**Palomar College – Program Review and Planning**

**Instructional Programs**

**YEAR 1**

**Academic Year** **2012-13**

**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** | **09/13/2013** |
| **Instructional Discipline Reviewed (Each discipline is required to complete a Program Review)** | **Please Add Date (00/00/2012)** |

**STEP I. ANALYSIS**

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|  |  |  |  |  | **<<Prelim>>** | ◄▬ Preliminary Fall 2011 data are as of 1/31/2012 |  |
|  |  | **Fall 2008** | **Fall 2009** | **Fall 2010** | **Fall 2011** | **Definitions** | |
| **Enrollment at Census** | | 559 | 765 | 821 | 1,017 | *Self Explanatory* | |
| **Census Enrollment Load %** | | 119.44% | 123.39% | 126.70% | 117.71% | Enrollment at Census Divided By Sum of Caps (aka "Seats") | |
| **WSCH** | | 1,774 | 2,145 | 2,347 | 2,712 | Weekly Student Contact Hours | |
| **FTES** | | 59.13 | 71.49 | 78.23 | 90.39 | One Full-Time Equivalent Student = 30 WSCH | |
| **Total FTEF** | | 3.55 | 4.06 | 4.33 | 5.25 | Total Full-Time Equivalent Faculty | |
| **WSCH/FTEF** | | 499 | 529 | 542 | 517 | WSCH Generated per Full-Time Equivalent Faculty Member | |
| **Full-time FTEF** | | 1.60 | 1.60 | 2.00 | 2.85 | FTEF from Contract Faculty | |
| **Hourly FTEF** | | 0.83 | 1.33 | 1.30 | 1.01 | FTEF from Hourly Faculty | |
| **Overload FTEF** | | 1.12 | 1.12 | 1.03 | 1.38 | FTEF from Contract Faculty Overload | |
| **Part-Time FTEF** | | 1.95 | 2.45 | 2.33 | 2.40 | Hourly FTEF + Overload FTEF | |
| **Part-Time/(Total FTEF) %** | | 54.89% | 60.53% | 53.78% | 45.65% | 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** | | 94.93% | 97.34% | 97.38% | 96.69% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades | |
| **● Success Rate** | | 62.09% | 67.87% | 69.65% | 74.27% | 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** | | 5 | 10 | 1 | N/A\* | Degree Counts Are for the Full Academic Year (thus, \*N/A for 2011-12) | |
| **Certificates Awarded:** | | 5 | 7 | 11 | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2011-12) | |
| **- Under 18 Units** | | - | - | - | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2011-12) | |
| **- 18 or More Units** | | 5 | 7 | 11 | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2011-12) | |

| **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 2011 numbers indicate that enrollment for the Automotive discipline is at an all-time high. Our FTEF is also the highest it has ever been at 5.25. Our classes are restricted to 22 and 24 because of workstation limitations but our WSCH/FTEF is very high at 517. These numbers reflect the addition of the auto collision repair program to our discipline. While it is exciting to see the automotive discipline grow, these high numbers have put a strain on the operational costs of the program. Our resources for supplies and equipment are stretched very thin. Our retention rate is excellent at 96.60%. Our success rate has grown to 74.27%, but still needs to be improved. Additional resources for supplies and equipment to meet the demand of our expanding program will help bring our student success rate up.** |

| **I. B. Please summarize the findings of Course AND Program SLO assessments conducted by your discipline. (For examples, see** <http://www.palomar.edu/irp/11PRYear1/PRPsloExamples.pdf>) |
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| **I.B.1 Summarize Course SLO assessment results beginning on the next line.**  **Several automotive courses have SLO assessments that identify students success in passing practice certification exams for engine performance, electrical and advanced engine performance. The assessment results indicate that student performance is below expected levels.**  **Engine rebuilding and machining students have shown low success rates regarding SLO'S related to engine machining and cleaning processes.**  **All other couse SLO assesments have shown good results**  **I.B.2 Summarize Program SLO assessment results beginning on the next line.**  **Assessments of safety SLO show a very high success rate.** |

| **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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| **I.C.1 Please reflect upon the Course SLO findings in Box B (above) beginning on the next line.**  **9 year old laptop computers are used to access online training and certification practice testing for several automotive classes. Students have struggled with the performance of these outdated computers which has affected their results on exams. Updated laptops will definitely improve their scores and better prepare them for industry certification. Low assessment results from engine rebuilding and machining students are a direct result of weak engine cleaning processes and outdated engine honing machines.**  **I.C.2 And, please reflect upon the Program SLO findings in Box B beginning on the next line.**  **We have had no student injuries since the adoption of safety SLO'S.** |

| **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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| **Jobs for Automotive Service Technicians and Mechanics in California are expected to increase by 20 percent, or 3070 jobs per year between 2010 and 2020. Auto body and collision repair occupations are projected to increase 16.7% or 490 jobs per year from 2010 to 2020. 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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| **Title 5 has forced us to remove repeatability from all of our courses. This should not have a noticable effect on our programs. The auto collision repair program is still waiting for the new paint booth to be installed. To accommodate students wishing to graduate with out the refinishing classes, we are substituting other automotive classes so they may finish their certificate.** |

| **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 117.71%. 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 desparately need a replacement full time faculty member to replace Mark Coppedge who passed away suddenly in November. Efforts to find part time staff to teach classes in the daytime have been very challenging. We have requested a faculty member but are waiting for approval.** |

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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.** | **Shot blaster engine cleaning machine** | **1** | **2/2.6** | **Cleaning processes are an important component of the automotive industry. Engine parts are cleaned in a two two step process: Thermal cleaning followed by shot blasting. The discipline has the thermal cleaning device but not the shot blaster. SLO 's relating to engine cleaning processes show low student outcomes. Our student success rate would also be improved if we had the proper cleaning equipment that would allow our students to work with clean engine parts.** | **$20,000** | **one-time** | **no** |
| **a2.** | **Sunnen CV 616 Cylinder Hone** | **2** | **2/2.6** | **This honing 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. SLO'S have shown low success rates for students who are trained on our existing honing equipment. Student success rate will increase with the addition of this new machine** | **$22,000** | **one-time** | **no** |
| **a3.** |  |  |  |  |  |  |  |
| **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.** | **Replace 22 laptop computers with new units** | **1** | **Goal 6** | **The 22 laptops in the automotive computer lab are used every day for several classes. Curriculum for 3 different computer lab classes relies heavily on the proper function of these computers. These units are now 9 years old and have been giving the students trouble as they try to complete their assignments. These computers are used also for students to complete certification exams. SLO'S relating to the use of computers for certification have shown low results. These computers have a hard time running new training and certification software that we are using. The IS department has reccommended the replacement of these units for several years since they are out of warranty. Our student success rate will go up when we get new computers.** | **$30,000** | **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.** |  |  | |  | |  | |  | |  | |  | |
| **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.** | **Mitchell on demand 5 subscription** | **3** | | **goal 6** | | **On Demand 5 is a subscription that allows our students to research specifications, procedures, and other information about the vehicles on the road today. Most automotive lab assignments require students to use this subscription to resaerch information.** | | **$1,000** | | **on-going** | | **no** | |
| **d2.** | **150 user software license for ASE certification test preparation** | **1** | | **goal 6** | | **This software subscription will provide an industry resource for our students to become certified and earn their degrees. As a result, student success should go up.** | | **$3,100** | | **on-going** | | **no** | |
| **d3.** | **Mitchell on demand collision repair subscription** | **2** | | **goal 6** | | **The collision repair industry uses this software for specifications and procedures. The auto body program needs this to keep our students current with industry standards** | | **$1,000** | | **on-going** | | **no** | |
| **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.** |  |  | |  | |  | |  | |  | |  | |
| **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** | | **a lab assistant is needed in auto body to maintain a safe environment in the lab when students are working with machinery. The assistant is also needed to help the instructor set up lab and demonstration units that will ensure the course and program SLO'S are met.** | | **$5,000** | | **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.** |
| **The Automotive discipline has formed a partnership with Snap On tools to offer meter and diagnostic training to our students. Not only does this bring state of the art training to our students but offers them industry certifications as well.** |

| **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*** | **David Wright *Name*** | ***Name*** |

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

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**

* **Provide a hard copy to the Division Dean no later than September 14, 2012**
* **Provide a hard copy with the Dean’s sign-off to Instructional Services by September 28, 2012**
* **Email an electronic copy to** [**jdecker@palomar.edu**](mailto:jdecker@palomar.edu) **by September 28, 2012**