** | **No** |
| **b2.** |  |  |  |  |  |  |  |
| **b3.** |  |  |  |  |  |  |  |
| **b4.** |  |  |  |  |  |  |  |
| **b5.** |  |  |  |  |  |  |  |

| **c. Budget for 4000s (per unit cost is <$500 supplies) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | | **Prioritize these requests**  **1,2,3, etc.** | | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | | **Estimated Amount of Funding Requested** | | **Will this be one-time or on-going funding?** | | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **c1.** | **Misc Auto body shop supplies. Sand paper, body filler, primer, thinner, paint, ect.** | **1** | | **Goal 2** | | **The new auto body program will need a budget for supplies to facilitate student learning** | | **$15,000** | | **On-going** | | **No** | |
| **c2.** |  |  | |  | |  | |  | |  | |  | |
| **c3.** |  |  | |  | |  | |  | |  | |  | |
| **c4** |  |  | |  | |  | |  | |  | |  | |
| **c5.** |  |  | |  | |  | |  | |  | |  | |

| **d. Budget for 5000s (printing, maintenance agreements, software license etc.) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | | **Prioritize these requests**  **1,2,3, etc.** | | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | | **Estimated Amount of Funding Requested** | | **Will this be one-time or on-going funding?** | | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** | |
| **d1.** | **150 user software license for ASE certification test preparation** | **1** | | **Goal 2** | | **This software subscription will provide an industry resource for our students to become certified and earn their degrees.** | | **$3,100** | | **On-going** | | **No** | |
| **d2.** | **Maintenance agreement for welding gases for autobody** | **2** | | **Goal 2** | | **These gases are used to teach welding in the auto body shop** | | **$5,000** | | **On-going** | | **No** | |
| **d3.** |  |  | |  | |  | |  | |  | |  | |
| **d4.** |  |  | |  | |  | |  | |  | |  | |
| **d5.** |  |  | |  | |  | |  | |  | |  | |

| **e. Classified staff position (permanent/contract position requests unique to this discipline) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | | **Prioritize these requests**  **1,2,3, etc.** | | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | | **Estimated Amount of Funding Requested** | | **Will this be one-time or on-going funding?** | | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **e1.** | **Full-time tool room/lab assistant** | **1** | | **Goal 4** | | **Our discipline has grown in students and facility. We desperately need support staff to meet our students needs.** | | **$45,000** | | **On-going** | | **No** | |
| **e2.** |  |  | |  | |  | |  | |  | |  | |
| **e3.** |  |  | |  | |  | |  | |  | |  | |
| **e4.** |  |  | |  | |  | |  | |  | |  | |
| **e5.** |  |  | |  | |  | |  | |  | |  | |

| **f. Classified staff position (temporary and student workers position requests unique to this discipline) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | | **Prioritize these requests**  **1,2,3, etc.** | | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | | **Estimated Amount of Funding Requested** | | **Will this be one-time or on-going funding?** | | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **f1.** | **Auto body lab assistant** | **1** | | **Goal 4** | | **Support staff is needed to facilitate smooth operation of the lab for the new auto body program** | | **$25,000** | | **On-going** | | **no** | |
| **f2.** |  |  | |  | |  | |  | |  | |  | |
| **f3.** |  |  | |  | |  | |  | |  | |  | |
| **f4.** |  |  | |  | |  | |  | |  | |  | |
| **f5.** |  |  | |  | |  | |  | |  | |  | |

| **III. B. Are there other resources (including data) that you need to complete your discipline review and planning?** |
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| **STEP IV. SHARE YOUR ACCOMPLISHMENTS (AKA Brag, Toot your horn) Please include at least one discipline accomplishment that you’d like to share with the college community.** |
| **Our bigest accomplishment is the construction of our new facility** |

| **STEP V. ACCREDITATION For programs with an external accreditation, indicate the date of the last accreditation visit and discuss recommendations and progress made on the recommendations.** |
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| **STEP VI. COMMENTS Other comments, recommendations: (Please use this space for additional comments or recommendations that don’t fit in any category above.)** |
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| **Please identify faculty and staff who participated in the development of the plan for this department:** | | |
| **Steve Bertram *Name*** | **Mark Coppedge *Name*** | ***Name*** |

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| --- | --- | --- |
| ***Name*** | ***Name*** | ***Name*** |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**

* **Provide a hard copy to the Division Dean no later than March 11**
* **Provide a hard copy with the Dean’s sign-off to Instructional Services by March 18**
* **Email an electronic copy to** [**jdecker@palomar.edu**](mailto:jdecker@palomar.edu) **by March 18**