**YEAR 2**

**ACADEMIC YEAR 2013-14**

Program Review and Planning Year 2 form is an evaluation of the progress on last year’s goals (Year 1 PRP) and is also planning of goals and activities for the current year (2013-2014).

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| **Discipline: Automotive Technology** | **Date 11/22/2014** |
| **Instructional Discipline Reviewed (Each discipline is required to complete a Program Review.)** | **Add Date (00/00/2014)** |

**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.).

**DEFINITION**

Program Review and Planning is the means by which faculty, staff, and/or administrators complete a self-evaluation of an academic discipline, program, or service.  The self-evaluation includes an analysis of both quantitative and qualitative data on how the academic discipline, program, or service is supporting the mission and strategic planning of Palomar College in meeting the educational and career interests of students.  Through the review of and reflection on key program elements, such as program data and student learning outcomes, Program Review and Planning defines the curriculum changes, staffing levels, activities, and/or strategies necessary to continue to improve the academic discipline, program, or service in support of student success.  The Program Review and Planning process also ensures short-term and long-term planning and identification of the resources necessary to implement identified goals and priorities.

[**Palomar College Mission**](http://www.palomar.edu/about/goals.aspx)

Our mission is to provide an engaging teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. As a comprehensive community college, we support and encourage students who are pursuing transfer-readiness, general education, basic skills, career and technical training, aesthetic and cultural enrichment, and lifelong education. We are committed to helping our students achieve the learning outcomes necessary to contribute as individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world.

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| **Program/Discipline Mission** |
| **List everyone who participated in completing this Year 2 Program Review and Planning Document.**  **Steve Bertram, Anthony Fedon, David Wright** |
| **State your program’s or discipline’s mission statement. If you don’t have one, create one.**  **Mission Statement**  **The Mission of the Palomar Automotive Technology Department is to foster a safe learning environment for the preparation of men and women for potential career paths as an automotive technician, service advisor or manager, parts person, auto body technician, claims adjuster, or other related jobs in the automotive industry. Palomar College is using state-of-the-art equipment to provide students with the knowledge and skills necessary to gain entry-level technician employment in the ever-changing Automotive Repair Industry.**  **Goal**  **The Automotive Technology Program reflects Palomar College’s mission and goals in that it provides individual courses of instruction, a one-year Certificate or a two-year AAS degree for individuals seeking technical and occupational skills for meaningful employment.** |
| **Explain how your program’s or discipline’s mission is aligned with the Palomar College Mission Statement.**  **The Automotive Technology Program develops students for future employment with credentials of a certificate to an AA degree using state of the art equipment.** |

**STEP I. Review and Evaluation of Year 1  
In this section, evaluate the program plans you described in last year’s Program Review and Planning Document.   
Refer to “STEP II: PLANNING” in your 2012-13 YEAR 1 PRP document at:** <http://www.palomar.edu/irp/PRPCollection.htm>.

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| 1. **Progress on Current Plans. For each planning area below, summarize your program plans as documented in the Year 1 form (last year’s form) and evaluate your progress on completing them.**   **Curriculum (Step II.A. of Year 1 PRP)**   1. **Summarize the plans you made regarding curriculum? (Consider how SLO assessment results influenced curriculum planning.)**   **The paint booth is now finished and we are offering the first refinishing class in more than 4 years.**   1. **How did you implement and evaluate those curriculum changes?**   **The refinishing class is currently inpacted and we are planning to offer more sections**  **Class Scheduling (Step II.B. of Year 1 PRP)**   1. **Summarize the plans you made regarding class scheduling?**   **Course offerings were reduced last year due to budget cutbacks. We were hoping to add more classes.**   1. **How did you implement and evaluate those class scheduling changes?**   **Class sizes continued to be large due to cutbacks. We were approved to offer one extra class last semester. there has been significant interest in the summer shop class, so we are going to offer two sections this summer instead of one.**  **Faculty Hiring (Step II.C. of Year 1 PRP)**   1. **What faculty needs did you articulate for this discipline?**   **We requested a full time faculty member**   1. **What is the current status of the plan you articulated?**   **We hired Anthony Fedon as a full time faculty member in automotive technology. We also hired one more part time faculty member.** |
| 1. **Analysis and Impact of Resources Received (Step III – Year 1 – Resource Requests for Discipline)** 2. **What is the dollar amount you received from IPC last year (2012-2013)? You can access the 2012-13 IPC PRP allocations by clicking on this link:** <http://www.palomar.edu/irp/201213resourceallocations.pdf>   **$30,000**   1. **How were those funds spent?**   **22 Laptop computers for the engine performance/electrical computer lab**   1. **Identify permanent employees requested and prioritized by IPC, i.e., classified/CAST/administrative. You can access this information by clicking on this link:** <http://www.palomar.edu/irp/staffingplan.pdf>   **None**   1. **Describe the impact of these funds received from IPC on:** 2. **Curriculum (courses, SLOs)**   **The computers are not accessable yet. They should be ready during the start of the spring semester.**   1. **Number of students affected**   **100**   1. **Other**      1. **Describe unmet funding requests as they apply to your planning and priorities.** |

**STEP II. Evaluation of Program & SLOAC Data**

**In this section, review and analyze updated program data, the results of SLOACs, and other factors that could influence your program plans for this upcoming year.**

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| 1. **Program Data. Provide an analysis of the past six years (2007-08 through 2012-13) of your discipline’s data. Consider trends in the data and what may be causing them. (For enrollment, WSCH, & FTEF data, use Fall term data only). The links below will take you to the three sets of data to analyze.**     * Enrollment, Enrollment Load, WSCH, and FTEF (<http://www.palomar.edu/irp/PRP_WSCH_FTEF_Load.xlsx>) **(Use Fall term data only).**    * Course Success and Retention rates (<http://www.palomar.edu/irp/PRP_Success_Retention.xlsx>**). Note, this file is very large and there will be a delay both when you open the file and again when you initiate the first search.**    * Degrees and Certificates (<http://www.palomar.edu/irp/PRP_Degrees_Certs.xlsx>).   **Describe your analysis and observations.**  **Fall 2011 numbers indicate that enrollment for the Automotive discipline is at an all-time high. Our FTEF ia also the highest it has ever been at 5.25. 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 streched 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.**  **2012/13 was our best year for degrees and certificates awarded. We showed 27 total awards. Our previous high was in 2010 at 17. Enrollment has dipped a bit since 2011 due to cutbacks. We expect to grow that enrollment back up as more sections are offered.**  **Does this data reflect your planning, goals, and activities? If not, why?**  **Yes, we have been trying to increase our student success rate.** |
| 1. **SLOACs. Using the comprehensive SLOAC reports and faculty discussions as a guide, provide a summary and analysis of Student Learning Outcome assessments at the course and program level. Link to SLOAC resources:** <http://www2.palomar.edu/pages/sloresources/programreview/> 2. **Summarize your SLOAC activities during the 2012-2013 academic year.**   **SLO assesments were conducted for courses 115, 115L, 110, 110L, 105, and 105L. for the 2012/13 year.**   1. **Course SLOACs: What did you learn from your course SLO assessments? What will you maintain and/or change because of the assessment results?**   **Outdated software used to complete assignments in these classes seemed to be the biggest problem. We will seek new software to maintain to maintain high quality instruction in these classes.**   1. **Program SLOACs: What did you learn from your program SLO assessments? What will you maintain and/or change because of the assessment results?**   **Assesments were conducted identifying students' skills using diagnostic equipment. 80% of students met the basic requirement for the diagnostic equipment skills learning outcome. The diagnostic certification training that we are using seems successful and we will continue to use it.** |
| 1. **Other Relevant Data and Information.** 2. **Describe other data and/or information that you have considered as part of the assessment of your program. (Examples of other data and factors include, but are not limited to: external accreditation requirements, State and Federal legislation, four-year institution directions, technology, equipment, budget, professional development opportunities).**   **We will be looking into NATEF accreditation for the automotive program.**   1. **Given this information, how are your current and future students impacted by your program and planning activities? Note: Analysis of data is based on both quantitative (e.g., numbers, rates, estimates, results from classroom surveys) and qualitative (e.g., advisory group minutes, observations, changes in legislation, focus groups, expert opinion) information.**   **Our advisory committee supports NATEF accreditation** |
| 1. **Labor Market Data. For Career/Technical disciplines only, provide a summary of the current labor market outlook. This data can be found on the CA Employment Development website at** [**http://www.labormarketinfo.edd.ca.gov/**](http://www.labormarketinfo.edd.ca.gov/) **. Go here and search on Labor Market Information for Educators and Trainers (http://www.labormarketinfo.edd.ca.gov/Content.asp?pageid=112). Click on summary data profile on right side of page to search by occupation. (Check other reliable industry or government sources on Labor Market Data websites that support findings and are relevant to Region Ten – San Diego/Imperial Counties. Include job projections and trends that may influence major curriculum revisions.)**   **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** |
| 1. **Discipline/Program Assessment:** **Based on Steps I and II above, describe your discipline’s or program’s:** 2. **Strengths**   **The major strengths of the Automotive technology discipline are the ability to provide efficient and effective traning through the use of the new facility and equipment. Students benefit from a smooth running, state of the art training facility.**   1. **Weaknesses**   **Accerditation. The automotive program is not NATEF certified. We will be working for the next several years to achieve this national certification.**   1. **Opportunities**   **Growth. Our enrollment load has been well over 100% for the past 6 years. As more offerings are approved, we look forward to making this facility more efficient by offering more sections in the afternoons.**   1. **Challenges**   **Finding instructors to teach part time during the day has always been a struggle.** |

**STEP III. Updated Goals & Plans**

**Taking the analyses you completed in Steps I and II, describe your program’s goals and plans.**

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| 1. **Goals and Plans: What are your goals for 2013-14? When establishing goals, consider changes you are making to curriculum, schedule, and staffing as a result of the assessments you completed in STEPS I and II above. Goals should reflect your program/discipline’s top priorities for the coming academic year.**   **For EACH goal provide the following:** | |
| **GOAL #1** | |
| **Program or discipline goal** | **Adaquate storage facility/wash rack** |
| **Plans/Strategies for implementation** | **Storage was not part of the new facility construction. Advisory committee minutes and NATEF standards stress the importance of proper storage. We have requested a storage facility be constructed, but nothing yet.** |
| **Outcome(s) expected (qualitative/quantitative)** | **We have two large pieces of equipment that cannot be used untill the storage facility is built. Students will have access to state of the art engine cleaning equipment once completed.** |
| **GOAL #2** | |
| **Program or discipline goal** | **NATEF certification** |
| **Plans/Strategies for implementation** | **Begin evaluating and aligning our program to the standards outlined in the NATEF requirements** |
| **Outcome(s) expected (qualitative/quantitative)** | **Once certification is achieved, our program will meet industry needs more effectively.** |
| **GOAL #3** | |
| **Program or discipline goal** | **Hybrid Technology Curriculum adopted with training aids** |
| **Plans/Strategies for implementation** | **Garner industry support for training aids through local dealerships** |
| **Outcome(s) expected (qualitative/quantitative)** | **This curriculum will provide advanced training for our students, and will give them a leg up when entering the labor force and will bring higher wages.** |
| **ADDITIONAL GOAL (*if needed*)** | |
| **Program or discipline goal** |  |
| **Plans/Strategies for implementation** |  |
| **Outcome(s) expected (qualitative/quantitative)** |  |

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| 1. **Alignment with College Mission and Strategic Plan Goals.** 2. **How do your goals align with the Palomar College Mission?**   **Our goals match the Palomar College mission because they are ensuring an engaging and effective learning environment. Both goals 1 and 2 will have a major impact on the learning environment the the students will experience.**   1. **How do your goals align with the College’s Strategic Plan Goals? See the College’s Strategic Plan 2016 Goals at:** <http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf>   **The storage/wash rack facility meets goal 4.2 of the stragec plan.**  **NATEF certification meets goal 2, strengthining partnerships. A certified program will align us closer to the automotive industry. This will ensure that we are providing the students with effective learning experiences.**  **Hybrid training will be a big part of ongoing NATEF Certification**   1. **Based on your program review and planning, describe any issues/concerns that have emerged that require interdisciplinary or College-wide dialogue and/or planning.** |

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| **STEP IV. Resources Requested for Academic Year 2013-2014:** |
| **Now that you have completed Steps I – III, Step IV requires you to identify all additional resources you will need to achieve your Goals and Plans/ Strategies (Step III).  First, identify all resource needs in each budget category.  You may have up to five (5) requests per budget category.  Provide a meaningful rationale for each request and how it links to your Goals, Plans, and Strategies.   \*Second, ALL your resource requests must be prioritized as one group; not prioritized within each budget category.  This means, you could have your #1 priority in Technology, your #2 priority in Short-term Hourly, and your #3 priority in Equipment, etc.  If you actually have five (5) requests in each of the five (5) budget categories, you would end up with 25 prioritized requests. IPC will not consider any requests that are not prioritized. Resource requests to simply replace budget cuts from previous years will not be considered.   PLEASE NOTE THAT ALL FUNDING ALLOCATED BY IPC IS ONE-TIME AND MUST BE SPENT WITHIN THE DEFINED TIMELINE. RESOURCE REQUESTS THAT SUPPORT MORE THAN ONE DISCIPLINE SHOULD BE INCLUDED ON THE ‘ACADEMIC DEPARTMENT RESOURCE REQUESTS” PRP FORM ONLY.** |

**Budget category a. Equipment (600010) (per unit cost is >$500). *Enter requests on lines below. Click here for examples of equipment:*** [***http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf***](http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf)

| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **\* Priority Number for all Resource Request categories** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include tax, shipping, etc.)** |
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| **a1.** | **Sunnen CV 616 Cylinder Hone** | **2** | **2/2.6** | **9** | **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** | **25,000** |
| **a2.** | **Hybrid vehicle training aid** | **3** | **2/2.3** | **10** | **This vehicle can be used during all labs for current classes to provide a look into the newer vehicle systems, including the addition of Hybrid curriculum** | **30,000** |
| **a3.** | **Nitro Fuzer Nitrogen Plastic Welding System** | **2** | **2/2.6** | **8** | **This plastic welder will provide an updated process for welding different types of plastic on parts that could not be repaired with processes. Keeping shop current and provide our students with the latest job skills. The program does not have any equipment like this to teach these skills. This will train students with the current technology so students can complete SLO’s, Plastic repair is a task on the NATEF task list to be completed.** | **7000** |
| **a4.** |  |  |  |  |  |  |
| **a5.** |  |  |  |  |  |  |

| **Budget category b. Technology (600010) (computers, data projectors, document readers, etc.). Enter requests on lines below. *Click here for examples of technology:*** [***http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf***](http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf) | | | | | | |
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| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **\* Priority Number for all Resource Request categories** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| **b1.** | **Upgrade ATECH trainers in computer lab** | **2** | **6** | **7** | **Electrical and engine performance traners need to be repaired and updated to USB connections so they are compatable with the new laptop computers** | **16,000** |
| **b2.** |  |  |  |  |  |  |
| **b3.** |  |  |  |  |  |  |
| **b4.** |  |  |  |  |  |  |
| **b5.** |  |  |  |  |  |  |

| **Budget Category c. Funds for Supplies (400010) (per unit cost is <$500 supplies) *Enter requests on lines below. Click here for examples of Supplies:***  [***http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf***](%20http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf) | | | | | | | | |
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| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **\* Priority Number for all Resource Request categories** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| **c1.** | **Supply budget needs to be increased to meet program needs** | **2** | **6** | **3** | **Automotive technology is a very supply intensive program. The Automotive budget does not even come close to meeting the supply needs of the program. NATEF requires that sufficient supplies be readily available to assure continuous instruction. This will also improve SLO success rates and NATEF task proficiencies.** | **$16,000** |
| **c2.** |  |  |  |  |  |  |
| **c3.** |  |  |  |  |  |  |
| **c4.** |  |  |  |  |  |  |
| **c5.** |  |  |  |  |  |  |

| **Budget Category d. Funds for Operating Expenses (500010) (printing, travel, maintenance agreements, software license, etc.). *Enter requests on lines below. Click here for examples of Operating Expenses:*** [***http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf***](http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf) | | | | | | | | |
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| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **\* Priority Number for all Resource Request categories** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| **d1.** | **Mitchell on demand 5 subscription** | **2** | **1** | **1** | **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.** | **1000 annually** |
| **d2.** | **150 user software license for ASE certification test preparation** | **2** | **1** | **2** | **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.** | **3400** |
| **d3.** | **NC3 Certification** | **2** | **1** | **6** | **Training and certification on the SnapOn Electronic tools will provide students with up dated training and with that training, software updates can be offset with students that become certified. ie: 1 certified student = 1 free software upgrade - up to 10 free per year** | **2,000** |
| **d4.** | **Mitchell repairmate** | **2** | **1** | **4** | **Repair Mate is a subscription that allows students to research information about the vehicles that are on the road and that they will be working on to write a repair estimate and develop a repair plan. All repairs require an estimate, and it is a NATEF standard that needs to be met.** | **3400** |
| **d5.** |  |  |  |  |  |  |

| **Budget Category e. Funds for temporary or student workers (230010/240010) Enter requests on lines below** | | | | | | | | |
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| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **\* Priority Number for all Resource Request categories** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include benefits)** |
| **e1.** | **Temporary Body Shop Employee** | **2** | **2.2** | **5** | **A temporary worker is needed above all to assist the instructor in maintaining a safe work environment and provide assistance so the instructor has more one on one time with students which can improve SLO’s. The paint booth and the lab are separate from each other creating an issue of students being unsupervised for an extended period of time while working with potentially dangerous equipment.** | **10,000** |
| **e2.** |  |  |  |  |  |  |
| **e3.** |  |  |  |  |  |  |
| **e4.** |  |  |  |  |  |  |
| **e5.** |  |  |  |  |  |  |

**STEP V. Classified and administrative (contract) positions requests for academic year 2014-2015**

**Classified, CAST, or Administrator positions:  Enter each position request on the lines below.  You may request up to five (5) positions and they must be prioritized to be considered by IPC.  Contract position requests may include vacancies due to retirements, resignations, lateral transfers, etc., as well as any new positions to be considered.  Please note that only these position requests will be prioritized by IPC when developing the annual Staffing Plan for Instruction.**

| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **Priority Number for Position Requests in Step V Only** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include benefits)** |
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| **1.** |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**